



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear legal professionals:

Our newsletter continues to grow with over 7,000 paralegals and/or attorneys being notified via a link. Much information is included about e-Filing and other topics such as our new criminal evidence room that will be more secure and cost-effective.

Also please notice the part about including re:Search Texas on the agency list for expunctions. As I have notified you before, filings you thought were sealed and/or expunged **are not** at present.

The new building and re-model of the juvenile facility is well under way. We are reviewing drawings from the architects and look forward to moving into the new facilities that are more cost-efficient to operate and with much better security.

Finally, our return for correction rate is 9.14% overall, which we would like to reduce, in order to save taxpayer money on our side and lower your business expenses as well. Please watch for a new initiative from my office to deal with this issue.

As always, your comments are welcome at dclerk@tarrantcounty.com.

Best wishes,

A handwritten signature in cursive that reads "Tom Wilder".

District Clerk
DClerk@TarrantCounty.com

Web Access
 Click below to sign up:

Go to egov.tarrantcounty.com to apply today!

Click the Facebook link below to view our office Facebook page. Make sure to follow us for important announcements or to see what's happening at the District Clerk's office!

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TARRANT COUNTY DISTRICT CLERK e-File Rejection Rates

Category	2014	2015	2016	2017	2018*
Number of incidents w/Tyler Tech	502	398	393	290	287
Total Filings Accepted	244,801	252,306	267,939	282,306	175,197
Total Filings Rejected	19,752	18,478	19,406	23,407	16,020
Grand Total of Filings	264,553	270,784	287,345	305,713	191,217
Acceptance Rate	92.53%	93.18%	93.25%	92.34%	91.62%
Rejected Rate	8.07%	7.32%	7.24%	8.29%	9.14%

**through June*

EFileTexas provides resources to assist with training:



TRAIN

Free Training Sessions



[Web Training Sessions](#)

Self-study Online Training



[Training Videos for eFile.TXCourts.gov](#)



[Get Started - PCs](#)



[Get Started - Macs](#)



[Filer: Quick Reference Guide](#)



[Filer: User Guide](#)



[Filer: Firm Admin Guide](#)



Please Update Your Records

Although the Civil courts, Accounting Section and Administrative Offices of the District



Clerk have been at our new location nearly three years, we continue to have items mailed to our old address. If you haven't already, please update your records to reflect our new address at the Tom Vandergriff Civil Courts Building: 100 N. Calhoun St., Fort Worth TX 76196.



Friendly reminder to keep your contact information up to date to stay in the know! Law office and attorney information such as addresses, phone numbers and emails help our clerks ensure that important information from the District Clerk's Office (notices of hearings, signed orders, etc.) is given to you timely! We strive to provide you excellent service and communication!



Service Request Form

Have your citations returned to your office more quickly! When filing a new case remember to include a Service Request Form or Cover Letter with citation requests, so that Document Production can produce and return service papers promptly. We can also email most service documents directly to your office!



Here to help



September 3, 2018 Labor Day
November 22-23, 2018 Thanksgiving
December 24-25, 2018 Christmas

New Agency Alert for Expunctions

When filing a Petition for Expunction, the quantity of agencies to be served has increased. Please make sure when filing that you account for **re:SearchTX** as one of your service agencies. This is a new agency that will need to be served a copy of the Petition and Order to expunge if granted. We have provided a link to re:SearchTX and the mailing address that a filer will need to include in their Petition for Expunction.

If you have any questions regarding this additional agency, please contact the District Clerk Felony/Civil section at 817-884-1231.

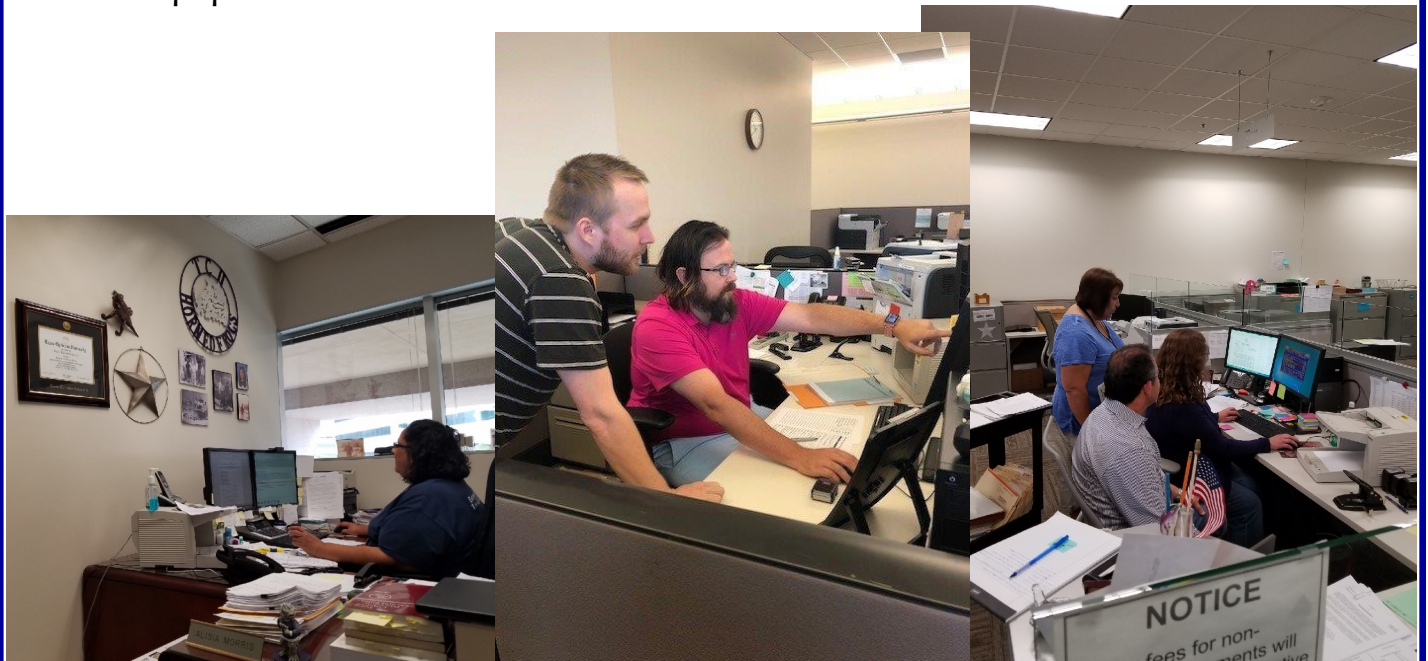
About Us



Office of Court Administration
205 W. 14th St., Suite 600
Austin, TX 78701

Testing in Progress

New enhanced backup and recovery testing of court case files was completed Saturday, July 28, 2018 in Civil, Criminal, Family and Juvenile. The new system has hot sites out of county which hopefully will never have to be used. The new system will facilitate moving to a more paperless environment.



Family Section

In the Spotlight



Billy Hahn began his employment with the District Clerks office in May 2008. He was assigned to the 233rd District court area where he remained for 3 years. In 2011, Billy was promoted to the Lead Clerk position in the 325th where he spent 5.5 years as the Lead Clerk. During that time he also worked at the File-Desk area, and filled in for other courts when there was an absence. Billy was also one of the first of a group of clerks to start processing e-file documents when the office went online with e-Filing, and is a participant on the Family Legislative committee. In January 2017 he was promoted to the Supervisor position he currently occupies.

In his spare time Billy likes to watch old black and white movies and play with his dog Lola. Billy enjoys a slower, quieter pace of life at home, versus the much faster pace of daily office life.



E-Service of E-Filed Documents

The e-service list on e-filed pleadings into a case are the responsibility of the filer. The District Clerk's office cannot add or delete anyone from this e-service list.

Are you interested in the quarterly District Clerk Newsletter?



The current and prior newsletters may be accessed on Facebook or at:

<http://www.tarrantcounty.com/en/district-clerk/about-us.html>.

If you prefer, you may send your request to: dcnewsletter@tarrantcounty.com and we'll make sure you're on the e-mail list.

New Guardianship Registration Requirements go into Effect

Effective June 01, 2018, prior to being appointed Guardian, a person must:

Register **online** using the JBCC certification, registration & licensing system.

- After completing and submitting the guardianship registration information to the JBCC, complete the Guardianship Training Module.

Online training will be available on the **Guardianship Training page**.

- o All persons applying for appointment as guardian are subject to a criminal history background check by the JBCC.

Criminal History information is available on the **Criminal History page**.

- o Attorneys, certified guardians, and corporate fiduciaries are not required to have a criminal history background check conducted or complete the guardianship training module.

- o All information contained in the Guardianship Registration is confidential and is not searchable by the public.

If you have any questions, please contact the JBCC:

jbccguardianregistration@txcourts.gov.



Problem E-Filing?

If your third party E-File Service Provider (EFSP) is down and you are running into a filing deadline, you can still sign up and login at **www.efiletexas.gov**, as an alternative filing system. Another helpful hint is that you can copy a rejected envelope to keep your original file date.



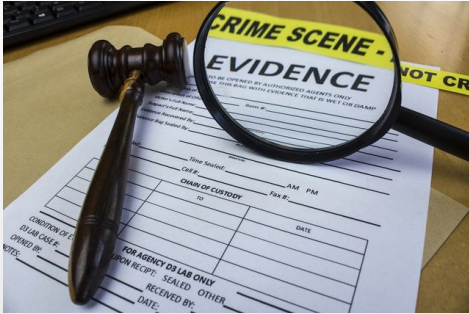
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Evidence Storage Expansion

The felony evidence section is the custodian of evidence, other than contraband items (i.e. weapons, drugs), once a case is complete in a district court. Once the court reporter has completed their record, they will file the evidence from the case with our office. Once our office receives the evidence it is packaged into containers, labeled, and entered into our evidence program to efficiently track and ensure care, custody and control.



In an effort to centralize all existing and future evidence storage, construction to expand existing storage space began in early July. Once construction is complete, evidence will be consolidated from three separate locations into one centralized location. The centralizing of evidence storage will ensure continued care, custody and control of all evidence maintained by the District Clerk and provide efficiencies in evidence viewing and/or release to authorized parties on the case. For questions regarding felony evidence, please contact our evidence clerk, Tina at 817-212-6854.



Contact Us



Tim Curry Criminal Justice Center
401 W Belknap Street



Family Law Center
200 E Weatherford Street



Tom Vandergriff Civil Courts Building
100 N Calhoun Street



Scott D. Moore Juvenile Justice Center
2701 Kimbo Road



E-filing Questions?

Call for assistance:



Family: 817-212-6954

Civil: 817-212-6953

Criminal: 817-884-1342

Felony/Civil

The Felony/Civil section of the District Clerk's office handles Expunctions, Non-Disclosures, Occupational Driver's License, Seizures, and Bond Forfeiture cases.

It is located on the 3rd floor of the Tim Curry Justice Center. The Felony/Civil section began accepting electronically filed documents for Expunctions, Non-Disclosures, Felony Occupational Drivers Licenses and Seizure cases only on July 7, 2014.

For filing fee information please refer to the District Clerk website for the most current fees.

[Felony/Civil Fees](#)

Our business hours are Monday – Friday 8am – 5pm. During these hours you can reach the Felony/Civil clerks for assistance.

Michelle Farrell – Lead Felony/Civil Clerk

Lead Clerk – 817-884-2514

Luz Rodriguez – Auxiliary

Lead Auxiliary Clerk – 817-884-2508

Taylor Rager – Expunctions

Associate Clerk – 817-884-1231

Melissa Summers – Seizures

Associate Clerk – 817-884-1156

**Visit Our
Website**

www.tarrantcounty.com

Click on government

Click on District Clerk