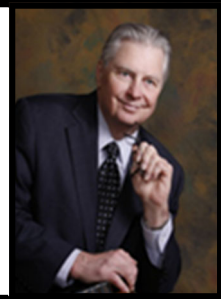




District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear Legal Professionals:

Please review several issues we mention herein and let's work together to build a more cost efficient relationship!

Valid E-mail Address Required

Supreme Court e-filing rules require attorneys to provide a valid e-mail address to the clerk's office. Please check the e-mail situation in your office and be sure the e-mail address is coming to the right person and notify the District and County Clerk of any changes.

DWOP Notices

Effective July 1st, we are sending Notice of Dismissals via your official e-mail address on file with us. Judges will now have proof of delivery that will be housed in our case management system and will be available to a court for viewing therein. Orders of Dismissal will continue to be mailed via USPS as the statute requires.

E-file Return for Correction Rate

This is a biggy! It seems to me that improvement could be had here that would be helpful to both filers and clerk. Our call volume has doubled since e-filing began in 2014 and new cases filed have increased from 60,000 cases a year to 70,000 cases in just 2 years. Please look at the graphic on page 2 that shows the rate of return for Civil, Family and Criminal sections. Please help us reduce these rates by being more conversant with the Texas Rules of Civil Procedure, Rule 21(f)(8)(D) and the JCIT

e-Filing Standards and reply promptly with your corrected filing.

Finally, we have conducted multiple e-filing seminars with various sections of the bar over the last several years and stand ready to do more.

As always, your questions and suggestions are welcome

Regards,

District Clerk

DClerk@TarrantCounty.com




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TARRANT COUNTY DISTRICT CLERK e-File Rejection Rates


Category	2014	2015	2016	2017	2018	2019*
Number of incidents w/Tyler Tech	502	398	393	290	471	125
Total Filings Accepted	244,801	252,306	267,939	282,306	347,939	181,652
Total Filings Rejected	19,752	18,478	19,406	23,407	29,375	13,804
Grand Total of Filings	264,553	270,784	287,345	305,713	377,314	195,456
Acceptance Rate	92.53%	93.18%	93.25%	92.34%	92.21%	92.94%
Rejected Rate	8.07%	7.32%	7.24%	8.29%	8.44%	7.60%

**through June*



In the
Spotlight

Dusty Pulliam began working for the District Clerk’s office in March of 2016 as a part-time employee. In May of 2016 he was promoted to full-time and was placed at the criminal file desk. For the past 3 years Dusty has worked in various areas of the criminal section including criminal file desk, collections, and e-filing. Dusty’s experience in our various sections has made him instrumental in training new hires for their various tasks. In July he was promoted to Criminal Collections Accounting Clerk, supervising Criminal’s Collections Team.



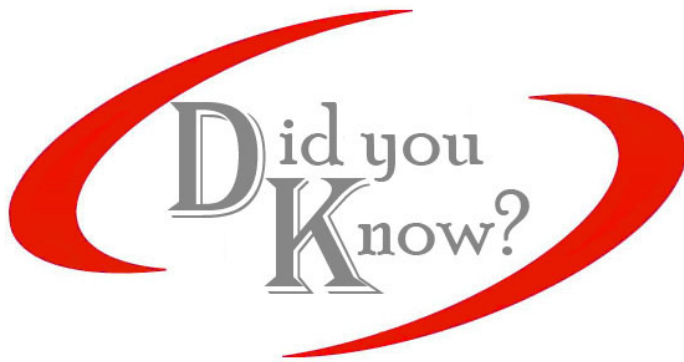
In Dusty’s spare time he is going to TCC to get an Associates degree in Business and will transfer to UTA to double major in Accounting and Business. Outside of work and school he enjoys spending time with family and friends and is also an avid collector of super hero memorabilia.

IV-D Court Information



Since we have welcomed Sean Cook as a IV-D Judge, the IV-D Courts have been restructured into a tri-court system.

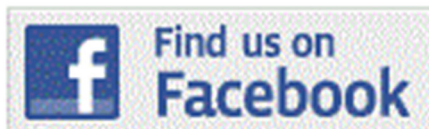
Court	Judge	Coordinator	Bailiff	Waiting Room	NCP Alphabet Split
IV-D #1	Casey Conine	Casey Nortman	Kayla Farris	South	A to G (all DRO)
IV-D #2	Cherami Jenkins	Carmen Norwood-Sims	Steven Salas	North	H to M
IV-D #3	Sean Cook	Veronica Shiflet	Aaron Yee	South	N-Z



When filing documents electronically, shortening the process by filing the document into the correct queue can save you time and effort. The e-file queues are designed to fit the specificity of the document you are trying to file. Being placed in the correct queue gives the District Clerk’s office the ability to accept documents

much faster, shortening the turnaround time and relieving the pressure of having to send it multiple times. For example, if you are trying to file a new case document, and you select the initial queue, the document will be processed in the order it was received. However if you file a document that already has a cause number, it would need to be filed into the Subsequent queue.

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!



September 2, 2019 Labor Day



FELONY JUDICIAL COMPLIANCE TEAM

Felony Judicial Compliance

The Felony Judicial Compliance section is responsible for the collection of court costs, fees and fines imposed in felony criminal cases. When a defendant is placed on probation by the court, they are given a notice of court cost in addition to a bill of cost and instructed to proceed to the 3rd

floor Criminal Section to satisfy their financial obligation. Once on the 3rd floor they are interviewed by a Judicial Compliance Officer and placed on a payment plan, for a term determined by the court. Our department utilizes various reminders such as mail-out notices along with automated phone calls that are in place to reduce delinquency. Fees may be paid in person by cash, money order, or credit card; they may also be made online or via automated phone payment service. Our current Judicial Compliance staff consists of:

Justin Davis, Collections & Technical Criminal Administrator: 817-884-2513

Dusty Pulliam - Criminal Accounting Collections: 817-884-2308

Destiny Garza-Froust - Judicial Compliance Officer: 817-884-2516

Elizabeth Gindratt - Judicial Compliance Officer: 817-884-2515

Laura Bartholdt - Judicial Compliance Officer: 817-884-2518

Watch this
SPACE

Stay tuned for legislative updates in this section in our next quarterly newsletter.

The District Clerk's office prefers that you utilize the form(s) located on our Website when e-filing a request for the issuance of the following service documents:

Website: www.tarrantcounty.com

Click: Government

Click: District Clerk

Scroll Down to: Civil / Tax

Click: Forms

⇒ Application for Abstract of Judgment

⇒ Application for Execution

⇒ Letter Rogatory Application

⇒ Application for Subpoena

The screenshot shows the website interface for the District Clerk of Tarrant County, Texas. The header includes navigation links: About Tarrant, Contact Us, Directory, Locations, and a Search bar. The main navigation bar lists: ONLINE SERVICES, GOVERNMENT, RESIDENTS, VISITORS, BUSINESS, and EMPLOYMENT. The sub-navigation bar includes: DISTRICT CLERK, About Us, Services, Locations, e-Filing Information, Forms (highlighted), and Divisions.

FORMS

District Clerk >Forms

The forms below may be printed out and used for requests through e-File Texas.

Attorneys should use this [Service Request Form](#) as the lead document for service documents which need to be produced.

Attorneys should use this [E-Filing Exception Form](#) for technical issues/Good Cause.

Civil Forms	Family Forms	Criminal Forms
Abstract of Judgment Execution Letter Rogatory Subpoena	Abstract of Judgment Execution Subpoena Change of Address Last Known Address Protective Order	AFRS Application Subpoena Application 11.07 Post Conviction Writ Application

Web Access Service Forms

[Subscription Documents for New Subscribers to the Web Based Access Service](#)

Social Security Form

[Request for Partial Social Security Number Redaction](#)

Bail Bond Forms

[Personal Financial Statement in Microsoft Word format](#)

[Personal Financial Statement in Adobe Acrobat format](#)

Accessibility Notice: Due to the complexity of the source documents, the documents on this page were created from scanned images. If you require assistance in accessing the information, please call 817-212-7208.

Tarrant County Service Request Form

Do you need citations? Are you in a hurry to serve your pleading?

Whether you choose constable services or private process, this form sets you up for success. Please make sure you fill the form out entirely. Leaving empty spots or not filling the correct information can delay the process and issuance of your needed citations. E-FILE this form along with your pleading or bring this form into our office to ensure proper issuance of the citations you are needing. The Tarrant County Service Request Form is the perfect tool to ensure expedient and prompt issuance of the citations you are needing. Don't delay send it or walk it in today. The form can be located at www.tarrantcounty.com/District Clerk/Forms/Service Request Form.

THOMAS A. WILDER, DISTRICT CLERK
TARRANT COUNTY SERVICE REQUEST FORM

Cause No: _____
Style of Case: _____

Please reference the Distict Clerk web page, www.tarrantcounty.com/DistrictClerk/Forms for the following forms: Abstracts, Executions, Subpoenas.

Choose the type of service documents for issuance and select the type and quantity of issuance(s) needed. *For electronic service, service document will be e-mailed to you for you to attach documents and have party served.

Check box if you would like the District Clerk's Office to make copies for your service. (add \$.50 per page per pleading for copies for service)

Title of Pleading to be Served: _____
Date Pleading Filed: _____
Return to (e-Service ONLY): _____
(Name and e-mail address)

Quantity	Type of Service	TC Constable	Alternative Service (Private Process or Out of County)	Certified Mail	*Electronic Service
	Citation by Publication				
	Citation by Posting				
	Citation				
	TRO				
	Show Cause				
	Capias				
	Arrest Warrant				
	Protective Order				
	Writ of Habeas				
	Writ of Attachment				
	Bench Warrant				
	Writ of Garnishment				
	Writ of Permanent Injunction				
	Writ of Temporary Injunction				

Name of Party to be served: _____ Service Type: _____
Address for Service: _____ Party Type: _____

Name of Party to be served: _____ Service Type: _____
Address for Service: _____ Party Type: _____

Attach additional pages if there are more parties to be served.

PERSON REQUESTING SERVICE:
NAME: _____
MAILING ADDRESS: _____
PHONE NO.: _____ FAX NO.: _____
EMAIL ADDRESS: _____

Revised 03/31/2017

Records



As of February 2019, upon going paperless, the District Clerk's closed Records department does not check out paper files for Court. We are requesting that Attorney's needing files for court appearances or entering post judgment orders, contact the Records Department in advance, so that the images to older cases can be verified for the Court's review electronically. The Family and Civil Closed Records Department can be contacted at 817-884-1880.

Writing in Margins



We are having some problems capturing a good image of some documents that have handwritten annotations in the margins (on the top, bottom and sides) of the documents, all the way to the end of the page. The scanner is not able to pick up this information. Please keep comments within the margins.

Web Access

Click below to sign up:



Go to egov.tarrantcounty.com to apply today!

Proposed Orders:

e-File vs walk-through



All e-Filed Proposed Orders are sent to the court electronically. When you walk through orders this creates duplicate orders. We ask that you DO **NOT** walk through paper orders if you have e-Filed a Proposed Order. Based on the court's discretion either e-File order or walk them through please DO **NOT** do both. You can check to see if your order has been signed by using Web Access.



Brandy Austin Law Firm, PLLC for the TIFF's Treats sent to the District Clerk in May.

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

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 currently accepts electronically filed documents for Expunctions, Non-Disclosures, Felony Occupational Drivers Licenses, Bond Forfeiture (NISI’s) and Seizure cases only.

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

Felony/Civil Filing 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



E-filing Questions?
Call for assistance:



Family: 817-212-6954
Civil: 817-212-6953
Criminal: 817-884-1342



www.tarrantcounty.com

Click on government
Click on District Clerk