



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

We at the District Clerk’s office hope this letter finds you well. It has certainly been hectic for some months in our office with the new e-filing implementation for criminal cases, the ongoing development of the new case management system, the successful implementation of the “Attorney Portal” in our online access which resolves the Rule 21 problem that caused us to have to take cases offline and much more.

A tight job market continues to cause high turnover in our staff but we are trying to step up our training to compress the time it takes to put fully trained people facing the attorneys and the public.

We overcame the largest e-filing crash ever that backlogged 950 envelopes but staff worked overtime to process the backlog and caught up in a short time.

The plans and scope of work for the new juvenile facility was approved by Commissioner’s Court last week and we look forward to the space planning with the architects for a badly needed building that will enlarge and improve our current structures on Kimbo Road. Many thanks to Commissioner’s Court for their efforts to replace a 50 year old facility.

Plans are finished and bids are being taken on a new evidence room to be constructed in the Justice Center that will combine our two evidence storage facilities into one with enhanced security and more cost efficient operations. It is amazing how many people access the evidence including national TV programs.

We are trying to use our office Facebook page more to enhance communications with attorneys and general public and hope you will visit it soon.

Best wishes,

District Clerk

DClerk@TarrantCounty.com

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!

Inside this issue:

Sensitive Data / e-Filing	2
Forms / Closings	3
Felony Research / Income Withholding Order	4
Document Changes / Local Rule 1.07	5
Family Protective Orders / Web Access	6
Contact Us / Civil Felony	7

Sensitive Data

When selecting “contains sensitive data” option in E-file Texas, please be aware that the selection does not transfer over to our case management system, nor does it appear in the filing details once the envelope is accepted and downloaded. Please refer to TRCP Rule 21c for rules regarding redaction of information, or mark the pleading itself as containing sensitive data so that the clerk can verify the information and prevent the image from being posted on the internet if needed. If you have any questions, please contact the clerk of the court before filing.



E-Filing

Did you know that when e-filing multiple pleadings into one case you can place them all in the same envelope as long as they do not exceed 35MB? You can accomplish this by selecting “Add Another Filing” which is directly under Enter Filing Details. If you do not see the “Add Another Filing” after downloading your first pleading, hit the page up key and it will take you to the top or the up arrow key. Please see the below screen print to assist you in locating the “Add Another Filing” button.

Enter Filing Details

Add Another Filing

Select Filing Code* E-File Service

Filing Description

Reference Number Firm client re-bill or case tracking #

Documents

Filing Comments

Courtesy Copies sample@efiletexas.gov, sample2@efiletexas.gov

Fees

Envelope Total \$0.00

Payment

Payment Account*

Filer Type*

Party Responsible for Fees*

Filing Attorney

Filing Attorney



Need an Abstract, Execution, etc? There's a form for that!

The Tarrant County District Clerk website offers links to the following Civil Forms:

Application for Abstract of Judgment

Application for Execution

Letter Rogatory Application

Application for Subpoena

Service Request Form

Please utilize these forms to assist our clerks in producing your Service Documents accurately. You can find the forms at:

<http://access.tarrantcounty.com/en/district-clerk/forms.html>

E-Filing Transfer Court of Continuing Jurisdiction

Please make sure to read the comments we leave not only when your e-filing is returned for correction but also when it is **accepted**. We often provide you with important information about requirements and procedures for service. You will also find the initials or name and phone number of the person who accepted or returned your e-filing, in case you have any questions or concerns.



Sorry WE'RE
CLOSED

May 28, 2018

Memorial Day

July 4, 2018

Independence Day

September 4, 2018

Labor Day

Are you interested in receiving the quarterly District Clerk Newsletter?

Send your request to:

dcnewsletter@tarrantcounty.com

and we'll make sure you're on the e-mail list!

Felony Research



Did you know that our felony research clerks not only provide copies from felony case files via email, walk-in and mail requests, they also perform Tarrant County felony background checks? Many customers are sent to our office to obtain a certified felony background check for many reasons including for an employer, for housing and even to provide the immigration office with. The fee to obtain

a felony background check is only \$5. Our standard background check goes back 35 years, but can be researched further, if needed. Our felony records go all the way back to 1876. Over the years we have had many people request documents from our "antique" case files for both genealogy reasons, as well as for information for authors writing books about the Fort Worth area. Our office also processes document requests for our own Tarrant County District Attorney's Office as well as many outside government agencies, both from the state of Texas as well as other agencies across the nation. Our email request volume averages over 500 per month. In addition to providing background checks and court documents, our felony research clerks also perform the cashier duties of our office. Payments taken at our office include felony courts costs, fines, and attorney fees, as well as payments for copies, and background checks. Methods of payment accepted at our office are cash, credit card, and cashier's check or money order. For more information regarding this section you may visit our website at: <http://www.tarrantcounty.com/en/district-clerk/>



Subscribe for Web Access

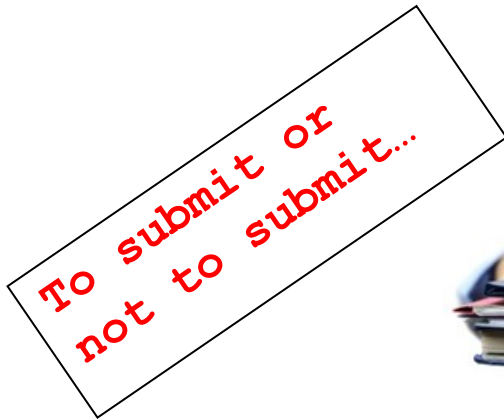


Go to egov.tarrantcounty.com to apply today!



Please remember if you would like the clerks to forward a certified copy of the Income Withholding Order to Child Support, you are responsible for providing the copy for conforming at the time of prove-up or paying the fee for a copy.

Just a friendly reminder that once a document is tendered to the District Clerk's office, it may not be altered or changed. This applies to all documents, including orders, whether they are walked through or e-filed. The same policy applies for the Court file, once something is file-marked and entered into the jacket it may not be removed from the file or altered. If additional copies are provided at the time the order is signed, the clerks of the court will conform and certify your documents at no cost. If copies are not provided but needed, please see the clerk of that court. Regular copies are .50 cents per page and certified copies are \$1.00 per page.



Please see Tarrant County Local Rule 1.07

- "Business Records Accompanied by Affidavit" (The documents accompanying the Affidavit are NOT to be filed)
- "Affidavit Concerning Cost and Necessity of Services" (Documents attached to the Affidavit are NOT to be filed)

Family Protective Orders



REMINDER:

Make sure to complete and provide our office with the Protective Order Summary Sheet and TCIC form upon receiving a signed Protective Order.

Attorneys: When preparing a Protective Order and assessing the fee to be paid by the Respondent, please contact the clerk to obtain the total amount of fees incurred.

Are you interested in receiving the quarterly District Clerk Newsletter?



Send your request to: dcnewsletter@tarrantcounty.com and we'll make sure you're on the e-mail list.

When in doubt about the proper way to e-file a document, don't hesitate to contact our office, we are happy to help. Contact information is on page 7.



Web Access

Click below to sign up:



(<https://egov.tarrantcounty.com/web/guest/departments/district-clerk/subscriber-access>)

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 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



E-filing Questions?

Call for assistance:



Family: 817-212-6954

Civil: 817-212-6953

Criminal: 817-884-1342



www.tarrantcounty.com