



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

As usual, the Texas legislature made some changes in the statutes that will affect our office as well as at least part of the legal community.

Please note, that a major fee increase was obtained from the legislature by the Office of Court Administration on e-Filing. This fee was raised from \$20 to \$30. **None of this fee goes to the county government.** All of it goes to the OCA to pay for the e-Filing vendor's application.

Please consult the District Clerk section of www.tarrantcounty.com for current fees. Other legislative changes can be accessed through Texas Association of Counties and other sources. Be sure and note the effective date of the new statutes. **Not all** of them began September 1, 2015.

Finally, we had to delay the implementation of our planned October 1, 2015 "paperless court" initiative due to technical circumstances beyond our control. After these issues are resolved, we will make another effort to get away from paper files as per Rule 21(f)(13) of the Supreme Court rules on e-Filing.

Please watch the Tarrant County Bar Association journal and your e-mail in-box for further details at a later date.

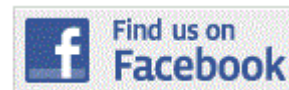
Best Regards,

District Clerk

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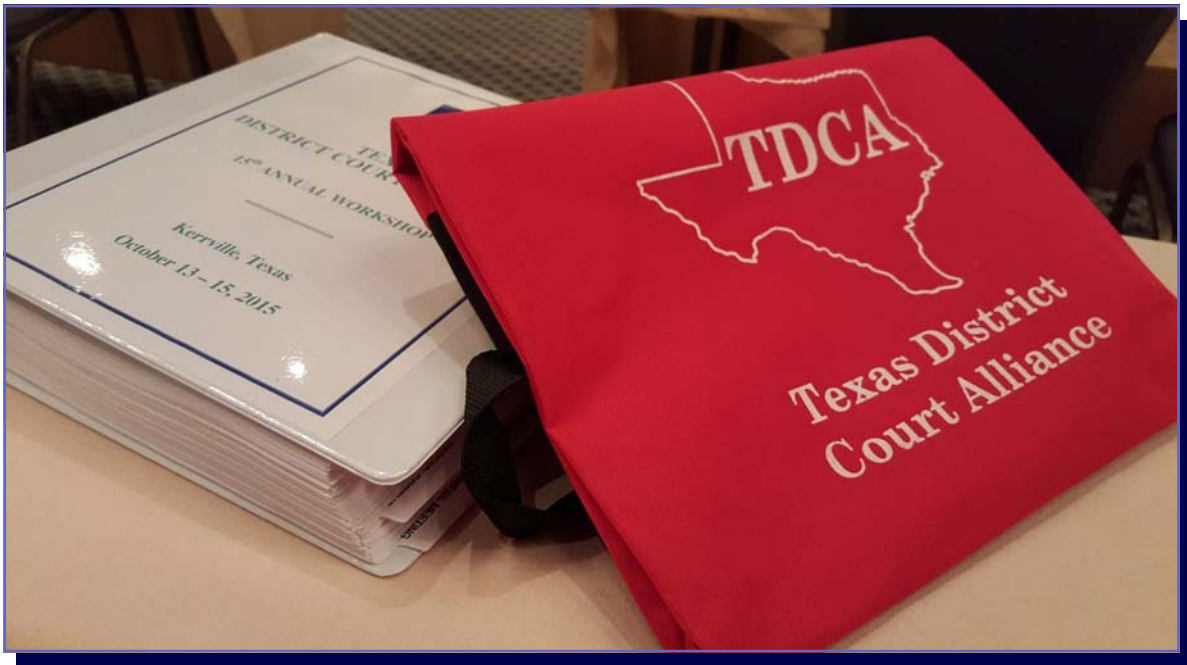
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Inside this issue:

Texas District Court Alliance	2-3
Criminal Employee Spotlight	4
Filing fees	5-7
Criminal Clerk Reassignments	8
Contact Information	9

Texas District Court Alliance



Thomas A. Wilder, Tarrant County District Clerk along with two of his employees attended the Texas District Court Alliance in Kerrville, Texas. This conference focused on Criminal Law so Mr. Wilder was accompanied by Alisia C. Morris, Criminal Manager and Stephane Rhodes-Reese, Criminal Court Verifier. The conference started Tuesday, October 13th through Thursday, October 15th in the Hill Country. It was held at the YO Ranch Hotel and Conference Center. District clerks are mandated to obtain at least 20 hours of Continuing Education by the Texas Legislature annually.



(Above) Mr. Wilder standing with one of the many YO Ranch exotic game trophies that decorate the hotel (one old goat to another?)

(Below) Alisia Morris, Stephane Rhodes-Reese and Mr. Wilder





Mr. Wilder made a presentation on newly enacted legislation. The conference covered important topics such as DPS Reporting, Legislation, E-Filing, Capital Murder-Clerk Procedures and Legal Terminology. There were over 300 clerks present for this successful event. The next conference will be in October of 2016 and it will cover the subject of Family Law.

Efile Fee Increase Effective 9-1-2015

If you have noticed an increase in the felony/civil costs, you are correct. Due to SB1139 the e-filing fee of \$20 dollars was increased to \$30, effective 9-1-2015. This fee will affect the felony/civil area and will increase the civil filing fees for Expunctions, Non-Disclosures and Occupational Drivers Licenses. Should you have any questions please contact the felony/civil area at 817-884-2508.



Be on the lookout....

There is a fee increase (HB 2182) that will be effective on January 1, 2016. The jury fee increases to \$40.

SECTION 5. Section 51.604(a), Government Code, is amended to read as follows:

(a) The district clerk shall collect a \$40 [~~\$30~~] jury fee for each civil case in which a person applies for a jury trial. The clerk of the county court or statutory county court shall collect a \$40 [~~\$22~~] jury fee for each civil case in which a person applies for a jury trial. The clerk shall note the payment of the fee on the court's docket.

Criminal Employee Spotlight



Mark started with the District Clerk's Office as a part-time employee in September 2002. In June of 2003, Mark became a full-time employee, working in the Records division of the District Clerk's Office. Since then, he has worked many positions including: Family/Civil Records Associate Clerk, Associate Clerk in 371st District Court, Felony/Civil Clerk, Criminal Evidence Clerk, Mr. Wilder's Office Manager, Technical Criminal Administrator, and is one of the Assistant Managers of the Criminal Division. Mark has become one of the go-to staff members of the District Clerk's Office for his wide variety of knowledge in our different sections.

In Mark's spare time, he enjoys spending time with his family. Mark is also a huge automobile enthusiast. Besides Mark's vast knowledge of automobiles, it also includes music, especially Classic Country (he is from Nashville, after all).



When filing a Motion and Proposed Order, do not file the Order as a Lead document. The

Proposed Order does not require a file-mark. Instead, file it as an attachment in e-filing.

To avoid any delays in scheduling a hearing or trial, please contact the appropriate Court Coordinator directly. If your call is not answered, please leave a message on their voicemail or call back. The District Clerk's office is unable to assist with this matter.



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 9.



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 setting up party names in e-filing, please indicate attorney's name with party representing.

This will ensure any notifications or actions that the court may send out will get to all intended parties and/or attorneys.



When filing a new SAPCR case please choose Category "FAMILY/JUVENILE –Parent Child Relationship" and under Case Type choose "Other –Parent Child" this should then show under the Filing Code "Petition \$325.00."

Efile Texas

Subsequent Choices impacted by Increased Electronic Filing Fees Effective September 1, 2015



Select Filing Code

- Affidavit of Indigency
- Amended Filing
- Answer/Contest/Response/Waiver
- Bond
- Counter Claim/Cross Action/Interpleader/Intervention/Third Party (\$70.00)
- Habeas Corpus (Continuing Jurisdiction) (\$70.00)
- Motion (No Fee)
- Motion for Contempt (\$15.00)
- Motion for Enforcement (\$15.00)(QDRO)
- Motion for New Trial (\$70.00)
- Motion to Modify (\$30.00)
- Motion to Modify and Enforce (\$30.00)
- Motion to Modify (Court Only)
- Motion to Reinstate (\$15.00)
- Motion to Terminate Wage Withholding (\$15.00)
- Motion to Transfer (\$15.00)
- No Fee Documents
- Notice
- Notice of Appeal
- Proposed Order
- Request

Optional Services

- Certificate of Name Change (\$10.00)
- Copies – Certified (\$1.00)
- Copies – Non-Certified (\$0.35)
- Issue Abstract of Judgment (\$8.00)
- Issue Bench Warrant (\$8.00)
- Issue Capias (\$8.00)
- Issue Citation (\$8.00)
- Issue Citation – Certified Mail (\$83.00)
- Issue Citation – Publication (\$83.00)
- Issue Citation – Secretary of State (\$8.00)
- Issue Letter Rogatory (\$8.00)
- Issue Notice of Order Suspending License (\$8.00)
- Issue Precept/Notice (\$8.00)
- Issue Protective Order (\$8.00)
- Issue Show Cause (\$8.00)
- Issue Subpoena (\$8.00)
- Issue Temporary Restraining Order (\$8.00)
- Issue Warrant (\$8.00)
- Issue Writ (\$8.00)
- Issue Writ of Attachment (\$8.00)
- Issue Writ of Execution (\$8.00)
- Issue Writ of Garnishment (\$8.00)
- Issue Writ of Scire Facias (\$8.00)
- Issue Writ of Sequestration (\$8.00)
- Issue Writ of Withholding (\$8.00)
- Jury Fee (\$30.00)
- Service – Certified Mail (\$75.00)
- Service – Constable – All other (\$75.00)
- Service – Constable – Posting (\$83.00)
- Service – Constable – Writ (\$150.00)

Fee Increase Due to a Legislation Change

Effective September 1, 2015

SB 1139 – Fee increase effective 9/1/15.

Increases the electronic filing fee from \$20.00 to \$30.00 in civil cases in the appellate, district, and county-level courts. See § 51.851(b), Gov't Code.

SECTION 4.01. Section 51.851(b), Government Code, is amended to read as follows:

(b) In addition to other fees authorized or required by law, the clerk of the supreme court, a court of appeals, a district court, a county court, a statutory county court, or a statutory probate court shall collect a \$30 [\$20] fee on the filing of any civil action or proceeding requiring a filing fee, including an appeal, and on the filing of any counterclaim, cross-action, intervention, interpleader, or third-party action requiring a filing fee to be used as provided by Section 51.852.

Filing a New Case with Tarrant County District Clerk's Office – Family Law

I. Case Information

Select Category

-Family/Juvenile-Marriage Relationship

Select Case Type

-Annulment no Children
-Annulment with Children
-Declare Marriage Void
-Divorce no Children
-Divorce with Children

What shows up on Filing Code

(Petition \$289.00)
(Petition \$340.00)
(Petition \$280.00)
(Petition \$289.00)
(Petition \$340.00)

Select Category

-Family Juvenile-Parent Child Relationship

Select Case Type

-Adoption/Adoption with Termination
-Child Protection
-Gestational Parenting
-Grandparent Access
-Other Parent-Child (i.e. SAPCR)
-Parent/Paternity
-Termination of Parental

What shows up on Filing Code

(Petition \$340.00)
(Petition \$325.00)
(Petition \$325.00)
(Petition \$325.00)
(Petition \$325.00)
(Petition \$325.00)
(Petition \$325.00)

Select Category

-Family/Juvenile-Other Family Law

Select Case Type

-Adult Adoption
-Garnishment
-Habeas Corpus
-Name Change
-Other
(i.e. Bill of Review; Suit to Enforce; Property Division;
Declaratory Judgment)
-Protective Order
-Register Foreign Judgment
-Removal of Disabilities of Minority

What shows up on Filing Code

(Petition \$274.00)
(Petition \$274.00)
(Petition \$325.00)
(Petition \$274.00)

(Petition \$274.00)
(Petition \$274.00)
(Petition \$325.00)
(Petition \$274.00)

Cont'd. from page 6

2. Filings

Select Filing Code

- Paupers Affidavit of Inability to Pay Costs
- Petition (*Fee associated with Select Category/Select Case Type*)
- Application (*can be used to efile another Lead Document w/o fees*)

Optional Services

- Certificate of Name Change (\$10.00)
- Copies – Certified (\$1.00)
- Copies – Non-Certified (\$0.35)
- Issue Abstract of Judgment (\$8.00)
- Issue Bench Warrant (\$8.00)
- Issue Capias (\$8.00)
- Issue Citation (\$8.00)
- Issue Citation – Certified Mail (\$83.00)
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E-Filing Helpful Hints

Kimberly Krumland / Jennie Thomas

Associate Clerks, Civil

Since the E-filing system was put into place beginning of January 1, 2014, the Tarrant County District Clerk's office is always trying to find new ways to make this process run a little more efficiently and a little more smoothly with each filing that is received. We do have some helpful hints in hopes of getting your filings accepted and processed into our system with a little more ease.

E-Filing Helpful Hints Cont'd...

When submitting e-filings for initial or subsequent cases in the Civil District Courts, please do not fill in any attorney information for anyone other than the party you are representing. Respondents/defendants attorney information **should not** be filled in when opening a new case. This information has to be left blank until something has been submitted in writing on their behalf.



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When filling out the plaintiff's information in the e-filing system (address, telephone number, etc.) do not use your law firm's address. We will **only** use the information that is stated in your petition, any other information will be removed from our system. This includes but is not limited to the defendants' information. We will continue to edit the citation(s) with any service addresses provided from the citation request form.

When serving a defendant through the **Secretary of State, Commissioner of Insurance, or Texas Department of Insurance**, it is not necessary to use the addresses of these entities in the defendants' party information section. The service address needed in this section is the one these entities will actually attempt service. Also, don't forget that for each of these entities, two file-marked copies of the pleading and an extra 2 page copy fee of .70 (second copy of the citation produced) is needed to complete your citation request for each defendant being served by and through these entities. You may provide these copies or pay through the e-filing system but the 2 page copy fee (.70) is always required for the second issuance of the citation.

When requesting these citations through these entities from the "Optional Services" drop down box, please select from the following:

- "Issue citation-Secretary of State (\$8.00)"
- "Issue citation-Insurance Commission (\$8.00)"
- "Issue citation-State Highway Commission (\$8.00)"

For service by certified mail, please request "**Service-Certified Mail (\$75.00)**" for each defendant specified.

Filing Application for Foreclosures

When filing a foreclosure case and requesting citations to be issued and served by certified mail (\$83.00) and standard first class mail. **This includes the \$8.00 citation fee as well as the \$75.00 service fee.** It is however, not necessary to request regular citations (\$8.00) in addition to the citations with certified mail service. This type of citation not only includes the language needed for notifying the respondents of foreclosure within a 38 day response time, it automatically produces the second copy of the citation to be served through first class mail.

We hope that the information that we have provided will prove to be advantageous in your prospective e-filings with the Tarrant County Civil District Clerk's office.



Criminal Clerk Reassignments

Some of the staff in the criminal courts has been reassigned. Don't worry, they haven't gone far. You will still see their familiar faces but in a different district court. Our goal is to continue to provide our excellent customer service. Below is a list of our Lead Clerks and the new court of assignment.

CDC1	Lee Ann Swan	817-884-1283
CDC2	Gail Kueckelhan	817-884-1223
CDC3	Brittany Bobbitt	817-884-1973
CDC4	Candice Monier	817-884-1230
D213	Kim Wheeler-Mendoza	817-884-1788
D297	Annette Gutierrez	817-884-1226
D371	Marisol Bonilla	817-884-2538
D372	Lisa Carleton	817-884-2541
D396	Maria Lara	817-884-2766
D432	Lori Tucker	817-884-2329
Magistrate	Evelyn Villanueva	817-884-2528
Diversion/Specialty	Teresa Ashwander	817-884-1384
Auxiliary Lead	Marsha Bloxom	817-884-7523



Tim Curry Criminal Justice Center
401 W Belknap Street
Fort Worth, TX 76196



Family Law Center
200 E Weatherford Street
Fort Worth, TX 76196



Tom Vandergriff Civil Courts Building
100 N Calhoun Street
Fort Worth, TX 76196



**E-filing
Questions?**



Call for assistance:

Family: 817-212-6954

Civil: 817-212-6953

Criminal: 817-884-1342

Felony/Civil: 817-884-2508

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.

Rosalinda Mendoza-Lead Felony/Civil Clerk

Lead Clerk – 817-884-2508

Michelle Farrell –Auxiliary

Lead Auxiliary Clerk – 817-884-2514

Luz Rodriguez -Expunctions

Associate Clerk – 817-884-1231

Nellie Herrera -Seizures

Associate Clerk – 817-884-1156



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