



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear Legal Professionals:

A new day is dawning for us all. Tarrant County has completed their new backup system for access to electronically stored records.

Accordingly, we will be accelerating our destruction schedule for older court records, there are 600 boxes with over 50,000 court case files that we show in the picture herein that will be shredded. All cases have been verified to have good images and are properly loaded in our case management system.

Some years ago, I implemented a “famous case” identification process using professional archivists from the Star-Telegram, Historical Society, noted local author Richard Selcer of “Hells Half Acre” fame and my staff. The Committee identified famous cases like the Melvin Belli and Lee Harvey Oswald Civil cases and the many famous murder cases that have been featured on TV programs. **These records will not be destroyed even though they have been imaged.** We have a special secure room for them in house with monitored and controlled access.

The benefit, of course, is to save warehouse space and tax payer dollars by storing the records electronically rather than in paper and be able to access our court records in case of a disaster.

Also, a new criminal evidence room is near completion that will more securely store our evidence and use less space than what we use now because of a better design.

Finally, **effective February 1, 2019, we will go paperless and no longer print out paper files at all.** Now that we have a modern backup system in place and fully tested, it is the next step which is authorized by the Supreme Court and statutes for District Clerks to implement.

Happy Holidays,

District Clerk

DClerk@TarrantCounty.com

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Tarrant County District Clerk

October 24 at 11:45 AM · 🌐

DISTRICT CLERK TOM WILDER IS PREPARING TO SHRED PAPER COURT RECORDS NOW. 600+ BOXES AND 50,000+ FILES FOR STARTERS.

Tarrant County completed its new records back-up system in July and we tested the fail-over function that allows the hot site to pop up and the redundant back-up in The Cloud.

This will save tax payer dollars we have to spend on warehouse space and provide better capability to restore access to court records in the event of a disaster.



Service Request Form

When requesting citations please fill out your service request form or your correspondence with same party information as original petition. If the original petition states on defendant party info by serving registered agents, or manager, etc. you will need to put this on the service request form or your correspondence. If you leave off this information, then we will have to take off the by serving info and only leave the address. When e-filing, please be sure to e-file the service request form as a lead document.



File a Case in Civil vs. Tax

If you are filing a case against the Tarrant Appraisal District please be sure you are filing into the correct case category. Civil - Tax is only for cases regarding delinquent taxes and should not be chosen when filing against the Tarrant Appraisal District. All other categories above Civil - Tax will place your case in the Civil section. If you have any questions, please contact the Civil e-Filing Info Line at 817-212-6953.

1 Case Information 2 Parties 3 Filings 4 Summary

Enter the Details for the New Case

Required fields are bold and have an asterisk (*).

Select Location*
 Tarrant County - District Clerk

Select Category*

- Civil - Contract
- Civil - Employment
- Civil - Injury or Damage
- Civil - Other Civil
- Civil - Real Property
- Civil - Tax**
- Family/Juvenile - Marriage Relationship
- Family/Juvenile - Other Family Law
- Family/Juvenile - Parent-Child Relationship
- Title IV-D (OAG Use Only)



Effective February 1, 2019, the District Clerk's office will no longer be printing paper files.



Protective Orders

Attorneys, upon getting a protective order signed please make sure that you have completed all required documents and that you bring the signed order *directly* to the Family section of the District Clerk's office. We are experiencing delays in getting Protective Orders processed, due to the signed order being left in court or the required documents are not completed/filed.

Required Documents:

- ◆ Protective Order Summary Sheet
- ◆ Protective Order TCIC

Criminal e-File

For its inaugural debut, the District Clerk’s Criminal e-File Department has made important strides in complying with the State’s e-File Mandate. Prior to the official mandate, within our testing phase, Criminal e-File had a Return Rate of nearly 25%.

Envelopes	562	RFCs:	137	24.38%	<- RFC %
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By the end of FY2018, that rate dropped to 10.17%, with the final Quarter Average just under 8%! This improvement would not be possible without the cooperation & assistance of the legal community filing into the criminal district courts. As shown below, Criminal e-File has reviewed over 41,000 documents & returned nearly 4,200 for correction.

Q2 - Q4 2018	Leads	Returns	%	Avg Wkly Lead	Avg Wkly Returns
Year End	41,246	4,195	10.17%	230.21	23.75

Q2	Leads	Returns	%	Avg Wkly Lead	Avg Wkly Returns
Jan	4,251	572	13.46%	283.4	38.13
Feb	5,158	568	11.01%	271.47	29.89
Mar	5,658	622	10.99%	282.4	31.10
	15,067	1,762	11.82%	279.09	33.04

Q3	Leads	Returns	%	Avg Wkly Lead	Avg Wkly Returns
April	4,039	445	11.02%	192.33	21.19
May	4,710	606	12.87%	214.09	27.55
June	4,059	323	7.96%	193.29	15.38
	12,808	1,374	11.94%	199.90	21.37

Q4	Leads	Returns	%	Avg Wkly Lead	Avg Wkly Returns
July	4,428	392	8.85%	210.86	18.67
Aug	5,092	361	7.09%	221.39	15.70
Sept	3,851	306	7.95%	202.68	16.11
	13,371	1,059	7.96%	211.64	16.82

As Criminal e-File continues in FY2019, please remember these tips for acceptance:

- Always include an Attorney Email & Signature somewhere on the physical document
- Proposed/Unsigned Orders must be included with their motions as one lead document
- Proofread your documents prior to submission for common errors like wrong cause number, court, defendant, jurisdiction, or some other missing detail.

Remember, your friendly Criminal District e-Filing Clerks are more than happy to assist concerning your e-filing queries. Feel free to contact us at 817-884-3107 or 817-884-2666 should you have a particular e-filing question, concern, or comment. We would like to speak to you and do everything we can to ensure your documents get filed promptly with the district courts. Thanks for your part in our success, and keep submitting those documents!

In the Spotlight

Family Section



Shannon "Shay" Stroik began her employment with the Tarrant County District Clerks office in August of 2014 at the Civil File Desk. In February of 2015 she was promoted to Family Collections Clerk under the Accounting/Family section, where she remained for 2 years. In February of 2017 she was promoted to the Court Leader of the IV-D section of Family, where she remains to this day. Shay is also a part of the Family Legislative Committee and enjoys sharing her knowledge with her Associate clerks.

In her spare time she enjoys fundraising for the dog rescue she is involved with, as well as fostering and networking dogs to find them loving homes. She also enjoys spending time with family and friends, reading, live music and watching Wisconsin Badgers and Green Bay Packers during football season.

Electronic Copies

You may request copies via e-mail. You will need to pay for the copies through Certified Payments and let us know when that has been completed so we can e-mail the documents to you.



Copy fees remain the same, \$.50 per page for regular copies and \$1.00 per page for certified copies. [Texas Government Code §51.318(b)(8)]

To view all fees for the District Clerk's office you may visit our fee schedule webpage at: <http://www.tarrantcounty.com/en/district-clerk/about-us/FeeStructure.html>



Here to help

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.

Criminal Case Filings

Criminal case filings for FY2018 were 20,973; an increase of 16% over FY2017's filings of 18,119. This is a record case filing year for the District Clerk's Criminal Section.

The District Clerk's Felony/Civil section also saw an increase in filings this year. There were 3,007 cases filed; an 11% increase over FY2017's 2,711 filings. This was also a record number of filings.



To learn more about our case filings, you may visit our statistics page by clicking the link below:

[District Clerk - Statistics](#)

Web Access

Click below to sign up:

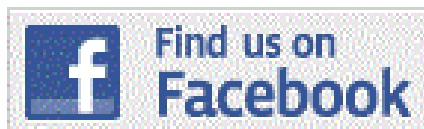


Go to egov.tarrantcounty.com to apply today!



November 22-23, 2018 Thanksgiving
December 24-25, 2018 Christmas Eve/Day
January 1, 2019 New Year's Day
January 21, 2019 Martin Luther King Jr. Day

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!





5 year Anniversary of Tom Hughes death



Tom laid the foundation for the Civil/Family JIMS system when he was District Clerk for the eight years prior to 1995 when I took office. He was also instrumental in the design of CIMSON in the criminal area.

Although we have made improvements in JIMS/CIMSON over the years, it's much the same system as 25 years ago and was quite ahead of its time. In short, Tom implemented the beginnings of a modern District Clerks office which is equipped to deal with high case volume in a cost efficient way.

Tom Wilder

The Gladney Center is Celebrating National Adoption Month

On November 2, 2018 from 8:30 AM to 12:00 PM, The Gladney Center is hosting adoption finalizations at their Fort Worth Campus.

Tarrant County Adoption Day

On November 16, 2018 we will be celebrating National Adoption Day in the Tarrant County Family Law Center

8:45 A.M.—Opening Remarks
9:00 A.M. to 12:00 P.M.—Adoptions

New stuffed bear donations are being accepted in the lobby of the Family Law Center

Happy 243rd Birthday Marines



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