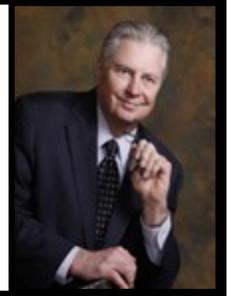




District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear Friends –

The motivation for this newsletter arose from the need to communicate to the legal community about issues related to e-Filing. We are beginning our third year of the mandated e-Filing as ordered by the Supreme Court. Many issues have been resolved with the vendor but some yet remain including issues between attorneys and the clerk’s office. Our “return for correction” rate last year was 10% on Family cases and 4.5% on Civil cases.

Hopefully, your staff and mine can work together to reduce this rate as it requires phone conversations between our staffs. Aren’t you glad that you don’t have to go through a phone menu in my office!

Please don’t hesitate to contact me or one of my managers if you have suggestions to improve the e-Filing process.

Happy New Year!

District Clerk

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New Fees Effective 1-1-2016

With the passage of HB2182, the following fees will increase effective January 1, 2016

Family, Civil and Felony/Civil Cases

Jury Fee – The jury fee will increase from \$30.00 to \$40.00 effective January 1, 2016.

Felony Cases

Jury Fee Felony – The Felony Jury Fee will increase from \$20.00 to \$40.00 effective January 1, 2016.

Jury Fee Misdemeanor – The Misdemeanor Jury Fee will increase from \$20.00 to \$40.00 effective January 1, 2016.



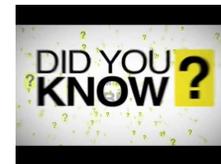
Make e-Filing Simpler!

Party Names: When e-Filing a new case, please enter the parties names the same as on the petition being submitted as the lead document.

Adding a second lead document: Are you e-Filing a second document in a new case that needs a file mark which does not have a fee? Please choose application.

Requesting a Citation or other service papers: Service papers can be found under optional services on new cases with a Filing Code: Petition \$\$\$\$. On subsequent filing with a Filing Code: Request, look under optional services. Note: under subsequent filings a Lead document is required.

Service Request Form: The Service Request Form can be found on the Tarrant County website under the District Clerk / Forms section or you can click on the following icon:



e-Filing Using Waiver Account

Government agencies and indigent parties with a pauper's affidavit on file have the option of choosing "waiver" from the payment account section on e-File Texas in order to file without paying fees.

Please do not attempt to pay for copies when filing under a "waiver" account. If you need to pay for copies and do not wish to e-File using a credit card, then copy fees can be paid through our Certified Payments system, by check or in person. Please feel free to contact your court clerk for further instructions.



Felony/Civil Retirement

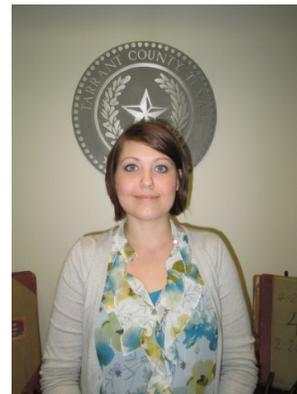
After 17 years Rosalinda Mendoza has retired from the Bond Forfeiture section.

Rosie will be missed by her peers as well as the bondsmen. She was well respected and a hard worker. A day did not pass without her laughter permeating the office.

Even though Rosalinda has left the Clerk's Office, her knowledge of the Bond Forfeiture process carries on through Michelle Farrell who has assumed Rosalinda's Bond Forfeiture duties.

Meet the new Felony/Civil crew that is responsible for Bond Forfeiture, Seizures, Non-Disclosures, Expunctions and Felony Occupational Driver Licenses.

- | | | | | |
|------------------|---|------------------------|---|--------------|
| Michelle Farrell | - | Bond Forfeiture | - | 817-884-2514 |
| Luz Rodriguez | - | Auxiliary Lead Clerk | - | 817-884-2508 |
| Melissa Summers | - | Seizure/Non-Disclosure | - | 817-884-1156 |
| Amy Bond | - | Expunction/ODL | - | 817-884-1231 |



Criminal Employee Spotlight



LaTonnia Dickens started work with Tarrant County in April 1985 in the Human Resources section. LaTonnia came over to the District Clerk's Office around 1987 in the Family Law section. Since then, LaTonnia has worked many positions including: Associate Clerk in the Civil section, Associate Clerk in various Criminal courts, Lead Clerk 297th District Court, Criminal Verifier and is currently one of the Assistant Managers of the Criminal Division responsible for all Court Clerk activity.

In LaTonnia's spare time, she enjoys watching crazy reality TV with her daughter. She also loves spicy food from places like Razzoo's and for her, the spicier the better. People may be surprised to know that LaTonnia spent her early years on a working farm, raising chickens, pigs and cows.



February 15, 2016	President's Day
March 25, 2016	Good Friday
March 28, 2016	Cesar Chavez Day



Remember the Austin Form.....

If you are dropping off a final order for signature or with a 10-day letter, please be sure to include a completed Austin form with it. We are repeatedly having to call attorneys for this form.

Inclement Weather Filing Procedure

*****NOTICE*****

In the event Tarrant County Government Offices are closed due to inclement weather, the District Clerk's office will utilize one of the following filing procedures.

Option 1 (Self-represented filers with Civil/Family cases only):

T.R.C.P. Rule 5. Enlargement of Time **If you elect to use this filing option, (on the next open hours) inform the clerk of the court in which you are filing the pleading(s) to keep the postmarked envelope.

Option 2:

Place the pleading(s) in the designated deposit box located at the information station at 401 West Belknap, Justice Center or 200 East Weatherford St, Family Law Center.

****T.R.C.P. RULE 5, Paragraph 2**

If any document is sent to the proper clerk by first-class US mail in an envelope or wrapper properly addressed and stamped and is deposited in the mail on or before the last day for filing same, the same, if received by the clerk not more than 10 days tardy, shall be filed by the clerk and be deemed filed in time. A legible postmark affixed by the US Postal Service shall be prima facie evidence of the date of mailing.



In order for your citations to be issued a copy of the original petition needs to be paid for (ex. \$0.35 per. pg. x 5 pgs. = \$1.75) or provided.

At this time Tarrant County isn't setup to e-serve citations. If you would like your citation(s) returned to your office, you will need to submit a SASE to: Tarrant County District Clerk, Attn: Document Production, 100 N. Calhoun St., Fort Worth, TX 76916.



Multiple Lead documents can be filed in one envelope as long as they are for that particular case. Also, if the proposed Order is filed in the same envelope as the Motion, we will not need to advise them to file the Order. This will save everybody time and money.

When filing an application for an Execution or Writ, please select the correct type (not just "Writ"). Take a moment to check the drop-down menu. This will enable us to process the request in a more timely manner.

Jury Calendars Available

Please remember to pick up a copy of the 2016 Tarrant County Jury Calendar at one of our File desks in Civil, Family, Criminal or Juvenile.

Tarrant County Jury Calendar 2016	Paula Gaiino Morales - Jury Bailiff 817-884-3821 Debbie Brown - Court Requests/Shuffles 817-884-3822 Monica Andrews - Juror Dismissals/Expenses 817-884-3823 Judy Lowe - Jury Calls/Shuffles/Dismissals 817-884-3824 Cathy Giles - Jury Calls/Shuffles/Dismissals 817-884-3825 Hillary Alvarado - Jury Calls/Shuffles/Dismissals 817-884-3828 Courtney Wright - Jury Calls/Shuffles/Dismissals 817-884-3827 Court Hotline 817-884-2288	JURY ROOM HOURS Monday - Friday 8:00 a.m. - 5:00 p.m. Staff will be available to dismiss jurors until 5:30 p.m.
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Holiday - Tarrant County Offices Closed
Non-Jury Weeks
*Proposed holiday awaiting Commissioner's Court Approval
**Jury Appreciation Week, Texas Govt. Code 622.155

January					February					March					April				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
				1	1	2	3	4	5		1	2	3	4					1
4	5	6	7	8	8	9	10	11	12	7	8	9	10	11	4	5	6	7	8
11	12	13	14	15	15	16	17	18	19	14	15	16	17	18	11	12	13	14	15
18	19	20	21	22	22	23	24	25	26	21	22	23	24	25	18	19	20	21	22
25	26	27	28	29	29					28	29	30	31		25	26	27	28	29
May					June					July					August				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
2 **	3 **	4 **	5 **	6 **			1	2	3					1	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
30	31				27	28	29	30		25	26	27	28	29	29	30	31		
September					October					November					December				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
			1	2	3	4	5	6	7		1 Election Day	2	3	4				1	2
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
26	27	28	29	30	31					28	29	30			26	27	28	29	30

A Judge may request a jury on a non-jury week by written notice to the jury bailiff six weeks in advance. Non-jury week requests will be filled from the Thursday before the non-jury week.

Common Reasons e-Filed Documents are Returned for Correction

The Tarrant County District Clerk's Office (DCO) return some e-Filings that have been improperly submitted. When these e-Filings are returned, the DCO will write a comment as to what type of filing error occurred. Filers should resubmit filing after they have corrected the error.

Please take a moment to review common errors:

Duplicate filings: The District Clerk's staff is not responsible for determining if a filing is a duplicate or deducing the intent of the filer. Unless the attorney contacts the DCO to ask for cancellation of the filing before the DCO accepts it, it will go into the system. If there is cost involved, refunds are not guaranteed.

Incorrect filing code: Filers can limit their options by entering the wrong code. In addition, codes may determine fees. A wrong code may lead to overbilling or under billing. For example, if you enter "divorce" instead of "divorce with children," the fees are different.

Incorrect agency or jurisdiction: Both the Tarrant County District Clerk's Office and Tarrant County Clerk's Office are subject to the Supreme Court mandate on e-Filing. But the offices operate independently and cannot accept filings for the other office. If you file documents with the District Clerk's Office that must be filed at the Tarrant County Clerk's Office, the files will be returned. If you file them in the wrong county, they also will be returned.

Unreadable or illegible documents: Such files will be returned.

Rejections requested by filing party: Please give your name when you ask the District Clerk's Office to reject a file. Names are needed so the DCO can send rejection notifications to the right parties.

Documents not separate: Filers may submit multiple documents in the same envelope as long as they are related to a single filing or case. But such documents must be separated within an envelope and cannot be grouped together in a large document. So within an envelope, filers may send, for instance, a lead document and exhibits, an order, correspondence and request for service that are related to the lead document. But all these items must be sent as separate documents within the envelope. The envelope will be returned if the documents are not separated.

No encryption, password protection: Documents may not contain security or feature restrictions, such as password protection and encryption, and may not contain embedded multi-media video, audio, or programming. The District Clerk's Office will return documents with such restrictions and embedded elements to filers.



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.

Michelle Farrell – Lead Felony/Civil Clerk

Lead Clerk – 817-884-2508

Luz Rodriguez – Auxiliary

Lead Auxiliary Clerk – 817-884-2514

Amy Bond – Expunctions

Associate Clerk – 817-884-1231

Melissa Summers – Seizures

Associate Clerk – 817-884-1156



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