



Mary Louise Garcia
County Clerk

TARRANT COUNTY COURTHOUSE

100 W. WEATHERFORD
Fort Worth Texas 76196-0401

NOTICE

Notice Concerning Sensitive Data in Filed Documents

Effective Monday, February 12, 2018, the County Clerk's Office will no longer review documents for sensitive data. Sensitive data consists of: a driver's license number, passport number, social security number, tax identification number, or similar government-issued personal identification number, a bank account number, credit card number, or other financial account number, a birth date, a home address, and the name of any person who was a minor when the underlying suit was filed.

In 2014, while transitioning to the state mandated electronic filing process, a pro-active sensitive data policy was implemented in my office to ensure initial success between the filing community and the clerk's office. After four years, this policy will be suspended.

Under Texas Rule of Civil Procedure 21c, unredacted "sensitive data" may not be contained in any document filed with a court unless a statute, court rule, or administrative regulation provides otherwise."

Please view the below website for a complete overview of Civil Procedure 21c.

<http://www.txcourts.gov/media/1055394/trcp-20150901.pdf>

A filing party should no longer rely on County Clerk personnel to screen for sensitive data, as TRCP 21c(d) places compliance responsibility on filing parties.

Respectfully,

A handwritten signature in blue ink that reads "Mary Louise Garcia". The signature is fluid and cursive, with the first name being the most prominent.

Mary Louise Garcia
Tarrant County Clerk