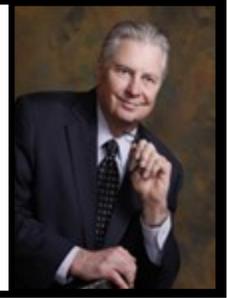




District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

We are pleased to announce that effective April 3, 2017, the District Clerk's office began e-mailing service documents. We have updated the Tarrant County Service Request form on our website for your convenience. Please ensure the form is completely filled out to avoid any delay in processing your request. Once the document is produced, it will be e-mailed back to the requesting attorney. We are continuing in our constant effort to upgrade functionality and service to our court users.

There is an update on the controversy regarding e-Filed documents that were archived by the OCA and the e-File vendor contrary to their original statements that our court filings would be purged every 30 days. They have now admitted that 10's of thousands of documents that were sealed by operation of law or court Order never were purged or sealed in their archive.

Most law firms should have received a notice from me about this last month after I demanded that these records be purged. You also received their denial of my request.

Accordingly, HB 1258 was filed and has been voted out of committee that would resolve these issues. So far, 192 counties have passed resolutions against OCA's practice which continues with every e-Filed record.

Thank you for your e-mails and calls regarding the notice I sent. Hopefully, the threat to our confidential records such as adoption, expunctions, proprietary information sealed by the court and other personal data can be protected by legislation.

As always, please contact me on any questions you may have regarding information in this newsletter.

Best Wishes,

A handwritten signature in cursive that reads "Tom Wilder".

District Clerk

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E-Mail Copies

You can now 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>

Judicial Compliance 10-Year Anniversary

April 1, 2017 marks the 10-year anniversary for the Felony Judicial Compliance of the District Clerk's Office. This section is made up of 3 full-time judicial compliance officers, an accounting clerk, and a supervisor. Since the implementation of this section, we have collected \$20,693,218.50 and processed more than 32,000 payment plans. This section of the District Clerk's Office was created to handle the Collections Improvement Program imposed by Senate Bill 1863 (SBI863) of the 79th legislature, which required cities with a population of 100,000 or more, and counties with a population of 50,000 or more, to implement a mandatory collection improvement program.



Processing e-Filing

By Tara Raby, Family Asst. Manager



All e-filing is processed in the order it is received. The District Clerk's office works diligently to process everything received within 24 hours. Filings received late in the day may not be processed until the following business day depending on the volume of e-filing received. All envelopes will be worked in the order they are received.

It is not necessary to contact our office requesting your e-filing be moved ahead of others, this will only delay the process and we will not be able to accommodate the request. There are a few extenuating circumstances such as Protective Orders, Writs of Attachment, Habeas, TRO's, etc., in which it may be necessary to do so.

FAMILY Employee Spotlight



Sharon Byrd began her employment with the Tarrant County District Clerk’s office in July of 2002. She began in the Civil Department as an Associate Clerk and was promoted one year later to a Lead Clerk. She worked as a Lead clerk over various sections in Civil. She also cross-trained in the Family Department at the File desk and in Document Production. Sharon was promoted to Family Law Supervisor in January 2015 and has just recently been promoted to Assistant Manager in Family over the IV-D section in January 2017.

Sharon and her husband have 4 children: Matt 29, Tim 28, Ashley 24 & Katelyn 21 and 7 grandchildren ranging from 2-11 years. In her spare time Sharon enjoys playing bingo, working on crafts and spending time with her family. In addition, Sharon enjoys vacationing at the beach and her favorite letter is “S”: summer, sun, sand, sea, salt, sandals, sandcastles, seashore, shorts, spring & sunflowers.

Requesting Service Documents

By Lisa Letbetter, Civil Lead Clerk

Quantity: You will need to indicate how many individual Type of Service you require.

For example: If you are requesting 1 Citation & 1 TRO you would put a 1 in the Quantity field next to Citation & a 1 in the Quantity field next to TRO.

TC Constable: Place an “X” in this field if the address you are serving is in Tarrant County and you are wanting the Tarrant County Constable to serve the Service Document. Please make sure you have paid the \$75 Service Fee for this service

Alternative Service: (Private Process or Out of County) - Place an “X” in this field if someone will be picking up the Service Document to be served (**Note you may also put notes in this field such as, “I will be forwarding a SASE to your office for the return of the service documents.”

Certified Mail: Place an “X” in this field if you are wanting to have the District Clerks office send the service documents by Certified Mail. Please make sure that if you choose this selection that you have paid the \$75 Certified Mail fee for this service.

Electronic Service: Please indicate if you are needing the citation emailed to the attorney of record and/or an email with the law firm. Also, specify the title of the pleading and the date the pleading was filed.

Always remember that the Tarrant County District Clerks office requires copies of the file marked petition before issuance of a service document, such as for a citation.

Title of Pleading to be Served: _____
 Date Pleading Filed: _____
 Return to (e-Service ONLY): _____
(Name and e-mail address)

Quantity	Type of Service	TC Constable	Alternative Service Private Process or Out of County	Certified Mail	Electronic Service
	Citation by Publication				
	Citation by Posting				
	Citation				
	TRO				
	Show Cause				
	Capias				
	Arrest Warrant				
	Protective Order				
	Writ of Habeas				
	Writ of Attachment				
	Bench Warrant				
	Writ of Garnishment				
	Writ of Permanent Injunction				
	Writ of Temporary Injunction				

Tarrant County District Clerk's Office

Bear Drive for



Each year the Family Law Center hosts National Adoption Day. This is a rewarding event for all participants. Each adopted child and their siblings receive a teddy bear. The District Clerk's office will be conducting a Bear Drive for this event.



National Adoption Day is November 17, 2017

Collection of Bears will begin May 1, 2017 thru November 1, 2017.



- New bears only
- No cash donations

For more information contact:

Tara Raby
Family Law Assistant Manager
District Clerk's Office
(817) 884-2860

Monica Foster
Civil/Family Law Manager
District Clerk's Office
(817) 884-2575

Criminal Employee Spotlight



This quarter we are shining our spotlight on Edna Hickey. Edna was born in Colorado Springs, Colorado. As the daughter of a career military man, she traveled extensively growing up and had the opportunity to live in both Alaska and Germany as well as many other places stateside. In true military fashion, she learned to adapt to new situations and circumstances on a regular basis – generally the family moved every year or two. She has been married to her current husband for 14 years and has one son, Matthew.

She started work in the Civil section of the District Clerk’s office in 1993. She briefly left the office for a move to Baltimore in 1995 but returned in early 1996. She remained in the Civil Section for a brief time and then transferred to the Felony Civil section – learning about Bond Forfeitures, Seizure cases, and Expunctions. In the late 1990’s she became a Criminal Court clerk – a job she quickly fell in love with. She worked in many different courts as first an Associate Clerk and later as an Administrative Clerk.

In 2006, she was promoted to Court Manager – a position she holds today. Her favorite thing about the office is the wonderful people she works with. It’s truly like a family. When she’s not working, she loves to spend time with her family and to get out and go places – whether the destination is near or far. She also enjoys visiting garage/estate sales with her husband.



By Tara Raby

The Tarrant County District Clerk Family Law Section is sending out Notice’s for Destruction of Exhibits. In compliance with Rule 14b, Texas Rules of Civil Procedure, letters are currently being sent to inform attorneys that exhibits offered to the clerk are eligible for destruction.

If you wish to retrieve the exhibits please contact the Family Law Section to make arrangements at:

817-884-1265



Language For Orders to Withdraw Funds From a Court's Registry

By Tanya Weiss

You can locate the following information on our website: District Clerk > About Us > Rules and Regulations > Language For Orders to Withdraw Funds From a Court's Registry

LANGUAGE FOR ORDERS TO WITHDRAW FUNDS FROM THE REGISTRY OF THE COURT AND/OR THE GENERAL FUND

As ministerial officers, District Clerk Office employees are barred from using their personal discretion when performing functions for a court. Thus, when presented with an order from a court, a District Clerk employee must perform in strict conformity with the order's language and not make any assumptions or personal interpretations. Orders to disburse funds must be clear, complete and void of any uncertainty. Therefore, to avoid any unnecessary delays in the disbursement of funds, please consider the following four issues when drafting an order to disburse:

Does the order clearly state the DISTRICT CLERK IS ORDERED TO issue the check?

Does the order state exactly who is to receive the check? For example: The District Clerk is ordered to ISSUE A CHECK PAYABLE TO JEAN LOUISE DOE.

Does the order include the amount to be paid and reference to the accrued interest? For example: The District Clerk is ordered to issue a check payable to Jean Louise Doe FOR AN AMOUNT EQUAL TO ALL FUNDS PLUS ACCRUED INTEREST or THE PRINCIPLE AMOUNT OF \$, PLUS ACCRUED INTEREST.

Does the order WAIVE THE 30-DAY WAITING PERIOD? Without this language, we will wait 30 days before making the disbursement. Language such as "immediately", "instanter", and "without delay" are not sufficient to waive the 30-day waiting period.

When an order's language does not address the above four areas, our office will be unable to make a disbursement until the corrections are made.

Per Chapter 117 of the Texas Local Government Code for funds deposited in the registry of the court -

"We are required by Texas Local Government Code 117.054 to pay 10 percent of the interest earned on the investment to the general fund of the county. If funds are not invested, Texas Local Government Code 117.055 requires that at the time of withdrawal, we deduct from the amount of the withdrawal a fee in an amount equal to five percent of the withdrawal, but that may not exceed \$50. Withdrawal of funds generated from a case arising under the Family code is exempt from the fee deduction provided by this section."

Here are the following pathways to be able to connect to this information. 1st go to District Clerks website at Tarrant County. Drop to the bottom of the page, where the find information is & click on Policies, procedures & local rules & then click on the **Language for Orders**.

FIND INFORMATION

BAIL BOND BOARD ▶	JURY CALENDAR ▶
COURT INFORMATION ▶	STATISTICS ▶
E-FILING ▶	ONLINE RESOURCES ▶
FORMS ▶	POLICIES, PROCEDURES AND LOCAL RULES ▶

RULES AND REGULATIONS

District Clerk > About Us > Rules and Regulations

[Inclement Weather Filing Procedure](#)

[Language for Orders to Withdraw Funds From a Court's Registry](#)

[Local Rules of the Courts](#)

Contact Us



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



Scott D. Moore Juvenile Justice Center
2701 Kimbo Road
Fort Worth, TX 76111

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
Felony/Civil: 817-884-2508



www.tarrantcounty.com