



# District Clerk Newsletter

## Thomas A. Wilder, District Clerk



### DISTRICT CLERK CORNER

2016 came and went without any crashes of the e-filing system for more than one day. Also as predicted in a previous newsletter, the \$2 transaction fee was terminated which was all that went to the county. The \$30 fee still remains and, of course, that fee goes to the Office of the Court Administration in Austin to pay the e-filing vendor. The OCA will likely ask the legislature to renew this fee since the vendor contract was extended through 2021.

The fee for non-certified copies has been raised to \$.50 per page effective January 1, 2017, but is still the cheapest of urban counties.

Call volume has doubled and transaction volume has increased but we are still able to offer a high level of service on processing envelopes compared to other large counties.

Criminal e-filing is still set to begin July 1, 2017 unless technical glitches occur. Regular meetings with County IT, District Attorney, County Clerk, District Clerk and others are continuing to identify problems and resolve them so we can go live on the mandated date. Please check this newsletter and our website for updates on civil, family and criminal changes that may occur during the legislative session in progress.

As always, your comments are welcome. Input from our legal community is always fully considered.

Best wishes and Happy New Year,

*Tom Wilder*

District Clerk

### Subscribe for Web Access



Go to [egov.tarrantcounty.com](http://egov.tarrantcounty.com) to apply today!



### Inside this issue:

Criminal Collections / Certification Process	2
Texas District Court Alliance Conference	3
Civil Spotlight / Copy fees / e-Serve	4
National Adoption Day	5
Criminal Spotlight / Criminal E-Filing / Contact Us	6-7

## E-Filing Transfer Court of Continuing Jurisdiction

Please make sure to read the comments we leave not only when your e-filing is returned for correction but also when it is

accepted.

We often provide you with important information about requirements and procedures for service. You will also find the initials or name and phone number of the person who accepted or returned your e-filing, in case you have any questions or concerns.



## Collections Improvement Program Criminal Section



On December 8, 2016 members of our staff attended the Collections Improvement Program (CIP) meeting in Denton, Texas, hosted by members of the Office of Court Administration (OCA). There, they were provided updates to the CIP based on changes in legislation. These updated changes became effective January 1, 2017 and were implemented on the first business day of the New Year. For further information regarding these updates you may visit the OCA website at:

<http://www.txcourts.gov/cip/cip-rules/>

## District Clerk's New Certification Process

By Tara Raby, Family Asst. Manager



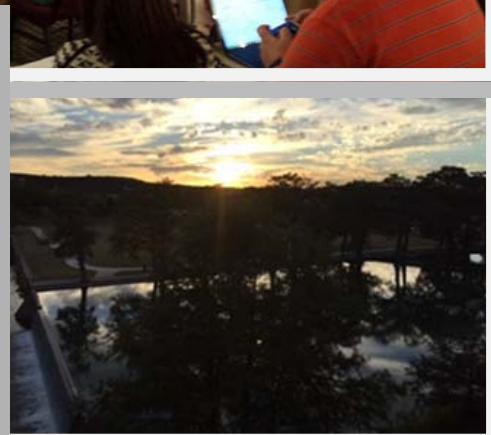
The Family and Civil Sections of the District Clerk's Office will no longer use the raised hand seal to certify documents. Instead, a blue seal will be placed on each page. Certified orders will still have the certification stamp with the date and clerks signature with the blue seal to the left of

the certification stamp.

To review the statute relating to the District Clerk's office certifying documents, please see Section 51.301 (d-f) of the Texas Government Code.



In mid-October, the District Clerk, Thomas A. Wilder, attended the TX District Court Alliance 2016 Conference in Kerrville. He was accompanied by Monica Foster, Civil/Family Law Manager and Tara Raby, Family Law Assistant Manager. Below are some pictures of some of the sessions attended. They also had a little time off for a selfie and to do some sightseeing!



## CIVIL Employee Spotlight



Bobbie Jackson began her employment with Tarrant County in March of 1996. She began her tenure by working in the Hot Check Department of the District Attorney's Office. She moved to the District Clerk's Office in 1999 and worked as a Civil Court Clerk and Passport Clerk before serving as Passport Manager from 2005 to 2012. Bobbie was promoted to Assistant Manager in the Civil/Tax Section in December of 2012.

In her spare time Bobbie enjoys camping and fishing with her husband Sam. Bobbie also enjoys spending time with her daughter Mandi, son-in-law Chris and granddaughter Molly (who is three years old and calls Bobbie "Bunny"). In addition, Bobbie enjoys traveling, serving in her church and reading.



Effective January 1, 2017 the Tarrant County District Clerk's non-certified copy fee increased from \$.35 cents per page, to \$.50 cents per page. Certified copy fees remain the same at \$1.00 per page. [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>

### File Mark Date & Time

The new configuration of the 3.10 upgrade for E-file Texas went into effect, Monday, April 20, 2015. As of this date, **any** e-filing that is submitted by your office on Fridays by 11:59 pm will receive Friday's date/time file mark if accepted by our office. Any e-filing submitted by your office over the weekend, Saturday or Sunday, will receive the following Monday's date, and deemed filed at 12:00 am if accepted by our office.

### Money in the Registry

If you have paid a bond or have money in the registry of the court and your case is closed, remember to file a motion and order to disburse the funds.





National Adoption Day was a great success and the District Clerk's Office enjoys the opportunity to be able to participate in such a special event! Everything went smoothly with the exception of the judge stating Mr. Wilder couldn't be adopted, but he was given a teddy bear!



Feb. 20, 2017 Presidents Day  
March 27, 2017 Cesar Chavez Day  
April 14, 2017 Good Friday

## Jury Calendars Available

Please remember to pick up a copy of the 2017 Tarrant County Jury Calendar at one of our File desks in Civil, Family, Criminal or Juvenile.

## Spotlight: Criminal Records Archiving/Scanning



The Criminal Scanning section of the District Clerk's Office is responsible for the digital imaging of the courts files. This section consists of 2 full-time employees and 1 part-time employee. Once a case is disposed it is held in our office for 6 months so that any documents that may be filed post-disposition can be scanned

with the file before it is transferred to our warehouse. In cases that receive a probation disposition, the file is held with the court clerk who will scan in any incoming filings during the duration of their probation sentence. Once the probation has been completed or revoked, it is then transferred to the scanning sections holding cabinets. All of these scanned images are accessible to the court clerks, as well as the Web Access subscribers. To find out how to become a Web Access subscriber, you may visit the following link: [Web Access](#)

## E-Filing is coming July 1, 2017 to the District Clerk Criminal section



On June 30, 2016 the Court of Criminal Appeals entered an Order Mandating Statewide Electronic Filing in Criminal Cases. Electronic filing will be mandatory in criminal cases in district courts with a population of 500,000 or more beginning July 1, 2017. The Court of Criminal Appeals will adopt rules governing electronic filing and provide or approve an electronic filing portal for attorney's to use in the filing of criminal documents. Please click on the link below to read the three page order from the Court of Criminal Appeals.

<http://www.txcourts.gov/media/1403644/16-003-order-mandating-statewide-electronic-filing-in-criminal-cases.pdf>

For updates regarding Criminal Electronic Filing, please click on the link below.

<http://www.txcourts.gov/jcit/electronic-filing/>



## 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

### 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 3<sup>rd</sup> 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**

**Visit Our  
Website**

[www.tarrantcounty.com](http://www.tarrantcounty.com)