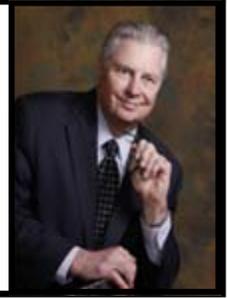




# District Clerk Newsletter

## Thomas A. Wilder, District Clerk



### DISTRICT CLERK CORNER



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The new Tom Vandergriff Civil Courts Building looks great and feels great! We once again appreciate the Tarrant County Commissioners allowing those of us who occupy the building to have a say on its interior functional design.

As a member of the building committee, I was able to use the experience gained from the family law building, which opened in 2005. We were able to obtain approval to put all our family section on one floor which has paid dividends on enhanced security and general cost effective operations.

The new building was designed in much of the same way for the District Clerk’s second floor civil section, administrative staff and accounting section. I have re-located my personal office there, so please don’t hesitate to drop in and see our new facilities.

The chairman of the committee, Dee Kelly, Sr., was one of the driving forces behind the functional design along with the judges, myself and the county facilities department and the leadership of Commissioners Court.

After more than 20 years in the Justice Center, we have a whole new ballgame! Come play!

Regards,

District Clerk

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### Senior Management Spotlight: Alisia Morris, Criminal Manager

This quarter we have selected Alisia Morris, our Criminal Manager. Mrs. Morris joined the District Clerk's office over 14 years ago. She began as an entry level employee assigned to the research desk in September of 2000. She has been promoted several times and is currently the Manager for the Criminal Felony department. She takes pride in her work and enjoys working with people.



Mrs. Morris is a proud native Texan that has been married for 19 years and has one child, who will be a freshman at Nolan CHS this coming school year. Mrs. Morris graduated with a Bachelor's degree at TCU, and proudly supports her school by attending the TCU Football games.

She enjoys spending time with her family and donates a lot of time to her daughter's school and extracurricular activities; something that consumes a lot of her free time, but feels blessed to participate.

She is also proud to follow in her father's footsteps as a Tarrant County employee, who retired from the Sheriff's Office after 33 years of service; she hopes to do the same.

## CRIMINAL FELONY EXPANSION



As moving day to the new Tom Vandergriff Civil Courts Building approaches for the Civil Section of our office, it will also bring changes for the Criminal Felony Section of our office. Our Felony/Civil Section will be relocating to the old 3<sup>rd</sup> floor Civil side (inside double doors of the North West side of the Tim Curry Criminal Justice Center); this section will now house our

Felony/Civil cases (Nisi, Seizures, Occupational Driver License, Non-Disclosures, and Expunctions), and our Appeals/Writs section will relocate into the old 3<sup>rd</sup> floor Felony/Civil (bofo) area (on the South East side of the Tim Curry Justice Center). For your convenience all phone numbers will remain the same and we will continue to use the existing public terminals for your convenience. Our goal is to make these changes as seamless as possible, as to best serve the public.

## NEW CIVIL COURTS BUILDING OPENING & PARKING INFORMATION UPDATE

From David Keltner, TCBA President:

The civil district courts will begin their move into the Tom Vandergriff Civil Courts Building early next week. Fortunately, the planners have staggered the move so at least one court will remain open for emergency matters – such as TROs. The schedule is as follows:

The District Clerk will start moving on Friday, July 17, and will open in the TVCCB on Monday, July 20.

The civil courts will begin moving on Monday, July 20. The courts in the Tim Curry Criminal Justice Center will move first. During that period of time, in Judge Birdwell’s 342<sup>nd</sup> District Court will handle emergency matters from that courtroom in the Tarrant County Family Law Center.

Once the courts in the TCCJC have completed their move, the remaining civil courts in the TCFLC will move. Judge Evans’ 48<sup>th</sup> District Court will take over emergency matters in the new building until July 22 or until moves are completed.

There may be times during Monday and Tuesday when lawyers will not be able to reach court coordinators and staff. However, the voice mail system will remain on line and lawyers should leave voice mail messages.

All courts plan to be open by Wednesday, July 22.

The location and contact information for the each of the ten civil district courts is attached. We will also be running this information in the next addition of the *Tarrant County Bar Bulletin*. In the meantime, this is a temporary copy for your reference:

<p><b>17<sup>th</sup> District Court</b></p> <p><b>Judge Melody Wilkinson</b></p> <p>Tom Vandergriff Civil Courts Building – 3<sup>rd</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p><b>817-884-1460</b></p>	<p><b>48<sup>th</sup> District Court</b></p> <p><b>Judge David Evans</b></p> <p>Tom Vandergriff Civil Courts Building – 4th Floor 100 North Calhoun Fort Worth, TX 76196</p> <p><b>817-884-2690</b></p>
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<p style="text-align: center;"><b>67<sup>th</sup> District Court</b></p> <p style="text-align: center;"><b>Judge Don Cosby</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 4th Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-1452</b></p>	<p style="text-align: center;"><b>96<sup>th</sup> District Court</b></p> <p style="text-align: center;"><b>Judge R.H. Wallace, Jr.</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 4<sup>th</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-1450</b></p>
<p style="text-align: center;"><b>141<sup>st</sup> District Court</b></p> <p style="text-align: center;"><b>Judge John P Chupp</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 3<sup>rd</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-1992</b></p>	<p style="text-align: center;"><b>153<sup>rd</sup> District Court</b></p> <p style="text-align: center;"><b>Judge Susan Heygood McCoy</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 3<sup>rd</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-2691</b></p>
<p style="text-align: center;"><b>236<sup>th</sup> District Court</b></p> <p style="text-align: center;"><b>Judge Tom Lowe</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 5<sup>th</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-1709</b></p>	<p style="text-align: center;"><b>342<sup>nd</sup> District Court</b></p> <p style="text-align: center;"><b>Judge Wade Birdwell</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 5th Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-2710</b></p>
<p style="text-align: center;"><b>348<sup>th</sup> District Court</b></p> <p style="text-align: center;"><b>Judge Dana Womack</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 3<sup>rd</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-2715</b></p>	<p style="text-align: center;"><b>352<sup>nd</sup> District Court</b></p> <p style="text-align: center;"><b>Judge Mark T. Pittman</b></p> <p style="text-align: center;">Tom Vandergriff Civil Courts Building – 4<sup>th</sup> Floor 100 North Calhoun Fort Worth, TX 76196</p> <p style="text-align: center;"><b>817-884-2730</b></p>

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A final word on parking. The county currently has parking available in the Tarrant County Calhoun Garage on the corner of Weatherford and Calhoun Streets. But with the opening of the new courthouse, parking may become congested. An additional 150 public parking spaces are available at the Sundance Parking Garage, one block south of the Calhoun Garage. Additionally, a new 130 space parking lot is opening on the corner of Weatherford and Grove Streets.

Information provided by the Tarrant County Bar Association.



We're all moved in! Our new address is:  
100 N. Calhoun Street  
Fort Worth, TX 76196-0402

## CRIMINAL SPOTLIGHT

*Happy Retirement*

Janice Gentry - After 30 years of employment with our department Janice has decided to hang up her file mark. Every day will be casual day. For this clerk, there will no longer be deadlines to meet, orders to follow, legislation to read and meetings to attend. Janice started with the District Clerk's office in September of 1985. She worked her way up through management and has retired as an assistant manager in criminal felony. Janice was well versed in every aspect of this department and was a very valued asset to have. She provided a large contribution to the dynamics of this office. A little package with a lot of punch! She was a resource that the courts and 3<sup>rd</sup> floor utilized daily. She was packed with history and a wealth of knowledge. Her tiny shoes will be hard to fill.





**Alisia C. Morris**  
District Clerk Legislative Committee Chair

## Bill Update

### Bills Effective 9-1-15

**HB941** – Relating to the creating of DNA records for the DNA database system

**HB1546** – Relating to the award of diligent participation credit to defendants confined in a state jail felony facility.

**SBI071** – Relating to requiring notice of the scheduling of an execution date and the issuance of a warrant of execution.



### Bills Sent To The Governor

**HB2182** – Relating to the collection and refunding of certain fees and deposits by a county clerk or district clerk; increasing certain fee

**SBI30** – Relating to the eligibility of criminal defendants for an order of nondisclosure; authorizing a fee

**SB740** – Relating to the assessment of court costs and fees on conviction of multiple offenses or on conviction of multiple counts of the same offense

**SBI902** – Relating to an order of nondisclosure of certain criminal history record information

# Filing a **New Case** with the Tarrant County District Clerk's Office- Civil Section

## Entering Case Details:

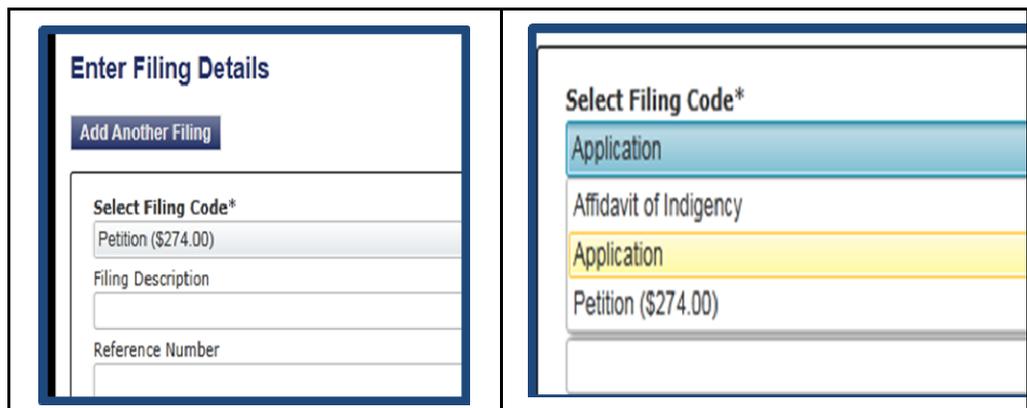
When selecting location please be certain you select **Tarrant County-District Clerk** and **not Tarrant County- District Clerk- Felony/Civil**: this filing code is for civil cases related to criminal matters.

\*June marked new changes in EFile Texas by adding a few more choices under the *Select Case Type*. The filing code *Application* is added to the petition under *Select Filing Code*.

## Selecting Filing Code:

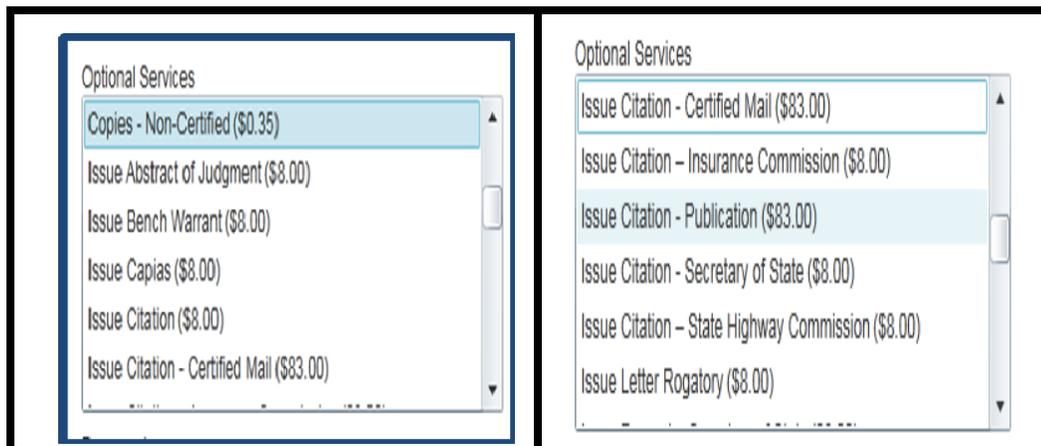
A new code has been added to our filing code options "Application".

\*After you select your 274.00 petition (example figure 1). You can then select application (example figure 2). This allows you to have additional lead documents without charging an additional fee. (I.e. Civil information sheet, service request form, discoveries, application for subpoenas)



## Optional Services:

When selecting citations with service in optional services menu remember if you select the \$83.00 fee for any citation this includes your citation fee and service fee. To pay for copies of your document to be served select the copies-non-certified, 0.35 per page. Correspondingly, if you pay for citations please make sure that you have either paid for copies or provide us with copies. If you fail to do so this could result in the delayed issuance of your citation. If you are wanting service documents mail you will need to provide us with a case.



## Helpful Hints

### Accurate Party Information

It is important to list the Petitioner(s)/ Plaintiff(s) as the first party(s) entered when filing a new petition for a Civil/Family law suit with the Tarrant County District Clerk's Office. When our Reviewers accept and upload your information it will help to ensure that all information, including party information will be listed in our case management system correctly.



### 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.



### Error Message "System is not Compatible"

As an e-filer with E-file Texas, you may be encountering an error message, "System is not Compatible". If you are receiving this error message and any errors messages of this type when attempting to file your documents, you will need to contact **E-file Texas** at 1-855-839-3453. You may also visit their website at [www.efiletexas.gov](http://www.efiletexas.gov).



### Initial Filing Procedures for Civil

The petition needs to be a lead document. All other documents like the civil information sheet, citation request form, and exhibits (marked accordingly) can be filed as attachments or filed behind the petition. Please do not select the Affidavit of Indigency or Pauper's Affidavit to file the civil information sheet, citation request form, or exhibits. If your document needs a file mark, be sure it is filed as a Lead Document.



Please remember that you are not permitted to file your petition under any other filing code other than the one which is designated (Petition \$274.00). This filing code automatically incurs the \$274.00 filing fee and it gives the petition you are filing a file mark. If it is not selected you will not be charge for the fee or your petition will not receive a file mark which could result in your filing being returned for correction.



**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**

**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 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.

### **Rosalinda Mendoza-Lead Felony/Civil Clerk**

Lead Clerk – 817-884-2508

### **Michelle Farrell –Auxiliary**

Lead Auxiliary Clerk – 817-884-2514

### **Luz Rodriguez -Expunctions**

Associate Clerk – 817-884-1231

### **Nellie Herrera -Seizures**

Associate Clerk – 817-884-1156

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