



District Clerk Newsletter

Thomas A. Wilder, District Clerk



District Clerk's Corner

Subscribe for Web Access

All attorneys who have e-Filed in Tarrant County on civil and family cases were noticed by our office that **e-Filing of criminal case documents was extended to January 1, 2018 by the Texas Court of Criminal Appeals**. The previous date of implementation was planned to be July 1, 2017 but was postponed due to unresolved technical issues. Tarrant County as well as other large counties were granted extensions so that we can be sure that computer fixes and proper testing were completed so that our attorneys would have an easier time of complying with the CCA order.



Go to egov.tarrantcounty.com to apply today!

Please monitor the CCA website: <http://www.txcourts.gov/cca/>, for rules and technical requirements. Also, we will try to keep you apprised of developments via email, on the District Clerk website and in various bar association notices.



Many thanks to the Tarrant County Criminal Defense Bar and the Tarrant County Bar Association for helping us get the word out about the extension of time we were granted.



Training and demo classes for attorneys and their staff will be scheduled by the District and County Clerks in the fall. Please check your e-mails, our website, etc. for times and dates.

As always, we welcome your comments and suggestions to improve service.

Best Regards,

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

District Clerk
 DClerk@TarrantCounty.com

Inside this issue:

Records Spotlight / Terminations in Juvenile / Electronic Certification	2
Legislation	3
E-filing New Case / National Adoption Day / Scheduling hearings	4
Document Lookup	5
Criminal Spotlight / Criminal e-Filing	6
Rule 21c	7
Contact Us / Civil Felony	8

RECORDS Employee Spotlight



Paula Ford originally worked for the District Clerk from 1983 through 1986, sharing time both in the Family and Criminal Departments. She began her second employment with Tarrant County in February of 2009, joining the staff in the Criminal Department. Prior to becoming the Assistant Records Manager in October of 2013, Paula was an Associate Criminal Collections Clerk, and Lead Criminal Appeals Clerk.

Paula is an avid sports fan, having taught swimming, snow skiing, water skiing, coached softball, and continued to play softball herself for over 30 years. She enjoys caring for family, friends, and neighbors; as well as pets and housesitting. She especially enjoys traveling and attending baseball games and tournaments watching her son play and coach baseball.

PLEASE READ: IMPORTANT MESSAGE

Attorneys: If you have filed a Termination case in Juvenile and then want to proceed with filing an Adoption case, then the Adoption case must be filed in Juvenile which is the court of continuing, exclusive jurisdiction (Texas Family Code Chapter 155). If you try to file the Adoption case in Family, the filing will be returned to you using the Request for Correction reason: Document Addressed to Wrong Clerk.

Electronic Certification



The 3rd floor of the criminal clerk's office receives a large volume of e-mail, mail and phone requests daily. In order to move into the electronic future we have started electronically certifying documents requested by the public or our outlying agencies. This helps the efficiency of the process, saves postage and saves paper.

Legislative Update



Over 6,000 bills were filed this legislative session which kept the clerk's office busy reading, processing and researching. The session was probably one of the most heated and spirited as controversial bills ran across. For example the Bathroom bill, the Sanctuary Bill and Immigration Law bills were among the few that created fireworks in Austin. We

will now begin listening into the Special Session that began on the 18th of July.

The District Clerks Legislative committee follows bills that affect each section of our office. Several clerks from the management level to the court clerks represent our team. Upon adjournment of the session our staff has reviewed the impact, whether process or revenue we prepare for the change.

A few bills that passed during this regular session were:

SB42 by Judith Zaffirini – This is the "Judge Julie Kocurek Judicial and Courthouse Security Act". It creates a new fee of \$5.00 for civil and family case filings. It will be a judicial and court personnel training fund. It requires the LAJ to establish a security committee made up of representatives from the county.

SB291 by John Whitmire – The clerk will be responsible to report Writ of Attachments to the Texas Judicial Council. Required information will be the date of attachment, if issued in connection with a Grand Jury investigation, names of requestors and judge issuing and the statutory authority under which attachment issued. It adds 24.111 that will require a hearing before issuance of an attachment is issued.

SB1911 by Judith Zaffirini – This bill will have the clerk of each state court to post on the court's internet website self-help resources. This will all be prescribed by OCA as to the format for the information required. It will impact all sections of our office.

HB3237 by Joseph Moody– This bill will not require any additional work from the clerk but it does expedite the executed warrants from the Law Enforcement Agencies. The LEA is now required to return executed search warrants within 3 days.

E-Filing A New Case

When filing a New Case please choose the filing code of "Petition", as your lead document, only once to be charged the \$284 filing fee. The Original Petition/ Application will be your only lead document. Please file ALL cover letters, orders, civil case information sheet and service request forms, etc., as individual ATTACHMENTS to the lead document.



To avoid any delays in scheduling a hearing or trial, please contact the appropriate Court Coordinator directly. If your call is not answered, please leave a message on their voicemail or call back. The District Clerk's office is unable to assist with this matter.



Are you interested in receiving the quarterly District Clerk Newsletter?

Send your request to:

dcnewsletter@tarrantcounty.com and we'll make sure you're on the e-mail list.

Help support National Adoption Day by attending the Kendra Scott Event and sharing the information with everyone you know!

please join us for an official

KENDRA GIVES BACK PARTY

enjoy sips, sweets and jewels
THURSDAY, AUGUST 17, 2017 | 5pm - 8pm

KENDRA SCOTT AT UNIVERSITY PARK VILLAGE
1612 South University Drive, 401-C, Fort Worth, Texas 76107

20% of the proceeds benefit National Adoption Day



DISTRICT CLERK COURT DOCUMENT LOOKUP

Members of the community have the opportunity to view and obtain copies of documents from cases filed with the Tarrant County District Clerk's office. These cases include Civil, Family and Criminal (Felony) cases. Highlights of this service are as follows:

- FREE document look-up service (self-service, public access terminals in designated areas)
- \$5 basic records search (performed by clerk)
- Standard copy fees (\$.50 per page non-certified copies/ \$1 per page certified copies)

Public Access Terminals are located:

Family Law Center
200 E. Weatherford Street, 3rd Floor
Fort Worth, Texas 76196
Monday-Friday 8 a.m. to 5 p.m., 817-884-1114

Tim Curry Justice Center
401 W. Belknap Street, 3rd Floor
Fort Worth, Texas 76196
Monday-Friday 8 a.m. to 5 p.m., 817-884-1342

Tom Vandergriff Civil Courts Building
100 N. Calhoun Street, 2nd Floor
Fort Worth, Texas 76196
Monday-Friday 8 a.m. to 5 p.m., 817-884-1240



Web-Based Access Service

To subscribe to the Web Based Access Service, go to <https://egov.tarrantcounty.com/web/guest/home> and click on Apply for the District Clerk Subscriber Access link. You will need to fill out a Subscriber's Agreement and input your information in the required fields. Once completed, send the Subscriber's Agreement to the Tarrant County District Clerk's Office, 100 N. Calhoun St., 2nd Floor, Fort Worth, TX 76196, Attn: Office Manager. The agreement can be accessed by clicking on the Subscriber Agreement hyperlink on the Application for Web-Based Access page.

Key Benefits

- Remote access 23 hours-a-day, 7-days-a-week using your Internet connection
- Record searches from subscriber's location
- District Court Civil, Delinquent Tax, Family, Felony, and Misdemeanor Court records
- Monthly fee of \$35 for 1-5 users, see application for monthly fee for additional users.

Criminal Employee Spotlight



In August of 2001 Justin Davis started his career with the District clerk's office. He was assigned to the Criminal research desk until May of 2007, at which time he was promoted to Evidence clerk. He held the Evidence position until May of 2011 when he was promoted to the Technical Criminal Administrator; the position he currently holds today.

Justin's home town is Granbury Texas. He graduated from Granbury High in 99; Go Pirates! Justin's free time is spent with his girlfriend and her 3 boys, but when he finds time he loves photography, antiquing, feeding his car addiction (Mainly Mopar), and hosting antique shows with his Mom. He also loves BBQ; he and his dad like to take weekend trips to visit BBQ joints all over Texas.

Electronic Filing is coming January 1, 2018 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 Tarrant County District Clerk received an extension for Criminal e-Filing to begin e-Filing Felony documents on January 1, 2018. 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/>

Additional Resources regarding e-Filing:

<http://www.txcourts.gov/>, <http://www.txcourts.gov/cca/>, <http://www.txcourts.gov/oca/>

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



Texas Rules of Civil Procedure RULE 21 C PRIVACY PROTECTION FOR FILED DOCUMENTS

Sensitive Data Defined. 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; and
- a birth date, a home address, and the name of any person who was a minor when the underlying suit was filed.

Filing of Documents Containing Sensitive Data Prohibited. Unless the inclusion of sensitive data is specifically required by a statute, court rule, or administrative regulation, an electronic or paper document, except for wills and documents filed under seal, containing sensitive data may not be filed with a court unless the sensitive data is redacted.

Redaction of Sensitive Data; Retention Requirement. Sensitive data must be redacted by using the letter "X" in place of each omitted digit or character or by removing the sensitive data in a manner indicating that the data has been redacted. The filing party must retain an un-redacted version of the filed document during the pendency of the case and any related appellate proceedings filed within six months of the date the judgment is signed.

Notice to Clerk. If a document must contain sensitive data, the filing party must notify the clerk by:

designating the document as containing sensitive data when the document is electronically filed; or

if the document is not electronically filed, by including, on the upper left-hand side of the first page, the phrase: "NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA."

Non-Conforming Documents. The clerk may not refuse to file a document that contains sensitive data in violation of this rule. But the clerk may identify the error to be corrected and state a deadline for the party to resubmit a redacted, substitute document.

Restriction on Remote Access. Documents that contain sensitive data in violation of this rule must not be posted on the Internet.

The restrictions under Rule 21c only apply to filings; the clerk has no duty or authority to redact any information once filed except under Texas Government Code Chapter 552.147 which allows for partial redaction of SSN.

Contact Us



Tim Curry Criminal Justice Center
401 W Belknap Street



Family Law Center
200 E Weatherford Street



Tom Vandergriff Civil Courts Building
100 N Calhoun Street



Scott D. Moore Juvenile Justice Center
2701 Kimbo Road

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

**Visit Our
Website**

www.tarrantcounty.com