



# DISTRICT CLERK THOMAS A. WILDER

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## NEWSLETTER

July 2025

VOLUME 12 Issue 2

*A message from the*

## District Clerk

Dear Legal Professionals:

Well, we are off and running with the assessment of requirements for a new court case management system as mentioned in the last newsletter.

We received formal approval to begin gathering the list of requirements for a replacement of our JIMS system which we funded from one of my records management funds (\$90,000).

JIMS was initially built in the late 1980's with subsequent improvement through my terms of office such as adding imaged documents to the court data software and the addition of the District Clerk Subscriber Access (DCSA). Our Accounting Department software will also be updated and integrated with the new software.

Our goal is a more modern and user-friendly system that can be audited easier and more thoroughly.

Your input is welcome about what new functionality you may want to see. Send me your suggestions to [dclerk@tarrantcountytx.gov](mailto:dclerk@tarrantcountytx.gov).

This project is scheduled for completion at the end of 2025 and then we will have to see what the County Commissioner's Court will want to fund and for what system.

As we navigate another scorching Texas summer, we're sending cool thoughts your way and hoping everyone's A/C units are holding strong.

Regards,

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

District Clerk

[DClerk@TarrantCountytx.gov](mailto:DClerk@TarrantCountytx.gov)



Web Access to Court Records  
Go to  
<https://dcsa.tarrantcounty.com>  
to apply today!

# Important Dates

## County Holidays

September 1

Labor Day



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# A Decade of Service:

Tim Curry Justice Center



## Celebrating 10 Years at the Tom Vandergriff Civil Courts Building

This month marks a special milestone for the District Clerk's Office: 10 great years in the Tom Vandergriff Civil Courts Building! It is hard to believe it has been a decade since we moved from the Tim Curry Criminal Justice Center. It was an exciting time for the staff who worked hard to make it a smooth transition.

There were many benefits gained in moving to the civil building...more space, ability to have all staff on the same floor, expansion space and a seating area for our customers. In addition, the conference rooms were updated with state-of-the-art technology for conducting training sessions and presentations.

We look forward to serving the Tarrant County community in this building for many years to come.

Tom Vandergriff Civil Courts Building





# Section Spotlight

## Criminal Collections: Supporting Justice Through Accountability

The Criminal Collections section plays a vital role in ensuring compliance with court-ordered financial obligations. We manage the collection of court cost, fines, reimbursement and reparation fees on disposed criminal district court cases.

### Some of What We Do:

- Individuals sentenced to probation or deferred adjudication receive a bill of cost and are referred to our team to establish a payment plan.
- Our clerks will carefully review each case and generate a payment plan to ensure all fees assessed by the court are paid by the end of their probation term.
- For individuals sentenced to State Jail or TDCJ custody, court-ordered withdrawals from commissary accounts are processed in monthly payments and are applied to outstanding balances, ensuring payments are applied accurately and efficiently.
- Once a case balance is paid in full, the collections team promptly notifies TDCJ to stop withdrawal of funds.
- Upon release, individuals with a remaining balance at the end of their sentence are directed by the parole board to reestablish payment arrangements with our team. A parole inquiry is performed with the collections team and set up at an amount that was established by the District Clerk and Parole Division to continue payment compliance.



In FY2024 the Criminal Collections team collected a total of \$1,277,136.08.

Criminal Manager, Mark Ward would like to recognize the tireless efforts, extraordinary attention to detail and unwavering professionalism of our Criminal Collections section as they have successfully collected a remarkable sum of over \$44 million since implementation of the District Clerk Collections Improvement program in 2007.

Criminal collections utilizes an array of tools to ensure individuals comply with the terms of a payment arrangement including but not limited to TSC (Tech Share Court), automated IVR phone calls, delinquent notices, and coordination with CSCD and Parole Officers to ensure compliance and maximize results.

## Criminal Collections Division – Current Roster

Luz Rodriguez  
Criminal Assistant Manager

Jason Biggs  
Technical Criminal Administrator

Cory Reed  
Collections/Accounting Clerk

Diana Barron  
Collections Clerk

Mariana Estrada  
Collections Clerk

Victoria Rocamontes  
PT Collections Clerk

# Digitizing Justice:

## Our District Clerk's Closed Records and Scanning Department

In an era of digital transformation, our District Clerk's office is modernizing record management through our dedicated Closed Records and Scanning Department, converting decades of paper records into accessible digital formats while preserving important legal documents for future generations.

### Historic Milestone Achievement

Our department has successfully imaged all historical files spanning from 1876 to 1950, ensuring that 75 years of our community's legal history is permanently preserved in digital format. This remarkable accomplishment protects irreplaceable documents from deterioration.

### Enhanced Digital Access

Once scanned, records become available through our District Clerk Subscriber Access system, an online portal that revolutionizes how attorneys, researchers, and authorized individuals access court records. This platform provides 24/7 access to essential documents, eliminating many physical office visits while maintaining document security and integrity.

To further serve our community, we've installed public terminals with District Clerk Subscriber Access, allowing in-person customers to review their files electronically in our office with knowledgeable staff available for assistance.

### Robust Operations Team

Our scanning department operates with 19 dedicated professionals, including 15 full-time scanners and 4 part-time scanners. Each month, our team processes approximately 4,300 files, containing an average of 230,000 individual pages through meticulous digitization and indexing work.

Supporting these efforts is our Records Department, staffed by 4 full-time employees and 1 part-time employee who process numerous document requests daily through in-person visits, mail, and email communications, ensuring prompt and professional service regardless of how customers contact us.

### Preserving the Past, Embracing the Future

Our Closed Records and Scanning Department focuses on historical case files that contain invaluable information about our community's legal history, supporting ongoing legal matters, genealogical studies, and historical preservation. Every digitized record undergoes careful quality control to ensure digital versions maintain the clarity and completeness of originals.

This comprehensive project represents our commitment to transparency, accessibility, and efficient public service, bridging our rich legal heritage with modern technology to better serve our community's needs.

# Legislative Update:

## 89th Texas Legislative Session Concludes Special Session Scheduled



The 89th Texas Legislature session, which commenced on January 14, 2025, has officially concluded its regular session. The Texas Legislature wrapped up the 89th Regular Session on June 2nd, 2025, marking the end of what is traditionally called “sine die” - the final adjournment without setting a date to reconvene.

### Special Session Announced

Governor Abbott announced he will call a Special Session to begin on Monday, July 21, along with an initial list of agenda items. This special session will allow legislators to address specific issues that require immediate attention beyond the regular session’s conclusion.

### Ongoing Legislative Committee Monitoring

Our legislative committee will continue its comprehensive monitoring efforts as the special session approaches. The committee remains focused on identifying and analyzing any proposed legislation that could impact our office operations, whether through positive opportunities such as new collectible fees that could enhance our revenue streams, or negative impacts including unfunded mandates that could strain our resources without corresponding funding mechanisms.

Given the focused nature of special sessions and their potential for rapid legislative action, our team will maintain heightened vigilance during the July 21st session to ensure we capture any emerging legislation that could affect our office’s fiscal position or operational requirements.

## Did You Know?

Tarrant County District Clerk’s Office Registry Department is responsible for over 5,900 accounts totaling over \$32 million.

Orders are not necessary for funds to be deposited into the Registry of the Court, but orders are necessary for funds to be disbursed from a case.

Multiple kinds of funds are held in the Registry, including cash bonds, minor funds, case settlements and excess Tax proceeds.

Registry is audited every year by the Tarrant County Auditor’s office and an outside audit firm.

Typical disbursement time from the time Registry receives an order to the mailing of the check is seven to ten business days.

Recommended language for disbursement orders is located on the Tarrant County District Clerk website. Language For Orders to Withdraw Funds From a Court’s Registry

The Tarrant County Auditor’s office co-signs every Registry disbursement check written in the District Clerk’s office.

# E-Filing Made Easy Workshop

## Join Us for Training

Learn how to navigate the e-filing system effectively. This workshop will address common questions, minimize errors, and provide best practices tailored for both new and experienced staff. Don't miss out!

Email to Register  
[dclerk@tarrantcountytx.gov](mailto:dclerk@tarrantcountytx.gov)



*Tuesday, September 24, 2025  
2:30 pm - 4:30 pm*

Family Law Assembly Room  
Tarrant County Family Law Building  
200 E. Weatherford St. 2nd Floor  
Fort Worth, TX 76196

## E-Filing Return For Correction Reports

We have provided e-filing reports below, by section, for FY 2025. Our staff continues to work diligently to process all e-filing in a timely manner. If you have any questions, please refer to the detailed comments in the returned for correction email from your point of contact. For more information regarding reasons a clerk may return an envelope for correction, please visit section 4.8.4 on the Technology Standards PDF located on the Judicial Committee on Information Technology [website](#).

DEPARTMENT	INITIAL	INITIAL REJ.	SUBSEQUENT	SUBSEQUENT REJ.	TOT ACCEPT	TOTAL REJ.	GRAND TOTAL	PERCENTAGE
Civil	11,475	1,813	144,327	9,638	155,802	11,451	167,253	7.35%
Tax	3,482	15	19,637	772	23,119	787	23,906	3.40%
Family	9,231	2,184	116,010	7,556	125,241	9,740	134,981	7.78%
AG	4,388	152	25,998	1,193	30,386	1,345	31,731	4.43%
Felony / Civil	1,140	283	5,221	79	6,361	362	6,723	5.69%
Criminal	0	0	44,023	2,353	44,023	2,353	46,376	5.34%
GRAND TOTALS	29,716	4,447	355,216	21,591	384,932	26,038	410,970	6.76%



# Manager Spotlight

We're excited to announce that Brandye Kear has been promoted to Assistant Manager in our Family Law section, marking another milestone in her impressive career with the Tarrant County District Clerk's Office.

Brandye's journey with us began in November 2016 when she started as an Associate Court Clerk in our Civil Section, where she developed her expertise across the 96th, 153rd, and 48th courts, as well as at the File Desk. Although she explored opportunities in private sector accounting with an engineering firm in 2020, her commitment to serving the community drew her back to our team in January 2022. She returned as an Associate Clerk in the Family Section's 231st court, where her outstanding work ethic quickly earned recognition through successive promotions to Lead Civil File Desk Clerk in February 2023, followed by IV-D Court Leader in January 2024, and now to her current role.



Originally from Hurst, Texas, Brandye shares her life with her husband Jaime, celebrating 12 years of marriage this year. Their family includes three daughters: Emerson (17), Quinnlie (10), and Sullivan (5), plus their two Great Pyrenees companions, Remy and Kimber. Outside the office, you'll find Brandye cheering on Quinnlie as she guards the goal for her recreation soccer team, supporting Sullivan as she masters the high beam in gymnastics, and helping Emerson prepare for her upcoming senior year of high school. When she's not at practices or meets, Brandye enjoys creating memories in the kitchen baking with her daughters or satisfying her well-known popcorn obsession during family movie outings. She's also an avid consumer of true crime books and documentaries.

With nearly eight years of service to our office, Brandye continues to demonstrate the leadership and dedication that make her an invaluable member of our team.

## Employee Elevator Project

### Tim Curry Criminal Justice Center

Construction of the Justice Center employee elevator project kicked off in September 2024 with an estimated completion window of first quarter 2026. The Justice Center currently has 6 public elevators that are responsible for transporting building employees, public, attorneys, and jurors on a daily basis. The 4 new employee elevators will help streamline internal operations by providing a dedicated secure access point for employees to move between floors, reducing congestion and wait times during peak hours. Facilities management continues to work with Justice Center department personnel to ensure limited interruption of daily court activities during the construction phase. Much of the major construction has occurred outside of normal business hours to reduce impact on daily dockets and jury trials.





# Contact your District Clerk's Office

## The Felony/Civil Division

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 currently accepts electronically filed documents for Expunctions, Non-Disclosures, Felony Occupational Drivers Licenses, Bond Forfeiture (NISI's) and Seizure cases only.

For filing fee information please refer to the District Clerk website for the most current fees.

### Felony/Civil Filing Fees

Our business hours are  
Monday - Friday 8am - 5pm.

During these hours you can reach the  
Felony/Civil clerks for assistance.

#### Administrative Felony/Civil Clerk

817-884-1156

#### Auxiliary

Lead Auxiliary Clerk

817-884-2514

#### Expunctions

817-884-1231

#### Seizures

817-884-2508



**Visit us online!**

## E-Filing Questions?

**Call for assistance**

Family:	817-212-6954
Civil:	817-212-6953
Criminal:	817-884-1342
Felony/Civil:	817-884-2508

## Family

Infoline:	817-212-6954
Filedask:	817-212-6953
Document Production:	817-884-1342
Disposed Records:	817-884-2508
Juvenile:	817-838-4645

## Civil / Tax

Infoline:	817-884-1240
Filedask:	817-884-2536
Document Production:	817-884-1591
Tax:	817-212-7207

## Locations



**Tim Curry Criminal  
Justice Center**

401 W Belknap 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, East Building  
Fort Worth, TX 76111



**Family Law Center**

200 E Weatherford Street  
Fort Worth, TX 76196