



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear Legal Professionals,

I hope everyone's AC is holding up but we all must try to live through September when it cools off.

Herein find good information about e-filing, our new criminal and accounting managers, and an update on the new Techshare computer system due to Go Live on October 1st of this year.

Additionally, the new Juvenile facility will open in September, and we are all looking forward to that!

Techshare Court (Criminal) is scheduled for completion the end of September and will go live in October. Hundreds of staff hours have been invested so that we will have a high-quality system that is integrated with other county departments who deal with criminal justice. Techshare Jail and Prosecutor are already up and running.

Substantial testing and training are underway in the District Clerk and County Clerk offices for felony and misdemeanor cases. After successful implementation, a new version of the District Clerk Subscriber Access that is already built will be activated. Currently we have over 1600 subscribers.

Techshare civil and family will be built next year and replace our current Civil/Family court case management systems. Techshare Juvenile will be built after the Supreme Court mandated e-filing for the Texas Juvenile Courts.

Please share our newsletter with your employees as it will help the legal community keep up with new tools that will be coming online for cost-efficient management of the justice

system in Tarrant County.

Best Wishes,

District Clerk
 DClerk@TarrantCounty.com

Web Access

Click below to sign up:

Go to <https://dcsa.tarrantcounty.com>

to apply today!

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Senior Management Spotlight: Mark Ward, Criminal Manager



Mark joined the District Clerk's office in September 2002 as a part time employee assigned to the District Clerk's Administrative Assistant. Over the course of his career, Mark has worked in various sections of the Criminal section in addition to a brief period as Office Manager for the District Clerk. In October 2021, Mark was promoted to Criminal Manager.

Mark is from Tennessee and relocated from Virginia to Texas in 2002. He attended UTA and received a bachelor's degree in business administration. Mark enjoys spending time with his family and attending various car shows including yearly trips to the North American Auto Show in Detroit with his father.

E-File Texas Certificate of Service

E-file Texas has added a new Automated Certificate of eService that is attached to lead documents. When requesting copies, please be sure to include the additional page when you calculate the payment. If you are unsure about the calculation, please feel free to reach out to us prior to submitting your request and remitting your payment.

Looking Ahead...



The construction on the new Juvenile building, located on Kimbo Road is progressing. Please keep an eye out for more information in our upcoming edition of the newsletter.



Click this [link](#) to find archived District Clerk newsletters.

Jury Fee

With the implementation of SB41, as of 01/01/22 there is no longer a separate jury fee. All new cases have a \$10.00 jury fee incorporated into the Local Consolidated filing fee. Because the previous jury fee was repealed, we can no longer collect a jury fee on any subsequent filings, including for cases filed prior to 2022. However, it is important to note that you are still required to file a Jury Demand & Jury Request if a jury is wanted.



Criminal E-Filing

In an effort to reduce the number of returns for correction, we wanted to share a couple of the common reasons that a clerk would return for correction to assist with future filings.

Signatures

Please make sure that when you E-File a document with a signature that it meets the electronic signature requirements. Please refer to Rule 1.4 below for the approved signature options.

Rule 1.4 Documents Containing Signatures

(a) A document that is electronically served, filed, or issued by a court or clerk is considered signed if the document includes:

- (1) a “/s/” and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or
 - (2) an electronic image or scanned image of the signature.
- (b) If a paper document must be notarized, sworn to, or made under oath, the filer may electronically file the paper document as a scanned image containing the necessary signature(s).
- (c) If a paper document requires the signature of an opposing party, the filer may electronically file the paper document as a scanned image containing the opposing party’s signature.

Email Address

Please make sure that when you E-File a document that you include an email address. Please refer to Rule 2.4 below regarding email addresses.

Rule 2.4 E-Mail Address Required

The email address of any person who electronically files a document must be included on the document.

For additional assistance with Criminal E-Filing, please contact our Criminal E-File team.

Pablo Cantera 817-884-2526

Justin Davis

817-884-2513

Senior Management Spotlight: Jessica Gray, Registry Funds Collection Manager



Jessica Gray joined the District Clerk's office over 20 years ago. She has held several positions during her career in Accounting. Due to her expertise, she was promoted to Registry Funds Collection Manager on July 1, 2022 and is responsible for the oversight of our Accounting and Collections departments. Mrs. Gray's responsibilities include oversight of management and investment of funds totaling approximately \$23 million. In 2021, she became a Certified County Investment Officer. Mrs. Gray works closely with the Auditor's office when audits are conducted.

Mrs. Gray has been married for over 13 years to Shaun Gray who is a Tarrant County employee with 19+ years of service as a Deputy Constable. Together, they are blessed by adoption to a six year old son that loves to play hockey and they are fostering a 10 month old that is crawling everywhere and loves watermelon.

Mrs. Gray comes from a long line of Tarrant County employees. Her great-grandfather, grandfather, and father all retired from Tarrant County Facilities. She is very proud to follow in their footsteps.

Mrs. Gray is dedicated to and takes pride in her job. She looks forward to building new relationships and strengthening her current ones in her new role within our office. She is eager to continue her service with Tarrant County and the District Clerk's office for a long time to come.



Click the Facebook link below to view our office Facebook page. Make sure to follow us for important announcements or to see what's happening at the District Clerk's office!



September 5, 2022 - Labor Day

November 24-25, 2022 - Thanksgiving Holiday

December 23-26, 2022 - Christmas Holiday

January 2, 2023 - New Year's Day

E-Filing with Attachments

****Note to filers not to file attachments*

When a petition is filed with attachments (service request form, information sheet, or letter request) it may be returned for correction. To prevent this from happening, please file attachments as separate lead docs.

E-FILING RETURN FOR CORRECTION REPORTS

We have provided e-filing breakdown reports below, by section, for FY 2022. Our staff continues to work diligently to process all e-filing in a timely manner. If you have any questions, please contact our office.

TARRANT COUNTY DISTRICT CLERK CIVIL E-FILING REPORT - FY 2022

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	882	156	11,535	664	12,417	820	13,237	6.60%
NOVEMBER	824	121	10,197	588	11,021	709	11,730	6.43%
DECEMBER	767	90	9,391	521	10,158	611	10,769	6.01%
JANUARY	684	103	10,703	590	11,387	693	12,080	6.09%
FEBRUARY	560	74	9,534	552	10,094	626	10,720	6.20%
MARCH	831	124	11,399	743	12,230	867	13,097	7.09%
APRIL	607	73	10,808	654	11,415	727	12,142	6.37%
MAY	637	99	10,729	684	11,366	783	12,149	6.89%
JUNE	769	106	11,001	696	11,770	802	12,572	6.81%
TOTALS	6,561	946	95,297	5,692	101,858	6,638	108,496	6.52%

TARRANT COUNTY DISTRICT CLERK TAX E-FILING REPORT - FY 2022

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	380	2	1,727	23	2,107	25	2,132	1.19%
NOVEMBER	497	0	1,443	37	1,940	37	1,977	1.91%
DECEMBER	312	2	1,192	20	1,504	22	1,526	1.46%
JANUARY	255	1	1,525	15	1,780	16	1,796	0.90%
FEBRUARY	214	0	1,541	25	1,755	25	1,780	1.42%
MARCH	436	6	1,942	17	2,378	23	2,401	0.97%
APRIL	231	3	1,412	33	1,643	36	1,679	2.19%
MAY	266	2	1,586	19	1,852	21	1,873	1.13%
JUNE	358	2	1,273	19	1,631	21	1,652	1.29%
TOTALS	2,949	18	13,641	208	16,590	226	16,816	1.36%

TARRANT COUNTY DISTRICT CLERK FAMILY E-FILING REPORT - FY 2022

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	900	252	9,550	629	10,450	881	11,331	8.43%
NOVEMBER	955	266	8,910	687	9,865	953	10,818	9.66%
DECEMBER	897	309	7,805	614	8,702	923	9,625	10.61%
JANUARY	915	241	8,921	660	9,836	901	10,737	9.16%
FEBRUARY	828	229	7,730	546	8,558	775	9,333	9.06%
MARCH	1,101	188	9,917	782	11,018	970	11,988	8.80%
APRIL	885	183	9,360	704	10,245	887	11,132	8.66%
MAY	971	197	9,278	608	10,249	805	11,054	7.85%
JUNE	1,048	165	9,725	733	10,773	898	11,671	8.34%
TOTALS	8,500	2,030	81,196	5,963	89,696	7,993	97,689	8.91%

**TARRANT COUNTY DISTRICT CLERK
AG E-FILING REPORT - FY 2022**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	389	15	1,912	107	2,301	122	2,423	5.30%
NOVEMBER	367	26	1,612	97	1,979	123	2,102	6.22%
DECEMBER	509	39	1,555	99	2,064	138	2,202	6.69%
JANUARY	413	26	1,598	99	2,011	125	2,136	6.22%
FEBRUARY	390	11	1,513	132	1,903	143	2,046	7.51%
MARCH	427	1	1,726	123	2,153	124	2,277	5.76%
APRIL	485	7	1,852	117	2,337	124	2,461	5.31%
MAY	415	4	1,921	145	2,336	149	2,485	6.38%
JUNE	504	71	2,007	139	2,511	210	2,721	8.36%
TOTALS	3,899	200	15,696	1,058	19,595	1,258	20,853	6.42%

**TARRANT COUNTY DISTRICT CLERK
FELONY / CIVIL E-FILING REPORT - FY 2022**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	158	31	419	10	577	41	618	7.11%
NOVEMBER	160	29	418	8	578	37	615	6.40%
DECEMBER	151	26	381	6	532	32	564	6.02%
JANUARY	138	31	440	5	578	36	614	6.23%
FEBRUARY	129	32	265	1	394	33	427	8.38%
MARCH	163	36	388	16	551	52	603	9.44%
APRIL	151	39	509	15	660	54	714	8.18%
MAY	170	33	676	11	846	44	890	5.20%
JUNE	152	34	601	20	753	54	807	7.17%
TOTALS	1,372	291	4,097	92	5,469	383	5,852	7.00%

**TARRANT COUNTY DISTRICT CLERK
CRIMINAL E-FILING REPORT - FY 2022**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	0	0	4,190	166	4,190	166	4,356	3.96%
NOVEMBER	0	0	4,412	279	4,412	279	4,691	6.32%
DECEMBER	0	0	3,687	213	3,687	213	3,900	5.78%
JANUARY	0	0	4,314	178	4,314	178	4,492	4.13%
FEBRUARY	0	0	4,060	224	4,060	224	4,284	5.52%
MARCH	0	0	4,873	208	4,873	208	5,081	4.27%
APRIL	0	0	4,945	204	4,945	204	5,149	4.13%
MAY	0	0	5,049	229	5,049	229	5,278	4.54%
JUNE	0	0	4,978	217	4,978	217	5,195	4.36%
TOTALS	0	0	40,508	1,918	40,508	1,918	42,426	4.73%

**TARRANT COUNTY DISTRICT CLERK
GRAND TOTAL E-FILING REPORT - FY 2022**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	2,709	456	29,333	1,599	32,042	2,055	34,097	6.41%
NOVEMBER	2,803	442	26,992	1,696	29,795	2,138	31,933	7.18%
DECEMBER	2,636	466	24,011	1,473	26,647	1,939	28,586	7.28%
JANUARY	2,405	402	27,501	1,547	29,906	1,949	31,855	6.52%
FEBRUARY	2,121	346	24,643	1,480	26,764	1,826	28,590	6.82%
MARCH	2,958	355	30,245	1,889	33,203	2,244	35,447	6.76%
APRIL	2,359	305	28,886	1,727	31,245	2,032	33,277	6.50%
MAY	2,459	335	29,239	1,696	31,698	2,031	33,729	6.41%
JUNE	2,831	378	29,585	1,824	32,416	2,202	34,618	6.79%
TOTALS	23,281	3,485	250,435	14,931	273,716	18,416	292,132	6.73%

Revised Protective Order Forms

Please visit the [Supreme Court](#) website for more information on the Order Approving Revised Protective Order Forms signed on July 11, 2022, Misc. Docket No. 22-9053. You may click on this [link](#) to review the order below in it's entirety.

Supreme Court of Texas

Misc. Docket No. 22-9053

Order Approving Revised Protective Order Forms

ORDERED that:

The Court's Order approving revised protective order forms issued in Misc. Dkt. No. 20-9062 on May 1, 2020, is vacated, and this Order is substituted.

The following revised protective order forms are approved for use in obtaining a protective order under Title IV of the Texas Family Code. The forms approved by this Order supersede the forms previously approved on May 1, 2020, in Misc. Dkt. No. 20-9062. Use of the approved forms is not required. However, a trial court must not refuse to accept the application simply because the applicant used the approved forms or is not represented by counsel. If the approved forms are used, the court should attempt to rule on the application without regard to technical defects in the application.

Dated: July 11, 2022.

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



E-filing Questions?

Call for assistance:



Family: 817-212-6954

Civil: 817-212-6953

Criminal: 817-884-1342

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 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.

Michelle Farrell-Administrative Felony/Civil Clerk

Lead Clerk – 817-884-1156

Shawn Rosemeyer-Auxiliary

Lead Auxiliary Clerk – 817-884-2514

Sterling Swanson - Expunctions

Associate Clerk – 817-884-1231

Kisa Hughes-Seizures

Associate Clerk – 817-884-2508

**Visit Our
Website**

www.tarrantcounty.com

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