



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

To: All e-filers in Tarrant County
Subject: **No more \$2.00 fee**

As mentioned in our last e-filing newsletter, we anticipated that the e-filing charge allowed by the legislature of \$2.00 per transaction would cease October 1, 2016.

It's official now, the fee will no longer appear on your list of fees effective immediately. Please be advised that the \$30.00 fee remains in effect and that Tarrant County receives no part of this fee. It all goes to the OCA to pay the vendor for e-Filing.

The legislature will likely revisit the e-filing fee in January since no fee structure for criminal e-filing has been determined. The criminal e-filing mandate begins July 1, 2017.

Tarrant County was only allowed to recover part of it's costs under the previous legislation. We don't know what the legislature will allow the counties to recover, if anything, for its ongoing expenses. Be assured that we never wanted a transaction fee in the first place and preferred to have a one-time fee on the original petition instead which would have made bookkeeping easier for all of us!

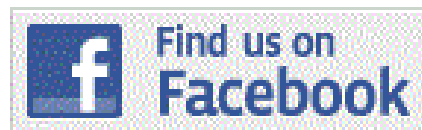
Best Regards,

District Clerk

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E-Filing Transfer Court of Continuing Jurisdiction



Tarrant County District Clerk's Office Civil and Family clerks can now electronically transfer your case via e-File Texas. This shortens the time it takes for clerks to prepare the transfer and reduces costs. This is a quick and efficient method for attorneys to transfer court cases from one court of continuing jurisdiction to another.



READ...before e-filing

Please see TRCP 76a prior to e-filing any confidential or proprietary information. No pleading, once filed, can be "sealed" unless there is an Order to Seal Court Records signed by a Judge. Also, please refer to TRCP 21c for the filing of documents containing sensitive data.

Wage Withholding Orders

When submitting Wage Withholding Orders for Child Support please make sure a copy is given to the clerk. The copy will be certified and forwarded to child support. This ensures prompt delivery of the order to child support.



ElectronicService Address

In an effort to help spread the word, we are sharing an announcement made by EFile Texas:

A Public List—Announcement Request

The State Bar is requesting help from all EFSP's to post this message on their websites

"ElectronicService Address - The Texas Supreme Court issued an order in June 2016 requiring that all Texas attorneys provide the State Bar of Texas with an electronic service email address for use in the statewide e-filing system and for other important communications. Provide your electronicservice address today at <https://www.texasbar.com/eservice/> and read this article from the July 2016 Texas Bar Journal for more information."

FAMILY Employee Spotlight



Tara Raby began her employment with Tarrant County in July of 2003. She began her tenure by working in the Probate Clerk's office. From there she moved to the District Attorney's office and then onto the District Clerk's office. She started as the Office Manager and has worked her way up to Assistant Manager where she has spent time as both a Civil and Family Assistant Manager. She is currently a Family Assistant Manager who oversees the IV-D Section, Family File Desk and Document Production areas. She thoroughly enjoys working with her teams and mentoring them.

In Tara's spare time she enjoys spending time with her family and traveling. She lives on Lake Alvarado and she loves to sit on her back porch and listen to the water and watch the ducks. She is married to Preston a Fort Worth Fireman, and has two children, a son and a daughter. Her son, Cody works for Ben E. Keith and her daughter, Kelby is attending her first year of college at Tarrant County College. Her family is everything to her and they are her greatest blessing.

Exhibits on CD



Please be sure that any electronically filed document must comply with the Texas Rules of Civil Procedure 21

(f)(8)(D) and the Technology Standards from the Judicial Committee on Information Technology Section 3 (Digital Media Standards). Specifically, Sections 3.2 (A) and (C) state the requirements of electronically filed documents including audio and video filings.

E-Filing changes effective October 1, 2016



On October 1, 2016 the \$2.00 e-file transaction

fee is no longer being assessed. Beginning with envelopes filed on October 1, 2016 for Civil, Family and Felony/Civil cases you will no longer be assessed a \$2.00 e-file transaction fee. All other Civil, Family and Felony/Civil filing fees are not affected by this change.



This quarterly employee spotlight is about felony court verifier, Martha Castillo.

Martha was born in Ciudad Acuna, Coahuila, Mexico. Her family lived on a ranch and raised goats, growing corn for a living in a town called Purisima. Her father taught her to ride horses at the age of 2 and showed her how to live and learn from the land. Her mother raised her and two other younger girls. At age 9, she moved to Del Rio, Texas and began the 4th grade. During her first year in school, she made all "C"s on her report card due to the language barrier, except for math; she was very advanced in math and her teacher allowed her to tutor a schoolmate that was having problems in math. Her math grade was an "A." At the age of 12 she moved to Big Lake, Texas where she finished middle school and her first year of high school. At the age of 14, she moved to Mansfield, Texas where she graduated at the top 25 percent of her class from Mansfield High School.

Her mother taught her to work hard at an early age. When she was 16, she got a job at Trader's Village

in Grand Prairie on the weekends working for a police officer who sold jewelry. Her mother also taught her the importance of a good education, and she decided she'd better graduate. She worked for the City of Mansfield in the tax office during her last year of high school. During the fall after graduating high school she had to get a full time job. She was hired at the District Clerk's Office as a temporary employee in August 1987 and was promoted to a full-time position in April 1988 in the Records section. While employed by the District Clerk's office, she was able to pursue a degree in Management, graduating from TCC in May of 1998 with her Associate of Arts degree and going on to earn her Bachelor's degree in Management in February of 2001. She has worked in various areas of the Family section including document production, the 325th District Court, and the AG Section. She always had an interest in Criminal, and had an opportunity to cross-train. She's glad she moved to criminal because it's very challenging.



Her hobbies are watching Mexican soap operas and riding horses. She learned to sew and knit at an early age and enjoys doing it when she can. Her family is everything to her; she loves spending time with all her family, especially going to her nephew's baseball and soccer games. She bakes to de-stress at Christmas time and gives cookies to friends, family, and co-workers. If you are lucky, you will get some cookies this year!

85th Legislative Session

As the 85th session approaches the District Clerks office is preparing for bill filing to begin in November. We have started our Legislative Committee meetings. Our Criminal Manager attended a TAC Legislative Exchange meeting in Denton County on September 21st. This was one of several meetings held by TAC, basically holding a forum to share issues and discuss solutions.



Nov. 24-25, 2016 Thanksgiving
Dec. 23-26, 2016 Christmas

Citations

In order to issue citation(s) the District Clerks office requires a file marked copy of the Petition. Once the citation(s) are issued an email is sent to the attorney of record. Please contact our office to check on the issuance of the citation(s) before sending a runner or courier.



Clerks show support for the 2016 A.L. West Division Champs



Juvenile Section



Family Section



Criminal Section



Civil Section

Felony Appeals

The District Clerk Felony Appeals section is located on the 3rd floor of the Tim Curry Justice Center. When an appeal is filed on a felony case, the Court of Appeals has a given timeline that our appeal clerks must follow. The Court of Appeals requires our clerks submit the appellate record electronically through the TAMES (Texas Appeals Management and E-Filing System) portal. The appeal process follows the Rules of Appellate Procedure located in the Texas Code of Criminal Procedure.

Our Felony Appeals and Post-Conviction Writ staff is...

Kelley Turner
817-884-2885



Susan Russell
817-884-2507



Miki Robbins
817-884-2022



E-Filing Process

The District Clerk’s office makes considerable effort to provide excellent customer service by processing court paperwork in a quick & timely manner. The implementation of e-filing has helped in our effort to do so; however, we would like to ask for your assistance in some areas.

It is becoming a common practice for some filers to e-file a pleading and appear in court with the assumption it is immediately accepted and put in the file, or expect for it be reviewed on-the-spot as they wait.

In the sample below, the pleading was filed at 11:08 a.m. on the day of the hearing. The attorney went directly to the courtroom and the bailiff called the clerks for the document. Having to stop and immediately process a pleading and walk it to the courtroom disrupts the service we provide to our other customers and e-filers who have filed their pleadings in a timely manner.



In another case, the attorney arrived in the clerk’s office and asked for their e-filing to be processed for a hearing that morning. Unfortunately, upon reviewing the filing, it had to be returned for correction and there wasn’t anyone in the attorney’s office to refile the pleading before the hearing.

The best practice is to wait until you have received an email confirming the acceptance of your filing. When a pleading is e-filed, please remember that it does not constitute an automatic filing with our office and we ask that we are given at least 24 hours for it to be reviewed and processed. E-filings are reviewed on a “first-come, first-served” basis, however, once accepted the filemark date and time will reflect the date and time it was submitted. Please keep in mind that we do not back date the pleadings that were returned for correction. It is important that you file in a timely manner so that it does not create an urgent situation to have it reviewed or become a disservice to other filers.

We do understand that there are occasions where a pleading truly needs to be processed immediately (i.e. Writ of Attachment or Habeas Corpus). In those cases, we ask you call the clerk’s office first so that we can try to accommodate your need and review the filing before you come in.



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**
- Criminal: 817-884-1342**
- 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 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

Amy Bond – Expunctions

Associate Clerk – 817-884-1231

Melissa Summers – Seizures

Associate Clerk – 817-884-1156



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