

Welcome to the Sabine County District Clerk's Office

Lisa Pitre is the District Clerk for the 273rd Judicial District Court, Presiding Judge James A. Payne, Jr., and the 1st Judicial District Court, Presiding Judge Craig Mixson.

The Texas Constitution, Article 5, Section 9 – “There shall be a clerk for the district court of each county, who shall be elected by the qualified voters for state and county officers, and who shall hold office for four years.....”

The District Clerk is elected county-wide by voters for a four-year term and has specific duties outlined in the Texas Constitution, by statutes passed through Legislative action, and rules promulgated by the Texas Supreme Court. Duties include Clerk of the Court, Custodian of the Records, Records Management, Financial Officer, and Jury Manager.

District clerks are called on to assure that the affairs of the district courts are maintained objectively with the full confidence of judicial authorities.

The Texas Government Code states the duties and powers of the clerk of the district court:

“The clerk of the district court has custody of and shall carefully maintain and arrange the records relating to or lawfully deposited in the clerk’s office.”

The District Clerk shall:

Record the acts and proceedings of the district court;

Enter all judgments of the court under the direction of the judge;

Record all executions issued and the returns issued on the executions;

Administer child support payments;

Administer trust accounts for minors ordered by the courts;

Keep and index of the parties to all suits filed in the court, and make reference to any judgment made in the case; and

Keep an account of all funds collected by the office, by way of fines and fees, and the amount due jurors in district court for service.

The District Clerk is custodian of all **civil cases** including adoptions, divorce, family law, juvenile, delinquent tax suits, as well as, all **felony criminal** cases pursued by the District Attorney’s office. The District Clerk collects the fines and court costs on all felony cases.