

Mission

To provide the judicial system and the public with efficient and accountable service while:

- Preserving the integrity of the court records the office is charged to index and secure
- Managing and safeguarding the collection of fees
- Fostering a positive work environment
- Providing educational opportunities for all employees
- Demanding impeccable work ethics in order to adhere to the Statutory and Constitutional duties of the office
- Sustaining transparency in government Operations

Strategic Goals

- Optimize Customer Service
- Capitalize on Technology
- Achieve Effective Communication & Office Transparency
- Maximize Employee Participation & Foster Exemplary Public Service
- Deliver Efficient & Responsive Government

Guiding Principals

Integrity

Accountability

Customer Service

Communication

Honesty

Teamwork

Good Work Ethics

Case filed in District Court

Civil Cases:

- Debt/Contract
- Foreclosure
- Injury or Damage
- Malpractice
- Product Liability
- Eminent Domain
- Real Property
- Expunctions/Non-Disclosure
- Writs
- Tax
- Foreign Judgments

Family Cases:

- Divorce with/without Children
- Parent-Child Relationship- No Divorce
- Child Protective Services
- Termination of Parental Rights
- Adoption
- Protective Orders
- Paternity
- Support Orders
- Title IV-D Cases
- Foreign Support Orders
- Custody Modification
- Enforcement

Criminal Cases: Felony

- Capital Murder/Murder/Homicides
- Attempted Murder/Aggravated Assault
- Sexual Assault of Adult or Child
- Family Violence Assault
- Aggravated Robbery/Robbery
- Burglary
- Theft/ Automobile Theft
- Drug Manufacturing/Sale
- Drug Possession
- Felony DWI (3 or more)
- Writs of Habeas Corpus

This list does not represent all case types that may be filed in the District Courts.



The County and District Clerks' Association of Texas

Duties of the District Clerk

LISA PITRE

SABINE COUNTY

The Texas Government Code
Title 2, Subtitle D, Chapter 51,
Subchapter D

Overview

The District Clerk is a constitutional position, elected every four years to serve as the custodian of all court pleadings and papers that are a part of any cause of action in the district and county court at law courts in various jurisdictions. The District Clerk also serves in the following capacities:

- **Registrar-** docketing, indexing and recording all documents part of felony criminal, family, juvenile, delinquent tax and civil court cases;
- **Records Manager-** manages records to be easily retrieved for public and court access, preserve records for permanent storage in archives and dispose of records according to the Texas Library of Archives Records Retention schedule and other specified statutes.
- **Court Collections-** responsible for collecting and disbursing court costs, fines and other fees that benefit twenty plus agencies at the state and local level.
- **Financial Officer-** prepares and updates court cost in accordance to legislation every two years, providing for proper collection and disbursement of funds. Manages all funds held in the registry of the court for pending litigation. Prepares and presents an annual budget for Commissioner's Court approval.
- **Data Collector and Manager-** responsible for gathering data and reporting to several state and local agencies including the County Auditor, County Treasurer, Voter Registration, Bureau of Vital Statistics, Department of Public Safety, Attorney General, Supreme Court of Texas and Office of Court Administration
- **Juror Administrator-** Updates and maintains the jury wheel annually from the Secretary of State, comprised of voter registration and driver license. Summons all jurors for the county, providing on-line or manual return of questionnaire.

Jury

- Jurors perform a valuable role in our justice system. The willingness of all who are summoned to serve is essential to our democracy and system of checks and balances. As the administrator of the jury system in Tom Green County, we are committed to ensuring that the statutory and constitutional duties of the jury process are followed and that jurors receive the respect and gratitude they deserve.
- Jury and Grand Jury service is one of the most important responsibilities we have as citizens, second only to the right to vote. Your family, friends and neighbors depend on you to serve on juries to allow litigants their day in court.
- For more juror information contact your local District Clerk's office.

Appeal

There are 14 intermediate courts of appeal in Texas in which trial courts' civil and criminal cases are appealed. The Clerk, judge, parties, and their attorneys all have roles in the process of perfecting an appeal. The primary responsibility for preparing the appeal, however, falls upon the Clerk of the trial court. There are specific rules relating to both the time table for perfecting the appeal and the procedures which include providing an accurate record of specified filings contained in the trial courts file. The trial court Clerk is responsible for preparing, certifying, and timely filing the Clerk's record when a notice of appeal has been filed and the party responsible for paying for the preparation of the Clerk's record has paid the Clerk's fee or is entitled to appeal without paying the fees.



E-Filing

Beginning January 1, 2014 – January 1, 2016 all civil/family case filings in Texas must be e-filed using the state e-filing system. The e-file mandate has only a few exceptions for a filer to submit a paper document. E-filing for Courts enables filers and clerks to efficiently process civil/family documents and fees online. A filer must set up a user account using the efiletexas.gov portal or a certified e-filing service provider. Many Texas courts are already participating in the e-filing service, with the final counties scheduled to be in compliance by 2016. E-filing will revolutionize trial courts in providing standards and processes to ultimately reach the goal of being a “paperless” environment.

For more information go to:

www.efiletexas.gov

Registry of the Court

As financial officer, the District Clerk must hold money or other valuable items tendered into the court's registry by court order, pending the outcome of a case. Once a judgment has been rendered an order is prepared awarding and/or disbursing the money or items to the receiving parties. The District Clerk must keep an account of money and itemized inventory of property deposited and a record of the disposition date of when the items or money are released.

Summary

The District Clerk provides support for the district courts in each county working closely with the judges of the trial courts. By law the District Clerk is required to receive a minimum of 20 hours of Continuing Education to assist in keeping apprised of statutory requirements and processes.