

DISTRICT CLERK DUTIES AND RESPONSIBILITIES

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 Title 2, Subtitle D, Chapter 51, Subchapter D 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:

1. Record the acts and proceedings of the district court;
2. Enter all Judgments of the court under the direction of the Judge;
3. Record all executions issued and the returns issued on the executions;
4. May process passport applications but not required too;
5. Process child support orders to the employers;
6. Administer trust accounts for minors ordered by the courts;
7. Keep an index of the parties to all suits filed in district court;
8. Keep an account of all funds collected by the office, by way of fines and fees and report to the Treasurer on a monthly report;
9. Manage records so they are easily retrieved for public information, preserved for permanent storage in archives and dispose of according to law;
10. Gather data and report to State and local agencies (County Treasurer, County Auditor, Voter Registrar, Bureau of Vital Statistics, State Library, Comptroller of Public Accounts and Office of Court Administration);
11. Be in charge of the jury selection process to determine the number of potential jurors required to begin trial, send summons to jurors, process jurors on trial day and act as liaison between the jurors, courts and employers.
12. The District Clerk may appoint deputy clerks. Each appointment must be in writing under the hand and seal of the district court and must be recorded in the office of the County Clerk. A deputy clerk must take the oath prescribed for officers of this state. A deputy clerk may perform in the name of the District Clerk all official acts of the office of District Clerk.