


# DCPA CLE Luncheon

## Juli Luke,

### Denton County Clerk

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March 26, 2015

12:00 PM – 1:00 PM

Oakmont Country Club

1901 Oakmont Drive

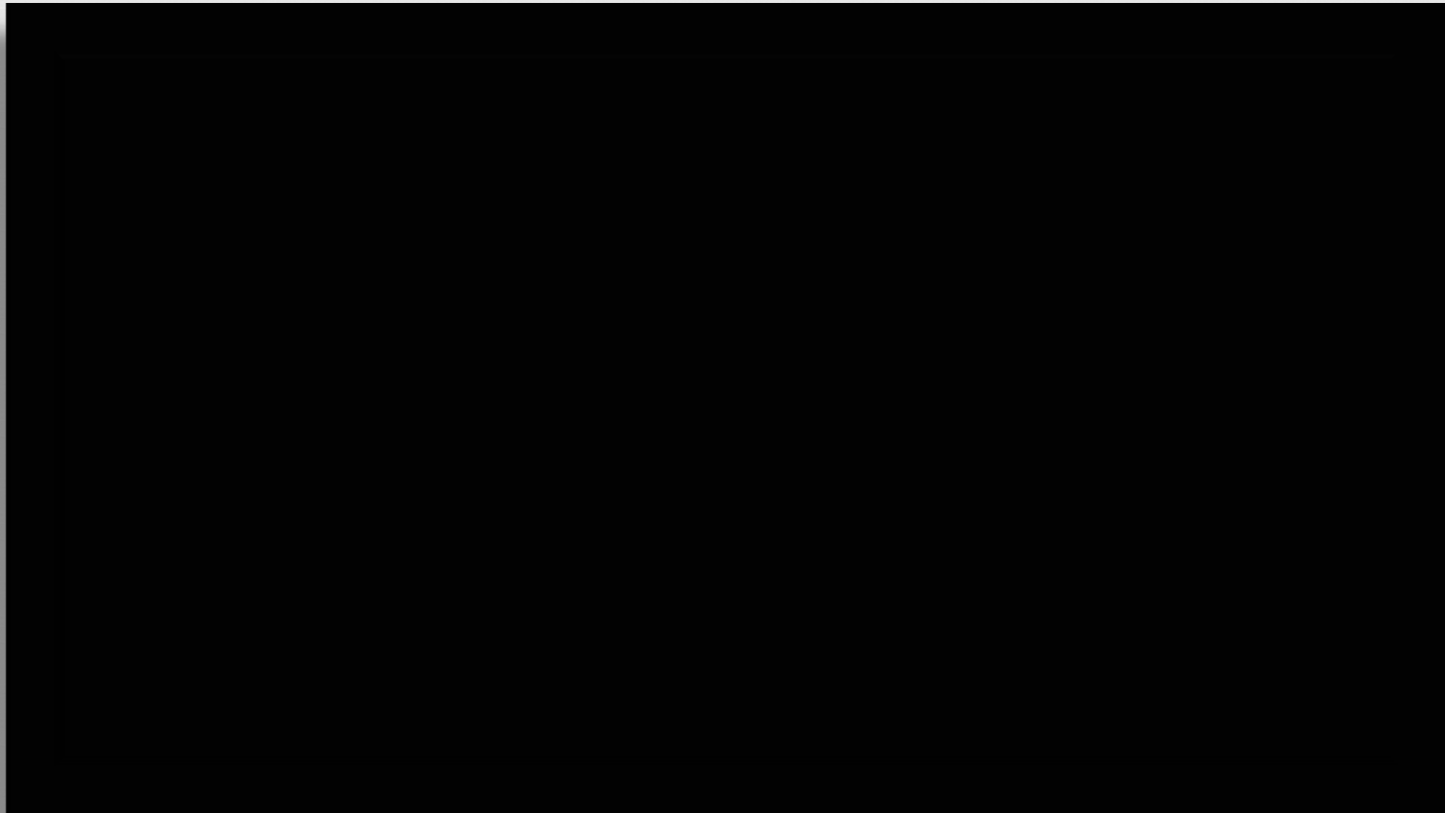
Corinth, TX 76210

# History



Importance of Records Preservation

# Sherman's March





# Sherman's March to the Sea



❧ In Louisville, Sherman's men piled all deed books in front of the court house and burned them. The logic was that big plantations would not be able to prove land ownership.





# Texas Courthouses with Missing Records

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- ❧ Texas counties had nearly 15 fires in the 30 years after 1870. Those 30 years proved to be filled with destruction and unwelcome surprises, as every year there was at least one recorded courthouse fire. Between marriage, land, probate and other county records, many documents were lost in this short period of time.
- ❧ Texas County Courthouse Fires 1873-1877
  - ❧ In the four short years between 1873 and 1877, 9 courthouse fires took place resulting in partial or total loss of court records.
- ❧ In the 1880's, fewer courthouses were completely destroyed, but many records and vital documents were lost.

# Denton Courthouse Missing Records

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- **1875** - In an unfortunate Christmas Eve event, Denton County Courthouse was consumed by fire. Because nearly all county records were irreparably damaged, many seeking land or family records must find another way to conduct research.

# Who started the fire in Denton?



- ❧ The courthouse fire destroyed most of the county records and was rumored to have been started by Henry Underwood, outlaw and associate of Sam Bass, in order to destroy indictments returned against some of his friends.





# Who started the fire in Denton?

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- Whether the indictments and evidence supporting them went up in smoke is not known, but 2,000 title papers did. Destruction of the county's legal papers was a great loss.
- Countless controversies arose because of the destruction of these records, and a shadow was thrown on hundreds of land titles.

# Who started the fire in Denton?

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- ❧ After the fire, the county rented the Cumberland Presbyterian Church at West Oak and Bolivar for a courtroom. The district court records were moved to that building.
- ❧ When the Presbyterian Church housing the court was burned, suspicion centered on Underwood. Everyone felt sure then, that he had destroyed this temporary court to destroy evidence against himself and his cattle thieving friends. Underwood was indicted for arson and was held in jail in Denton and later at Gainesville for six months and finally released.

# Duties of the County Clerk





# Overview



- ❧ The office of County Clerk has been in existence in Texas since 1836, superseding the “escribano” of Spanish-Mexican rule. The Texas Constitution, Section 20, Article 5 provides:

“There shall be elected for each county, by qualified voters, a County Clerk, who shall hold his office for four years, who shall be clerk of the County and Commissioners Courts and recorder of the county, whose duties, perquisites and fees of office shall be prescribed by the Legislature and a vacancy in whose office shall be filled by the County Commissioners Court until the next general election; provided that in counties having a population of less than 8,000 there may be an election of a single Clerk who shall perform the duties of District and County Clerks.”

- ❧ The county clerk is the record keeper and Registrar for the county, Commissioners Court, and County Courts.

# Recording and Filing Instruments

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- Of all the various responsibilities assigned to the County Clerk, the recording of legal instruments is perhaps the most traditional and basic duty. These legal instruments will be:
  - Instruments that prove ownership or interest in real property,
  - Instruments concerning the identity of commercial activities, and
  - Instruments concerning the identity of persons.

# Recording and Filing Instruments

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- ❧ The instruments are filed and recorded in a safe and permanent manner and an index is provided so records may be easily and completely retrieved.
- ❧ Many records hold historical value that require by law the original to be preserved for future generations.



# Property Record Manager- Public Access



- ❧ The County Clerks' offices contain a library of records, such as deeds, maps, plats and other records pertaining to property located within the county. These records are open to the public and provide valuable data regarding the size, shape and location, legal description and property owner of all property within the county.

# Criminal Court



- ❧ County Courts occupy the middle level of hierarchy of the court structure and are supported by the County Clerk. The clerk files misdemeanor cases and continues processing until the case is closed; a case may be appealed to a higher Court.

# Civil Court



- ❧ Civil cases handle disputes between parties. Cases may be filed in County Court when the matter in controversy ranges from \$500 to \$250,000 depending on the limits outlined in statute for a County Courts jurisdiction.
- ❧ Denton County Court at Law No. 2 handles civil cases in which the matter in controversy exceeds \$500 but does not exceed \$200,000.



# Probate Court



❧ Probate courts in Texas take on a slightly different role than do the civil and criminal courts. Probate cases deal with protecting the wishes, rights and obligations of persons regarding their property when these persons are unable to do so as a result of death or incapacitating illness, either physical or mental. The Latin term “probate” translated literally means “proof” and has come to mean the act or process of proving a will in Texas legal procedures. The County Clerk is responsible for filing, recording and maintaining probate records.

# Data Collection and Reporting


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- ❧ 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
  - ❧ Office of Court Administration

# Additional Duties



- ❧ Recording Cattle brands
- ❧ Determining wet or dry liquor status on applications for the sale of alcoholic beverages in the county
- ❧ Elections where there is no designated Elections Administrator
- ❧ Records Management
- ❧ Filing retired Notary records
- ❧ Bail Bond Board member

 King Ranch  
Kingsville, C.H. Ribs



# Commissioners Court



- ❧ The County Clerk is the clerk of the Commissioners Court and shall serve the court during each of its terms.
- ❧ The clerk shall post notices of the agenda for each Commissioners Court meeting, shall attend all regular and special meetings as ex-officio clerk, and shall take minutes of those meetings. The records are open to the public.

# Vital Statistics



- ❧ The County Clerk's involvement in the area of vital statistics is principally the issuing of marriage licenses and the recording of birth and death certificates.
- ❧ By law, copies of Vital Records are available to only qualified requestors with exception of:
  - ❧ A birth record becomes public information after 75 years have passed since the birth.
  - ❧ A death record is public information and will be available to the public on and after the 25th anniversary.

# Vital Statistics



- ❧ The County Clerk is the local registrar for all birth and deaths occurring in Texas, which will be recorded by the Bureau of Vital Statistics of the Texas Department of Health in Austin.

## **Vital Records include:**

- ❧ Issue, Record and Index Marriage License and Declarations of Informal Marriage
- ❧ Issue Birth Certificates
- ❧ Issue Acknowledgments of Paternity
- ❧ Amend Birth Certificates
- ❧ Issue Death Certificates



# E-Filing



- Effective 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. Filers must set up a user account using the [efiletexas.gov](http://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](http://www.efiletexas.gov)

# Financial Responsibilities

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- ❧ File copy of proposed and approved budget
- ❧ File copy of budgets of cities within boundaries
- ❧ Collect fees specified in statute
- ❧ Make reports to auditor/treasurer with disbursement
- ❧ Receive funds ordered by the court and disburse upon court order
- ❧ Maintain accounts for minors
- ❧ Hold cash bonds in registry on criminal cases
- ❧ Responsible for collection of criminal court costs

# Summary



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



# Denton County Website



How to navigate



# Denton County Website



- ❧ [www.dentoncounty.com](http://www.dentoncounty.com)
- ❧ Contains useful information for all departments within Denton County
- ❧ This includes:
  - ❧ Closure Notifications
  - ❧ Construction Updates
  - ❧ Health Concerns























Denton County,  
Texas



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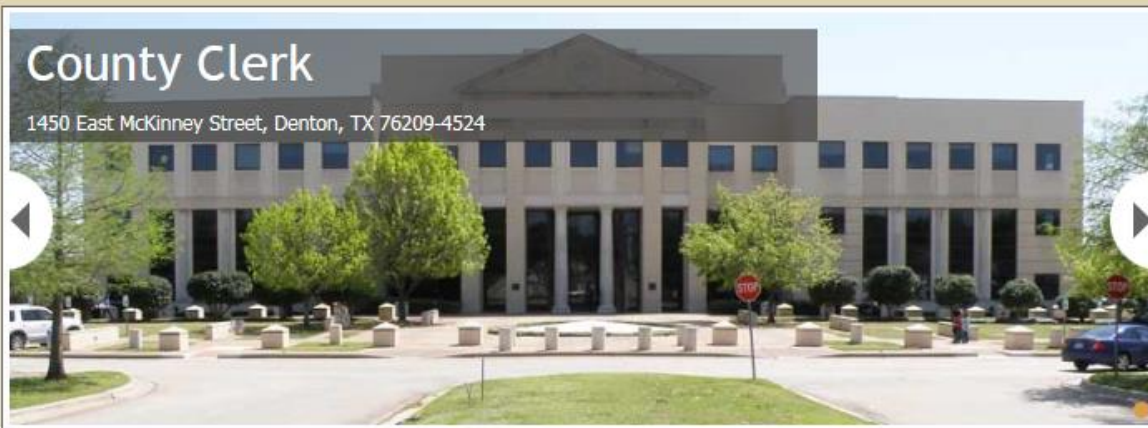
Home > Departments > County Clerk

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## County Clerk

1450 East McKinney Street, Denton, TX 76209-4524



Pardon Our Dust: Carrollton location is currently being remodeled. Please be aware that parking may be limited especially during peak afternoon hours. Passport customers – please consider visiting our Denton or Cross Roads offices to avoid long wait times.

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## County Clerk

Please remember our files are public record; however, our office can only give out general information in reference to the cases filed.

**The Honorable Juli Luke**  
Denton County Clerk

### Main Office

Denton County Courts Building  
1450 East McKinney Street  
Denton, Texas 76209-4524  
(940) 349-2012  
(940) 349-2013 (Fax)





## County Clerk

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## Assumed Names

**NOTICE** Assumed Names can be filed in all 3 County Clerk locations.

### Assumed Name Certificates (DBA or "Doing Business As")

While information regarding Assumed Name searches is available via the internet at: <http://216.60.44.147/TX/Denton/>, the information available online may not be as current as the information available in the office. Conducting the search online and mailing the filing request with fees could result in another business retaining the same Assumed Name. Currently the only method to ensure a thorough search of an Assumed Name is to personally appear in the County Clerk's Office to conduct the search.

Currently, you may request that a search be performed on the name that you are interested in by mail for a fee of \$10.00. However, if you come to our office in person, there is no fee for the search and friendly clerks are available to assist you in your business name search. Once the search is completed, the application can be signed in front of one of our clerks (must have a valid driver's license) instead of a notary and your application will be processed immediately. Assumed name searches and assumed name recordings can be done through all County Clerk satellite locations.

### Fee

The fee for an Assumed Name Certificate to be filed and recorded is \$24.00 if it is already notarized and \$25.00 if the clerk must witness a signature. There is an additional \$0.50 for each additional signature on the business name (i.e. A sole proprietor pays \$24.00 for an assumed name certificate, and a partnership with two signers on the business name pays \$24.50. In both cases, the form has been already notarized). The same fees apply for Abandonment of Assumed Name filings. Accepted payment options are: cash, money order, cashier's check, personal check or business check. We do accept some credit and debit cards. Certain rules, restrictions and fees apply to credit card use. Please call our office at 940-349-2010 for details if paying by credit card.

### Applications

- [Assumed Name Form](#)





## Denton County, Texas - Attorney WebAccess

[Request Form](#)[Member Login](#)

\*\*\*\*\* ACCESS--VIEW--PRINT YOUR CASE DOCUMENTS / PLEADINGS \*\*\*\*\*

The Denton County District Clerk and the Denton County Clerk have instituted a new service available to all attorneys-of-record for civil, family, misdemeanor and felony cases.

(Please Note: The ability to view/print documents is set up by individual attorney - not law firm)

### In order to view and print any documents the following must apply:

- You must be the current attorney of record
- You must have an email address
- The documents must have been imaged by the clerk's office
- The images will download as .tif files. Your PC must be able to download/open .tif files.
- Sealed cases and Sealed documents are not available

It does not matter whether the case is pending or has been made final - as long as the record reflects that you are the current attorney of record then you will have access to the documents. We began scanning documents in December 2000 and although not all of the documents filed with the clerks have been scanned - the vast majority of them are imaged and will be available for access.

### FEES:

- \$50.00 one-time set up fee
- \$200.00 annual fee

Please fill out the enclosed form completely and return with your \$250.00 payment. Your access will be set up for one year from the date of receipt. You will be notified by email with your login and password information.





## County Clerk

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### Birth and Death Certificate

The County Clerk's [Real Property Records Search website](#) now contains Birth/Death indices.

Click on the following link to visit the Bureau of Vital Statistics site on [Birth & Death Indexes](#)

Only a Qualified Applicant may obtain a copy of a birth or death certificate.

#### Q. Who is a Qualified Applicant?

- A.
  1. The registrant. The person named in the record.
  2. The parent, child, brother, sister, spouse, grandparent, legal guardian or managing conservator of the registrant.
  3. Legal representative, agent or other person acting under contract for the registrant. Must provide a letter of permission and copy of identification from the registrant.

An applicant must provide all necessary information and show proper identification prior to obtaining the certificate.

Any Texas birth certificate may be purchased in Denton County. This office uses a remote access system to the State's records dating, at this time from 1926 to the present. However, births are not usually available on the computer system for approximately 3 weeks after the date of birth.

#### Q. How much does it cost to obtain a birth certificate?

- A. \$23.00 per certified copy.



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## Bond to Indemnify

[Bond to Indemnify Information Sheet](#)

- The "Bond to Indemnify Information Sheet" must be completely filled out and submitted with your bond to the Recording Department.
- The fees to file and record Bonds to Indemnify can be found on our fee sheet at the "[Fees: Real Property and Vital Statistics](#)" link located on the left column of this page.



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## Denton County Civil Departments

### Notices

- Pursuant to HB2302 and HB410 Civil and Probate Filing fees will increase \$25.00.
- UPDATED REGISTRY INFORMATION** - Before any Registry Funds can be released, a Registry Information Sheet must be filled out with the person's or entity's information (those receiving the funds) once the Order to release the funds is signed by the Judge. The information must include social security numbers and/or tax ID numbers. The only time we need the Registry information sheet when money is being deposited is when it is being deposited on behalf of a minor.

(940) 349-2016  
(940) 349-5215 (Fax)

E-Filing information

Bulk Data

 Civil/Family Case Information Sheet

 Bond to Indemnify Information Sheet

 Civil/Family Case Information Sheet-Spanish

 Civil Fees

 Show Cause Request

 Affidavit of Inability

 Subpoena Request

 Civil Request for Citation

 Request for Abstract Writ

 Registry Deposit Information Sheet

 Address Change

Cont.

- Real Property Records Search
- Staff & Contact Infomation
- Sheriff Real Estate Sale


- Credit Card
- Business Check

## The office hours of the Denton County Civil Department are:

Monday 8:00 AM - 5:00 PM  
 Tuesday 8:00 AM - 5:00 PM  
 Wednesday 8:00 AM - 4:30 PM  
 Thursday 8:00 AM - 5:00 PM  
 Friday 8:00 AM - 5:00 PM

**Notice - We will no longer be posting fees 30 minutes prior to the close of business. All documents will be file-marked the day they are submitted, however the fees will not be posted until the next business day.**

## Civil Helpful Tips:

- The file clerks/cashiers are located on the 2nd floor. The civil courtroom has moved to the 4th floor.
- All requests for issuance must be in writing. There are helpful forms attached here for your use.
- There must be an Order Approving Bond when a Surety Bond is filed.
- Registry Money: Please make sure that the "interest" is addressed in your Order Releasing Funds from the Registry of the Court.
- Please send a self- addressed stamped envelope with any copies you would like returned to your office. Or, if you have a box (folder) in our file cabinet, you may attach a note to place your copies in the box.
- Please stamp "COPY" on all copies to ensure that they are the same document. Many documents are received that are meant to be different filings, but there seems no significant difference between them. Clerks cannot read and interpret entire documents to determine whether they are copies or a separate filing.
- If your documents are stapled together they will be treated as one document. Each document intended to be filed for record must be stapled separately.
- See County Court at Law 2 web site for [Local Rules](#) .
- All questions regarding hearings must be directed to the Civil Coordinator Cassy Miller, (940) 349-2120







## County Clerk

1450 East McKinney Street, Denton, TX 76209-4524



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## County Clerk

Please remember our files are public record; however, our office can only give out general information in reference to the cases filed.

**The Honorable Juli Luke**  
Denton County Clerk

### Main Office

Denton County Courts Building  
1450 East McKinney Street  
Denton, Texas 76209-4524  
(940) 349-2012  
(940) 349-2013 (Fax)

### Carrollton Office

Sandy Jacobs Government Center - Carrollton  
1029 West Rosemeade Parkway  
Carrollton, TX 75006



Denton County, Texas



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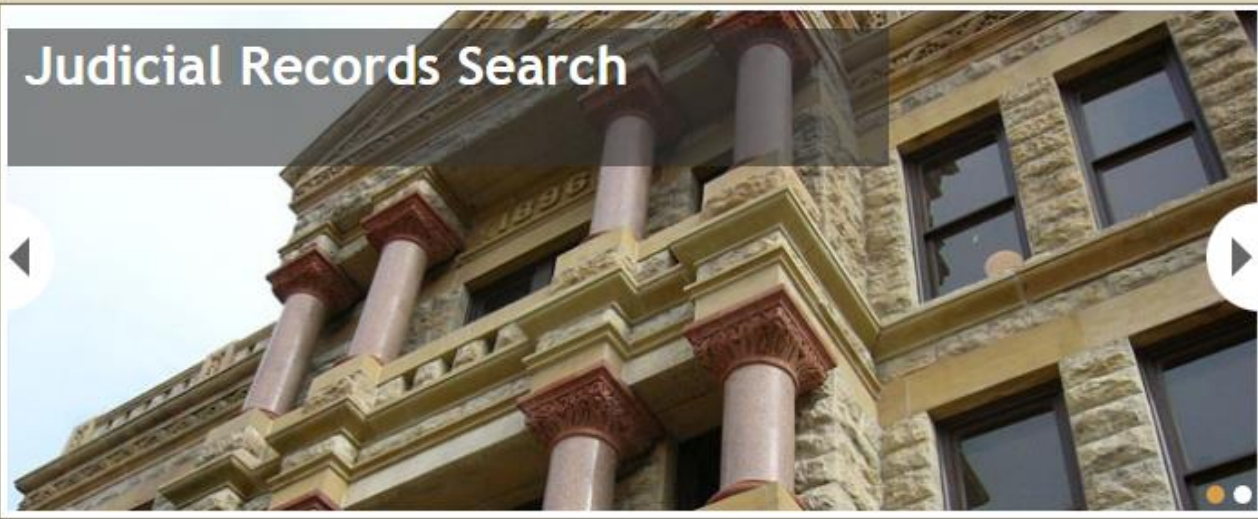
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# Judicial Records Search



## Denton County Mission Statement

Denton County will be recognized as the leader in local government through its excellent service to citizens and quality workforce. We will carry out our duties by respecting citizens, maintaining fiscal responsibility, demonstrating accountability, and fairly and equitably allocating resources.

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Denton County, Texas

Judicial and Law Enforcement Records Search





## Judicial Records Search



### Denton County Mission Statement

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## Denton County, Texas

### Judicial and Law Enforcement Records Search

All records displayed are subject to limitations of data entry. Details of judgments and case information can only be verified by actual court records on file.

- [Denton County Records](#) (Case Records, Court Calendars, Sheriff Jail and Bond Records)
- [Law Enforcement Public Information Portal](#) (Sheriff Incident and Accident Reports; Calls for Service)
- [Texas Convictions Database](#)

## Denton County Records Inquiry

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### Case Records

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All JP & County Courts

[District Court Case Records & Calendar](#)

[JP & County Court: Criminal Case Records](#)

[JP & County Court: Civil, Family & Probate Case Records](#)

[JP & County Court Calendar](#)

### Jail Records

[Jail Records](#)

[Jail Bond Records](#)

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All records displayed are subject to limitations of data entry. Details of judgments

### Case Records

Select a location

#### All JP & County Courts

----- All JP Courts -----

Justice of the Peace Pct #1

Justice of the Peace Pct #2

Justice of the Peace Pct #3

Justice of the Peace Pct #4

Justice of the Peace Pct #5

Justice of the Peace Pct #6

----- All County Courts -----

County Court At Law #1

County Court At Law #2

County Criminal Court #1

County Criminal Court #2

County Criminal Court #3

County Criminal Court #4

County Criminal Court #5

Probate Court

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- All JP & County Courts
- All JP Courts -----
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- Justice of the Peace Pct #2
- Justice of the Peace Pct #3
- Justice of the Peace Pct #4
- Justice of the Peace Pct #5
- Justice of the Peace Pct #6
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### JP & County Court: Criminal Case Records

#### (\*) Required Fields

Search By: ☐ Case  
☒ Defendant  
☐ Citation  
☐ Attorney  
☐ Date Filed

☐ Use Soundex

#### Party Information:

☒ Name ☐ Business ☐ Other Agency Number ☐ SID

\* Last Name

\* First Name

Middle Name

Date of Birth:

(e.g. 11/12/1955)

#### Case Status:

☒ All ☐ Open ☐ Closed

Date Filed:

(e.g. 11/12/1955)

On or After

and

On or Before

Sort By

Filed Date



Search

Clear Form

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### JP & County Court: Criminal Case Records

#### (\*) Required Fields

Search By: ☒ Case  
☐ Defendant  
☐ Citation  
☐ Attorney  
☐ Date Filed

Case:

☒ Number ☐ Cross Ref Number

\* Case Number:

Case Status:

☒ All ☐ Open ☐ Closed

Date Filed:

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### JP & County Court: Criminal Case Records

#### (\*) Required Fields

Search By: ☐ Case  
☐ Defendant  
☐ Citation  
☒ Attorney  
☐ Date Filed

☐ Use Soundex

#### Attorney Information:

☒ Name ☐ Bar Number

\* Last Name

\* First Name

Middle Name

#### Case Status:

☒ All ☐ Open ☐ Closed

Date Filed:

(e.g. 11/12/1955)

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## Denton County Criminal Misdemeanor



Phone: (940) 349-2014

Fax: (940) 349-2015

### Online Payments

**\*NOTE:** If you are paying your fine after business hours and you have an active Capias Pro Fine warrant on your case, your warrant will not be recalled until the next business day.

**\*NOTE:** If you are a juvenile you will not have the ability to pay online. You will need to come into the office to make your payment if using a debit/credit card.

**\*NOTE:** A 3% or \$1.00 minimum processing fee will be added to your total balance due when paying online.

To pay fine and courts costs for **CRIMINAL MISDEMEANOR CASES**, please **CLICK HERE**. Once you find and view the details of your case, a "Make Payment" button will be available in the right top corner of the screen.

• Application For Subpoena

Cont.






Public Meeting Notices

Real Property Fees (Fees - Effective 10-01-13)

Real Property Records Search

Staff & Contact Information

Sheriff Real Estate Sale

- Application For Subpoena 
- Criminal Fax Filing Packet 
- Miscellaneous Fees 
- Motion To Discharge Defendant From Deferred 
- Bulk Data
- Address Change 

Copy Request Forms:

- Credit Card 

Petition for an Order of Nondisclosure: Texas Judicial Branch

Please click Link for nondisclosure forms: <http://www.bxcourts.gov/rules-forms/forms.aspx>

The office hours of the Denton County Misdemeanor Department are:

Monday	8:00 AM - 5:00 PM
Tuesday	8:00 AM - 5:00 PM
Wednesday	8:00 AM - 4:30 PM
Thursday	8:00 AM - 5:00 PM
Friday	8:00 AM - 5:00 PM

**NOTICE** We will no longer be posting fees 30 minutes prior to the close of business.

Helpful Tips

- All criminal files pertaining to the County Criminal Courts filed prior to 1993 have now been destroyed. In criminal cases from 1993-1996, only judgments are available. This is in compliance with the Texas State Library and Archive Commission retention schedule.
- Our office charges \$5.00 for background checks if you have one or no cases. If you have more than one case, it will be \$5.00 per case. When requesting a background check, we ask that you provide 3 identifiers such as DL, name & SSN, if possible. You may come to our office in person for the background check. If you choose to mail in the request, please enclose the payment. We also ask that you send a self-addressed stamped envelope for us to return your request. Our office no longer accepts personal or business checks. Our forms of payment are cash, money order, cashier's checks, and credit/debit cards. We accept Discover, Master Card, and Visa by fax request or online. There is a 3% or \$1.00 minimum convenience fee per transaction for debit/credit cards. Contact our office for additional information at (940) 349-2014.



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## E-Filing Information



eFiling for Texas

The Denton County Clerk's Office has been accepting documents by e-filing for several years, but was not required. January 1, 2014, it became mandatory for attorneys to e-file on all Civil and Probate cases pursuant to Supreme Court Order. Please see the links below for encouraged training opportunities, and other helpful information.

### Dates of Interest:

9/3/2013 Live with TexFile

1/1/2014 Mandated e-filing for Denton County begins

### Most Common User Questions:

1. Do I have to e-file? Yes, with very limited exceptions. E-filing is mandated for almost all documents filed by attorneys. Exceptions will be listed in the Supreme Court rules, which are not yet finalized.
2. Do I have to use an Electronic Filing Service Provider (EFSP)? Yes, but you may file directly through TexFile. One of the other EFSP's may offer additional services which might interest you.
3. What if I am filing a case with an Affidavit of Indigence, or I have been court appointed to represent a litigant? How are the fees handled? You will have a "waiver" option for those instances where you are not required to make a payment. (Please check

Cont.



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EFSPs may offer additional services which might interest you.

3. What if I am filing a case with an Affidavit of Indigence, or I have been court appointed to represent a litigant? How are the fees handled? You will have a "waiver" option for those instances where you are not required to make a payment. (Please check with your EFSP provider to verify they provide the "waiver" option.)
4. May I include more than one document for filing per submission? Yes. TexFile will allow multiple documents with the SAME case number to be filed in one submission.
5. My document has two cause numbers listed. Do I need to submit the document twice? Yes. Once for each cause number listed on the document.
6. There is not a "filing code" which fits my document title exactly. What do I choose? Choose selection closet to the filing document title.

Electronic Filing Service Providers (EFSP) that TexFile and OCA is working with to become approved providers:

- [ProDoc eFiling](#)
- [TexFile](#)
- [Filetime](#)

**E-file Support:**

Technical Support: Tyler Technologies. 1-855-839-3453 or [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)

Civil Clerk Support: (940) 349-2016

Probate Clerk Support (940) 349-2036

**Training and User Guides:**

- [Register as a Firm Administrator](#)
- [Setting Up Payment Accounts as a Firm Administrator](#)
- [Adding Attorneys to a Firm](#)
- [Adding New Users to a Firm](#)
- [Registering Users into an Existing Firm](#)
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## Foreclosure Information

### Overview

Pursuant to [Texas Property Code §51.002](#), the county clerk's involvement in foreclosure proceedings is limited to file-marking and maintaining the foreclosure Notice of Sale postings. **The clerk's office does not conduct the foreclosure auction nor has any other involvement in the foreclosure process.** The sale is conducted by the individual trustees for each property. All questions and inquiries regarding the status of a property or the procedure for the auction should be directed to the assigned substitute trustee.

To determine if a substitute trustee has been assigned, you can research Denton County's real property records for free by [clicking here](#) or by visiting <https://texaslandrecords.com>. On this site you can enter a name to see what documents have been recorded in the property records. The legal description or owner's name is required to search.

**When:** The Mortgage foreclosure auction is held the first Tuesday of each month. The specific time is listed on the Notice of Sale for each property.

**Where:** In [Court Order 01-0792](#), Denton County Commissioners designated the southwest corner of the Denton County Courts Building, located at 1450 E. McKinney St., Denton, Texas 76209.

- If you are a homeowner facing foreclosure, please visit the Texas Department of Housing and Community Affairs' [Foreclosure Assistance](#) page.
- For Tax Sale information, please contact the [Denton County Sheriff's Office](#).

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## Forms

It is possible to download application forms in Portable Document Format (PDF). Adobe PDF files require Acrobat Reader software from Adobe Systems Inc. The forms you print must be clear and sharp. Applications that are blurred or illegible will not be accepted. They must be printed in black print on white paper. The paper must be 8 1/2 inches by 11 inches, with no holes or perforations, at least medium (20 lb.) weight, and with a matte surface. Thermal paper, dye-sublimation paper, special inkjet paper, and other shiny-papers are not acceptable. Click [here](#) for information on how to download Adobe Acrobat Reader free of charge. You need Adobe Acrobat Reader to download the application forms.

## PDF Forms

- Affidavit of Absent Applicant for Marriage License 
- Assumed Name Records Certificate of Ownership For Unincorporated Business or Profession 
- Property Records Copy Request Form 
- Marriage Record Copy Request Form 
- Recording - Credit Card Payment Form 
- Military Discharge Record Request Form 
- Denton County Clerk Redaction Public Procedures and Information 
- Denton County Clerk Redaction Request Form 
- Personal Check Form-Recording 

### Birth/Death Applications

- Birth/Death Application in [English](#) 
- Aplicación para la partida de nacimiento y fallecimiento en [Español](#) 

## Marriage Application:

- Marriage Application 

To electronically submit your marriage application please click on this link:

- <https://dentontx.uslandrecords.com/Denton/MarriageApp.aspx>

Once you submit your marriage application you need to proceed to one of the marriage license issuance offices listed above to complete the application process.

To view PDF files, first-time users will need to [download the free Adobe Acrobat Reader](#)





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## Marks and Brands Information

**Notice - Beginning Monday, March 5, 2012, Mark & Brand registrations may be filed in person at all three County Clerk locations.**

Marks, brands and tattoos must be registered with the County Clerk in the county in which the animals reside. Once registered, all marks, brands and tattoos must be renewed every 10 years. New brands can be registered at anytime. The next 10 year registration period begins August 31, 2011 to August 31, 2021. The renewal period is Aug. 31, 2011 through Feb. 29, 2012.

**Owners of currently registered marks, brands and tattoos must re-register with the County Clerk between August 31, 2011 and February 29, 2012 regardless of the date of the last registration. A person, who does not re-register their brand during this 6 month period, forfeits their legal right to that brand.**

The clerk's office now accepts mark and brand filings via mail, email, or fax. These registrations must be notarized before being submitted. Emailed and faxed registrations must also have credit card payment form included.

## Fee

The fee to register a brand is \$26.00 for the first location, and \$5.00 for each additional location registered at the same time. E.g., a brand located on both the left and right shoulder is \$31.00.

## Brand Release and/or Transfer

Brands may be released and/or transferred. This requires a notarized affidavit signed by the current brand holder which relinquishes title of the brand to the transferee.

## Similar Brands

Cont.





Resource and Links

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## Brand Release and/or Transfer

Brands may be released and/or transferred. This requires a notarized affidavit signed by the current brand holder which relinquishes title of the brand to the transferee.

## Similar Brands

The clerk has the right/authority to refuse to register a brand that he or she deems too similar to a brand currently already registered. The same or similar brand may be registered in a different location on an animal. It's the clerk's duty to make sure duplicate brands are not registered in same location on an animal.

## Available Forms

- [Marks and Brands Application](#) 
- [Marks and Brands Release-Transfer Affidavit](#)  [Must be notarized first]
- [Credit Card Payment Form](#)  [Only to be used if application is mailed, emailed or faxed]

## Marks & Brands FAQ

Q: What if the owner passes away and the heir wants to register the brand?

A: The heir must provide proof of will or family agreement along with death certificate.

Q: Can a minor have a registered brand?

A: Yes, however, the proper use of a brand is the parent/guardian's responsibility.

To view PDF files, first-time users will need to [download the free Adobe Acrobat Reader](#)



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## Marriage License Information

Marriage licenses are available at the County Clerk's office in Denton, our satellite office located in the Sandy Jacobs Government Center - Carrollton and the satellite office located in the Steven Everett Copeland Government Center - Cross Roads.

In addition to the locations listed above, you may obtain a marriage license at some of the justices of the peace offices throughout the county, such as: Lewisville, Justice of the Peace Precinct 3; The Colony, Justice of the Peace Precinct 2.

Both applicants must be present to receive the license (few exceptions, as noted in the Statutes). In the State of Texas, a marriage license is valid for ninety (90) days from the day it is issued. However, after the marriage license is issued there is a seventy-two (72) hour waiting period until the license becomes valid. The marriage license may be used anywhere in the State of Texas. A license may not be issued for the marriage of persons of the same sex.

To apply for the marriage license each applicant shall submit:

- proof of identity and age (Driver's License, State Identification card, or other document issued by this state or another state, United States or a foreign country, or certified copy of applicants birth certificate)
- Documents establishing parental consent, should the applicant be 16 or 17 years of age.
- verbalize the oath printed on the application and sign the application before the county clerk.
- If one applicant cannot appear personally see information on the [absent applicant procedures](#).
- The fee for a marriage license (without course certificate) is \$82.00.

Effective September 1, 2008:

For Couples taking the State-Approved Marriage Class:

- Procedures for applying for a marriage license remain the same.
- Course certificate must be able to be verified through the State of Texas on-line by the Clerk's office.
- 72 hour waiting period is automatically waived.
- Marriage license fees total \$22.00.
- For more information go to: [www.twogetherintexas.com](http://www.twogetherintexas.com)

 Affidavit of Absent Applicant

**Marriage Application:** To electronically submit your marriage application please click on this link: <https://dentontx.uslandrecords.com/Denton/MarriageApp.aspx> Once you submit your marriage application you need to proceed to one of the marriage license issuance offices listed above to complete the application process.

For more information about Marriage Records (please click here)

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## Passport Information

Passport applications are accepted at the County Clerk's office in Denton, our satellite office located in the Sandy Jacobs Government Center - Carrollton and the satellite office located in the Steven Everett Copeland Government Center - Cross Roads.

### U.S. Passport Application for Children under Age 16

Fee and requirement information is available at <http://travel.state.gov/passport> or by calling 940-349-2010.

NOTE: PLEASE SUBMIT A PERSONAL CHECK, BUSINESS CHECK, CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO THE "U.S. DEPARTMENT OF STATE" FOR EACH DS-11 PASSPORT APPLICATION

\*\*\*NOTE: APPLICABLE CLERK ACCEPTANCE FEE IS \$25 \*\*\*

PASSPORT PHOTOS ARE AVAILABLE AT THE COUNTY CLERK'S OFFICE FOR \$10.00

Over 1600 Passports  
processed in the past  
2 weeks

### Time Needed to Process Applications:

- In the Denton location, passport applications can not be processed after 4:45p.m. Mon, Tues, Thurs, Fri or 4:15p.m. on Wed.
- In the Carrollton and Cross Roads locations, passport applications cannot be processed after 4:15pm Mon-Fri.
- For the most up-to-date information regarding processing times please refer to the following link;  
[http://www.travel.state.gov/passport/processing/processing\\_1740.html](http://www.travel.state.gov/passport/processing/processing_1740.html).

### Passport Applications:

Passport Application Forms are available at [http://www.travel.state.gov/passport/forms/forms\\_847.html](http://www.travel.state.gov/passport/forms/forms_847.html) or at any of the 3 Denton County Clerk locations.

#### DS-11 Form -(First time applicants & minors)

Application Form: [http://www.travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://www.travel.state.gov/passport/forms/ds11/ds11_842.html)

This form must be presented and signed in person at an authorized passport acceptance facility. If you have never had a U.S. passport, you are under age 18, or if your most recent passport was lost or stolen you must use this form. (If you are applying because your passport was lost or stolen, you will also need to submit Form DS-64.)

#### DS-82 Form (Renewal of Passport)

Application Form: [http://www.travel.state.gov/passport/forms/ds82/ds82\\_843.html](http://www.travel.state.gov/passport/forms/ds82/ds82_843.html)

(For Renewals Only) This form should be used for renewing a previously issued U.S. passport by mail. There are four criteria for using this form. Please use the following checklist to see if you are eligible to apply with a DS-82:

1. I can submit my most recent passport.
2. I was at least **16** years old when my most recent passport was issued.
3. I was issued my most recent passport less than 15 years ago.
4. I use the same name as on my most recent passport, OR, I have had my name changed by marriage or court order and can submit proper documentation to reflect my name changes.

You can find updated travel warnings and information at [www.travel.state.gov](http://www.travel.state.gov).



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## Plat Fees and Information

### Requirements For Filing A Plat In Denton County, Texas

#### **EXTRATERRITORIAL JURISDICTION (ETJ):**

That area outside a City's limits so designated to fall in the City's "sphere of influence".

#### **SUBDIVISION WITHIN EXTRATERRITORIAL JURISDICTION:**

If the location of the subdivision is within the extraterritorial jurisdiction of any city or town within Denton County, Texas, the plat shall be approved by the governing body of that jurisdiction and so indicated on the face of the plat.

#### **SPECIFICATIONS FOR FILING PLATS:**

1. The size of the plat shall be **NO LARGER OR SMALLER** than 24"x 36".
2. The County Clerk's office requires one black line copy with all with **ORIGINAL** seals and signatures; **NO EXCEPTIONS!**
3. The plats must show the following:
  - A) Certification and Dedication by the owner.
  - B) Certification by a Registered Professional Land Surveyor.

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#### SPECIFICATIONS FOR FILING PLATS:

1. The size of the plat shall be **NO LARGER OR SMALLER** than 24"x 36".
2. The County Clerk's office requires one black line copy with all with **ORIGINAL** seals and signatures; **NO EXCEPTIONS!**
3. The plats must show the following:
  - A) Certification and Dedication by the owner.
  - B) Certification by a Registered Professional Land Surveyor.
  - C) Certification and approval by the city. (If within the city's ETJ)
  - D) Approval by Commissioner's Court. (If needed)
4. Signatures must be original and names must be printed under each signature.
5. Signatures must be acknowledged. Notary's name must be printed under notary's signature. Notary's seal must be affixed and legible, and the notary expiration date must be shown.
6. Seals must be affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary.
7. All stamps and seals **MUST** be legible.
8. If a plat or re-plat does not indicate whether the land covered by the plat or re-plat is in the ETJ of the municipality, an affidavit stating that information will be required. There is no charge for filing this affidavit.
9. Tax Certificates: any and all plats must have original tax certificates, issued within 90 days from filing, from ALL taxing units with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed and that taxes imposed for the current year have been paid. Refer to Sec 12.002 (e) Texas Property Code for complete list of legal requirements.

#### FEE FOR FILING A PLAT:

\$50.00 per page (for example: If the plat covers one page, the fee is \$50.00. If the plat covers two pages, the 2nd page is an additional \$50.00, totaling \$100.00 to file the plat, etc.) There is no additional cost to record the tax certificate(s). If you should need additional plat copies stamped for your records, the first two are free (includes each page of the plat if the plat is multiple pages) and each additional are 25 cents per page.

#### FEE FOR ADDITIONAL FILINGS:

For any additional documents such as restrictions or covenants, etc. the filing fee is:

\$26.00 for the first page, \$4.00 for each additional page (any print on the back of a page is considered a page) and \$4.00 for the recording information.

**Accepted forms of payment: cash, money order, cashier check, credit card, business check or personal check.**



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## Probate/Mental Health

### Notices:

The Sheriff and Constable fees  will changing January 1,2014. \*\*\*\*

\*\*\*EFFECTIVE 9/1/2013, Pursuant to HB2302 and HB410 Civil and Probate Filing fees will increase \$25.00.\*\*\*

\*\*\*Mandatory e-filing and paperless system beginning January 1, 2014. Please see [Supreme Court Mandate](#)  for details.\*\*\*

\*\*\*Mental Health will not be required to e-file, but will be paperless\*\*\*

**UPDATED REGISTRY INFORMATION** - Beginning January 1, 2013 - Before any Registry Funds can be released, a Registry Information Sheet must be filled out with the person's or entity's information (those receiving the funds) once the Order to release the funds is signed by the Judge. The information must include social security numbers and/or tax ID numbers. The only time we need the Registry information sheet when money is being deposited is when it is being deposited on behalf of a minor.

**Pursuant toTRCP 99(a), a citation will not be issued without a completed Citation Request Form and proper payment for the specific citation requested.**

**We will no longer be posting fees 30 minutes prior to the close of business. All documents will be file-marked the day they are submitted, however the fees will not be posted until the next business day.**

## Denton County Clerk Probate/Mental Health

### Department Office Hours:

Monday 8:00 AM - 5:00 PM  
Tuesday 8:00 AM - 5:00 PM  
Wednesday 8:00 AM - 4:30 PM  
Thursday 8:00 AM. - 5:00 PM  
Friday 8:00 AM - 5:00 PM

### Contact Information:

**Probate**  
(940) 349-2036










**Mental Health**  
(940) 349-2047  
(940) 349-5222 (Fax)

Cont.

## eFiling for Courts:

- [E-Filing Information](#)

## Probate Forms:

-  [Civil/Family Case Information Sheet](#)
-  [Subpoena Request](#)
-  [Show Cause Request](#)
-  [New Probate Fees - January 1, 2015](#)
-  [Affidavit of Inability](#)
-  [Probate Request for Citation](#)
-  [Registry Information Sheet](#)
-  [Registry Information Sheet - Minor](#)
-  [Address Change](#)


## Probate Copy Request Forms:

-  [Credit Card](#)
-  [Business Check](#)

## Bulk Data Requests:

- [Bulk Data](#)

## Probate Helpful Tips:

- Please make sure that you have a PRGI filled out by the Executor or Executrix. This must be filed with the clerks before Letters can be issued.
- All requests for issuance must be in writing. There are helpful forms attached here for your use.
- There must be an Order Approving Bond when a Bond is filed, whether for Cash or Surety.
- A Citation by Posting must be requested and paid for when filing an "Application for Sale of Real Property"
  - When filing an "Objection" to an Application for Sale of Real Property, please make sure that the objection is clearly stated in the title. The clerks have an obligation to bring these to the Judge's attention as soon as possible.
- Private Professional Guardian applications must be renewed each year.
- Registry Money: Please make sure that the "interest" is addressed in your Order Releasing Funds from the Registry of the Court.
- "In Camera" - Please make sure that the words "In Camera" are placed at the top of your document. This means that these documents are not to be filed for public record.
- Please send a self-addressed stamped envelope with any copies you would like returned to your office. Or, if you have a box (folder) in our file cabinet, you may attach a note to place your copies in the box.
- Please stamp "COPY" on all copies to ensure that they are the same document. Many documents are received that are meant to be different filings, but there seems no significant difference between them. Clerks cannot read and interpret entire documents to determine whether they are copies or a separate filing.
- If your documents are stapled together they will be treated as one document. Each document intended to be filed for record must be stapled separately. See Probate Court web site for  [Local Rules](#).
- All questions regarding hearings must be directed to the Probate Coordinator Jerome Coleman, (940) 349-2140
- Questions regarding Mental Health hearings must be directed to the Mental Health Coordinator Cathy Gresham, (940) 349-2146

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## Main Office

Denton County Courts Building  
1450 East McKinney Street  
Denton, Texas 76209-4524  
(940) 349-2012  
(940) 349-2013 (Fax)



## Carrollton Office

Sandy Jacobs Government Center - Carrollton  
1029 West Rosemeade Parkway  
Carrollton, TX 75007-6251  
Monday-Friday 8:00 AM - 4:30 PM  
**(For security reasons, the last customer accepted in the Carrollton office will be no later than 4:15 daily.)**  
(972) 434-7170  
(972) 434-7171 (Fax)

## Cross Roads Office

Steven E. Copeland Government Center  
1400 FM 424  
Suite 105  
Cross Roads, TX 76227-7284  
Monday-Friday 8:00 AM - 4:30 PM  
**(For security reasons, the last customer accepted in the Cross Roads office will be no later than 4:15 daily.)**  
(940) 349-4400  
(940) 349-4401 (Fax)







**DENTON  
COUNTY  
TEXAS**

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## DENTON COUNTY PUBLIC NOTICES EVENTS

Public Notices are posted by the County Clerk of Denton County, Texas. To submit meeting notices, you must first [Register](#) and then [Login](#). For assistance please call 940-349-2012. Registered users are encouraged to provide detailed contact information i.e phone number, name, email address when they register.

Please be aware that effective February 1st the Denton County Clerk's Office will only accept meeting notice postings (this does NOT mean foreclosure postings) in person and via online posting. **This will mean postings sent via fax, mail, or parcel service will not be posted.** The accuracy of the information on a posted notice is the responsibility of the posting entity not Denton County or the Denton County Clerk's Office. This process will also allow for the viewing of Denton County notices 24 hours a day via our web site.

Title	Description	Event Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Belmont FWSD No. 2 of Denton County	Meeting Notice	03/09/2015	<a href="#">Download</a>
Dallas Housing Authority	Meeting Notice March 09, 2015 12:00 PM	03/09/2015	<a href="#">Download</a>
Denton County MUD 4	Notice of Meeting	03/10/2015	<a href="#">Download</a>
Denton County MUD 5	Notice of Meeting	03/10/2015	<a href="#">Download</a>
North Texas GCD	Board Meeting Agenda	03/10/2015	<a href="#">Download</a>
Denton County FWSD No. 10	Notice of Meeting	03/10/2015	<a href="#">Download</a>
Commissioners Court Agenda	Agenda - Corrected Agenda	03/10/2015	<a href="#">Download</a>
DCFWSO No. 8-C	Notice of Meeting	03/11/2015	<a href="#">Download</a>
Black Rock WSC	Board of Directors Meeting	03/11/2015	<a href="#">Download</a>
Bolivar WSC Board Meeting	March Annual Board Meeting Agenda	03/12/2015	<a href="#">Download</a>
Regional Transportation Council	Meeting Notice and Agenda	03/12/2015	<a href="#">Download</a>
Highway 380 MMD 1	Agenda	03/12/2015	<a href="#">Download</a>
Denco Area 9-1-1 District Board Meeting	Agenda	03/12/2015	<a href="#">Download</a>
Cross Timbers Water Supply		03/16/2015	<a href="#">Download</a>

# County Clerk

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Effective 10-01-13\)](#)[Real Property Records Search](#)[Staff & Contact Information](#)[Sheriff Real Estate Sale](#)

## Real Property Fees and Information

All recordings must be sent to the Denton location. You must include the appropriate request/payment form if submitting your document or copy request via mail or fax. These required forms can be found at [the following link](#).

Filings & Plats received for roundtrip processing will not be accepted after 4:00PM. Package may be left to be filed of record no later than the next business day.

### REAL PROPERTY RECORDING FEE SCHEDULE

(Effective October 1, 2013)

Accepted forms of payment include: cash, money order, cashier check, credit card, business check or personal check.

#### GENERAL RECORDING FEES:

	<u>Total Cost</u>	<u>Legal Reference</u>
First page	\$26.00 <sup>1,2,4</sup>	TX Local Gov. Code §118.011(a)
PLUS Recording information page ( <i>Required</i> )	\$4.00	TX Local Gov. Code §118.011(a)(2)
PLUS Each additional page  ( <i>any print on the back is considered a page</i> )	\$4.00	TX Local Gov. Code §118.011(a)(2)

#### BLANKET ASSIGNMENT:

	<u>Total Cost</u>	<u>Legal Reference</u>
PLUS each additional name, after the first five (5) names	\$0.25	TX Local Gov. Code §118.011(a)(2)

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- Bond to Indemnify
- Civil
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- Foreclosure Information
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- Public Meeting Notices
- Real Property Fees (Fees - Effective 10-01-13)
- Real Property Records Search**
- Staff & Contact Infomation
- Sheriff Real Estate Sale

## County Clerk

Please remember our files are public record; however, our office can only give out general information in reference to the cases filed.

**The Honorable Juli Luke**  
Denton County Clerk



### Main Office

Denton County Courts Building  
1450 East McKinney Street  
Denton, Texas 76209-4524  
(940) 349-2012  
(940) 349-2013 (Fax)

### Carrollton Office

Sandy Jacobs Government Center - Carrollton  
1029 West Rosemeade Parkway  
Carrollton, TX 75007-6251  
Monday-Friday 8:00 AM - 4:30 PM  
**(For security reasons, the last customer accepted in the Carrollton office will be no later than 4:15 daily.)**  
(972) 434-7170  
(972) 434-7171 (Fax)




### Cross Roads Office


Steven E. Copeland Government Center  
1400 FM 424  
Suite 105  
Cross Roads, TX 76227-7284  
Monday-Friday 8:00 AM - 4:30 PM  
**(For security reasons, the last customer accepted in the Cross Roads office will be no later than 4:15 daily.)**  
(940) 349-4400  
(940) 349-4401 (Fax)



# texaslandrecords.com

## Denton County

Office:	Search Type:	* Name (Last Name First Name)	Party Type:
Real Property 	Name Search 	<input type="text"/>	Both 
		<input type="button" value="Search"/>	<input type="button" value="Reset"/> <input type="button" value="Advanced"/> <input type="button" value="Options"/>

Real Property Name Search Last Recorded Doc#: 25115 on 03/13/2015 @ 8:58:46 AM 

## Denton County Clerk's office



[The Honorable Juli Luke](#)  
Denton County Clerk  
Phone: Metro (940) 349-2010



Advanced Search Options: [Denton County APIX](#)

### News:

## Welcome to the Denton County Clerk's Real Property Search

### Search:

Click [here](#) for Searching Instructions  
Click [here](#) for Image Viewing and Printing Instructions  
Click [here](#) for Download (Basket) Instructions  
PLEASE NOTE: To search on criteria other than name criteria, please click on the [Search Criteria](#) dropdown link in the above menu

### System Requirements:

**This site uses Pop-ups when printing and downloading documents**  
Click [here](#) to learn how to allow Pop-ups  
Click [here](#) to test Pop-ups

**This site uses Adobe Reader when printing and downloading documents**  
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Click [here](#) to test your printer



Denton County,  
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## County Clerk

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Passport Information

Plat Fees and Information

Probate/Mental Health

Public Meeting Notices

### Contact Information

**Tracy Jones**  
Chief Deputy

### Administration

**Bruce Schneider**  
Department Manager

(940) 349-2012  
(972) 434-8843  
(940) 349-2013 (Fax)

### Recording Department

**Stacy Welch**  
Department Manager

### Marriage Licenses

(940) 349-2010  
(972) 434-8820

### Assumed Names/DBA

(940) 349-2010  
(972) 434-8823

- Public Meeting Notices
- Real Property Fees (Fees - Effective 10-01-13)
- Real Property Records Search
- Staff & Contact Information**
- Sheriff Real Estate Sale

## Birth/Death Records

(940) 349-2018  
(972) 434-8848

## Land/Deed Records

(940) 349 2010  
(972) 434-8820

## Passports

(940) 349-2010  
(972) 434-8820

## All Real Property Records

(940) 349-2010  
(972) 434-8820

## Courts

### Misdemeanor

**Debra Wilson**  
Courts Manager

(940) 349-2014  
(972) 434-8814

### Juvenile

(940) 349-2525  
(972) 434-8814

### Civil

(940) 349-2016  
(972) 434-8815

### Probate





## Probate

(940) 349 2036  
(972) 434-8844

## Main Office

[Denton County Courts Building](#)  
1450 East McKinney Street  
1st Floor  
Denton, TX 76209-4524  
Monday, Tuesday, Thursday and Friday 8:00 AM - 5:00 PM  
Wednesday 8:00 AM - 4:30 PM

**Mailing Address:**  
P.O. Box 2187  
Denton, TX 76202-2187

**Fax**  
(940) 349-2013 (Administration Only *No Filings Accepted*)

## Carrollton Office

[Sandy Jacobs Government Center - Carrollton](#)  
1029 West Rosemeade Parkway  
Carrollton, TX 75007-6251  
Monday-Friday 8:00 AM - 4:30 PM  
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Crime Stoppers

Crime Prevention

Denton County Most Wanted

Fingerprints

Law Enforcement Public Information Portal

Sex Offenders

## Sheriff's Sales

The Sheriff's Sale is conducted on the first Tuesday of each month at the [Denton County Courts Building](#), 1450 East McKinney Street, in the City of Denton, Texas, at 10:00 AM. Denton County will sell said below described Real Estate at public venue to the highest bidder. All property going to the sheriff sale is published in the classified section of the Record Chronicle.

For further information please e-mail [Jon Royea](#)

[Sheriff Sale Information](#)

[Frequently Asked Questions](#)

For detailed property information, including location you may click on the following link. When you enter this website, you may click on DCAD, Transportation or Arial Photos.

[Click HERE.](#)

## Sheriff Sale for the Month of April 2015

Order of Sale # 2013-0508-367

Little Elm ISD & Denton County-v-Continental Homes Co. & Russell Bryant

Hilltown 1 BLK A Lot 27

Account #46654DEN

Opening Bid: \$ 6,051.96

(6009 Edgewood Pl)





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- District Attorney
- District Clerk
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- Elections Administration
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- Human Resources
- Jury Services
- Justice of the Peace Precincts

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- Juvenile Probation
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- Tax Assessor / Collector
- Veterans Service

Other Departments

- Economic Development
- Fire Chiefs Association
- State Agencies
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- Public Facilities
- Other
- Technology Services
- Texas Department of Public Safety
- Texas A&M AgriLife Extension Service
- Texas Alcoholic Beverage Commission
- Texas Parks & Wildlife

Commissioners Court Meeting  
9:00 AM - 12:00 PM



Commissioners Court Meeting  
9:00 AM - 12:00 PM



Good Friday

Denton County,  
Texas



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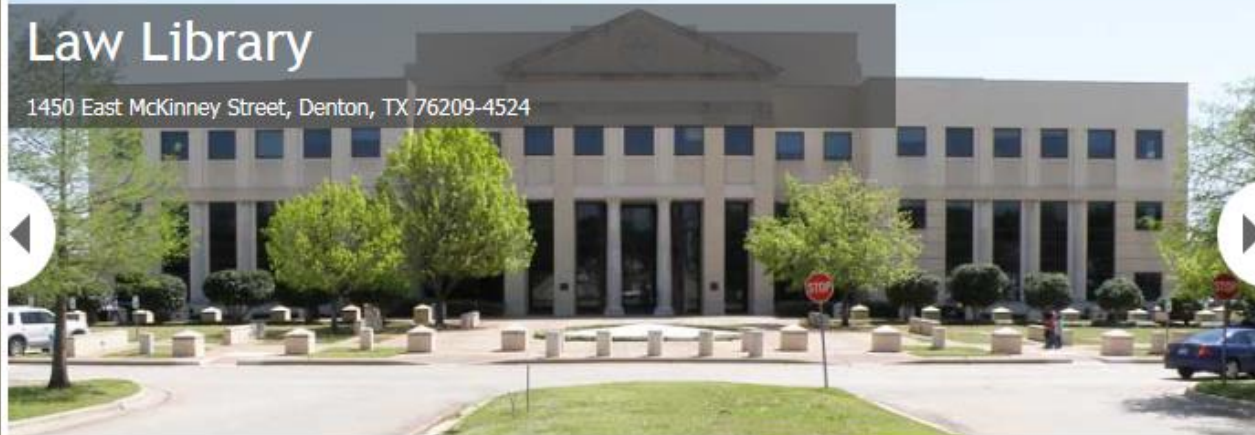
Online Services

Home > Departments > Law Library

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## Law Library

1450 East McKinney Street, Denton, TX 76209-4524



## Public Notices

- Effective 1/1/2014: Filing fees for all new civil and family cases and some other new actions will increase by \$5.00

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## Denton County Law Library

Denton County Courts Building

1450 E. McKinney Street  
Second Floor  
Denton, Texas 76209-4524  
(940) 349-2130

(972) 434-8821  
(940) 349-2131 (Fax)  
Monday- Friday 8:00 AM - 5:00 PM

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**EXPUNCTION?**  
**NAME CHANGE?**  
**CHILD SUPPORT/CUSTODY?**  
SEE [WWW.TEXASLAWHELP.ORG](http://WWW.TEXASLAWHELP.ORG)



SEARCH OUR  
CATALOG ►

## Links

- [Instructions for an Occupational Driver's License](#)
- [Tips for the Courtroom \(PDF\)](#)

The Denton County Law Library is not responsible for inaccuracies, if any, of legal information located through this site or elsewhere on the web. The Library staff may recommend to its patrons materials to read and direct them to their location. The Library staff does not provide legal advice, nor assist in preparing legal documents.

The links in this area will direct you away from the Denton County website. The linked sites are not under the control of Denton County and Denton County is not responsible for the contents of any linked site or any link contained in a linked site. Denton County is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by Denton County of the linked site.



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## Services & Fees

### General Information

- Print-outs from computers - 25 cents / page
- Black and white copies - 25 cents / page
- County Clerk documents - \$1.00/page
- Color copies - \$1.00 / page
- Incoming fax - 25 cents / page
- Outgoing local fax - \$2.00 / eight pages
- Outgoing long distance fax - \$2.50 / eight pages
- Scanning documents - no charge

\*The library only accepts cash and firm checks. No personal checks, please.

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- County Clerk documents - \$1.00/page
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- Outgoing long distance fax - \$2.50 / eight pages
- Scanning documents - no charge

\*The library only accepts cash and firm checks. No personal checks, please.

## Services

The Denton County Law Library is a resource for both attorneys and the general public as a reference library.

## Research

The Law Librarian and the Assistant Law Librarian act as guides in your research but cannot assist in case research, interpreting the law or giving explicit directions that may be perceived as unauthorized practice of law. The Law Library maintains a list of organizations and web sites which can also assist and direct you.



Denton County, Texas



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## Staff

### Ask a Librarian

Please e-mail your questions, ideas and suggestions to:

**Kathleen Bransford**

Librarian

**Stephanie Bassinger**

Assistant Law Librarian

# Quick Facts and Helpful Hints



# Recording Department





# Recording Department Quick Facts

---

## Locations

- Denton

- Carrollton

- Crossroads

- 2 New locations opening soon

  - Flower Mound

  - Frisco

# Recording Department Helpful Hints

---

- ✧ Always put a return address within any real property document being recorded.
- ✧ Passport application cannot be paid with cash - requires a money order or check payable to US Department of State

# Courts Department



Criminal/Juvenile

Civil

Probate/Mental Health

# Criminal Department Quick Facts

---

- ☞ Serves 5 County Criminal Courts and 1 Juvenile Court
- ☞ Located on the 1<sup>st</sup> floor of the Courts Building
  - ☞ Clerk assigned to each court
- ☞ E-Filing **Not** Mandated for Criminal
- ☞ The clerk's office files up to 10,000 cases per year



# Criminal Department Helpful Hints

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- ⌘ Provide attorney bar number on all filings
- ⌘ One case number per filing
- ⌘ Get to know your court clerks; each court has its own regulations and preferences

# Civil Department Quick Facts

---

- ☞ Serves 1 County Court at Law
- ☞ Civil Department located on the 2<sup>nd</sup> floor of the Courts Building
  - ☞ Clerk assigned to court located on 4<sup>th</sup> floor
- ☞ E-filing was mandated January 2014
- ☞ Files up to 4,000 cases per year

# Civil Department Helpful Hints

---

- ⌘ Provide an email address on all filings
- ⌘ Occupational Driver's License for minors are filed in Juvenile Court
- ⌘ E-file all orders as separate lead documents

# Probate/Mental Health Department Quick Facts

---

- ☞ Serves 1 Probate Court and 1 Mental Health Court
- ☞ Located on the 2<sup>nd</sup> floor of the Courts Building
- ☞ E-filing was mandated January 2014
- ☞ Files up to 2,000 cases per year



# Probate/Mental Health Department Helpful Hints

---

- ❧ E-filing a “Copy of Will” as a lead document is helpful to make copies in the future with the file mark
- ❧ Personal Representative information sheets for Guardianships will not be accepted via e-file, as we require full Social Security Numbers
- ❧ We request the exhibits be merged into the pleading as one pdf or as an attachment (exception may be made if pdf is too large)

# Collections Department



# Quick Facts from Collections Department

---

- ❧ Collects more than \$5 million in fines and court costs annually
- ❧ Processes more than 5,600 applications annually
- ❧ 2015 Warrant Roundup – we mailed 900 notices and collected almost \$45,000 past due

# Law Library





# Law Library Quick Facts



- ❧ Located on the 2<sup>nd</sup> floor of the Courts Building
- ❧ There are 5 scanners available in the library & 1 in the attorneys lounge for e-filing
- ❧ WestlawNext database on all 10 computers for online research
- ❧ Conference Room that fits up to 8 people; available for first-come-first-serve walk-ins if not already in use by reservation
- ❧ All print material and other media are available to checkout for attorneys only---7 days with no late fees (yet)

# Law Library Newsletter



❧ Quarterly newsletter “The Q”

❧ Email to sign up:

[Stephanie.Bassinger@dentoncounty.com](mailto:Stephanie.Bassinger@dentoncounty.com) or  
[Kathleen.Bransford@dentoncounty.com](mailto:Kathleen.Bransford@dentoncounty.com)

# All Departments



# Quick Facts



- ❧ Total of 72 employees for the County Clerk's Office
- ❧ Combined total of more than 375 years of experience in the Denton County Clerk's Office



# Helpful Hint from Clerk's Office

---

- ⌘ All plain copies for Civil, Misdemeanor, & Probate documents are \$1.00/page
- ⌘ All certified copies are \$5.00 for certification plus \$1.00/page
- ⌘ Certified copies of Occupational Driver's License Orders are \$5.00
- ⌘ When you file a motion always include an order.

# Changes



# As Denton County Clerk, I am...

---

- ❧ Cutting wasteful travel costs and managing the budget more conservatively.
- ❧ Removing layers of management between the office and the public.
- ❧ Working more effectively with other elected officials and department heads.
- ❧ Lowering employee turnover and increasing productivity by managing employees with professionalism and respect.

# As Denton County Clerk, I have...

---

- ❧ Renegotiated our Registry account
  - ❧ Old account has been transferred to a newer account with a more competitive interest rate
- ❧ Made trainings available to the Public
- ❧ Implemented an “Open Door Policy”



# As Denton County Clerk, I will...

---

- ∞ Make criminal records available online
- ∞ Implement the ability to e-file in criminal
- ∞ Make fully executed Commissioner's Court documents and contracts viewable online
- ∞ Add credit card capability in the law library



# WestlawNext™



THOMSON REUTERS™

## Two-Hour Training Event

Tuesday, March 31st, 3:00pm - 5:00pm

Denton County Law Library

Join us in learning from our highly regarded and experienced

**WestlawNext** trainer, Jeanette Alford, J.D.

RSVP for attorneys, paralegals and staff

[Stephanie.Bassinger@dentoncounty.com](mailto:Stephanie.Bassinger@dentoncounty.com),

[Kathleen.Bransford@dentoncounty.com](mailto:Kathleen.Bransford@dentoncounty.com) or 940-349-2130.



Sponsored by

County Clerk Juli Luke

District Clerk Sherri Adelstein

The Denton County Law Library

# Not Duties of County Clerks

---

- ❧ Cases filed with District Clerk's Office
  - ❧ Expunctions
  - ❧ Divorce
- ❧ Tax office duties
  - ❧ Vehicle License & Registration
  - ❧ Property Taxes

# Clerks are Not Licensed to Practice Law

---

- ❧ Per Texas Gov. Code Sec. 81. 102
- ❧ Which means:
  - ❧ We cannot assist in telling someone what to file
  - ❧ We cannot assist with the content of their filing
  - ❧ We cannot make offers on criminal cases
- ❧ We cannot recommend an attorney.





Questions?