



## Dallas County District Clerk's Office Closed to In-person Services

**Please visit the District Clerk's website at [www.dallascounty.org/districtclerk](http://www.dallascounty.org/districtclerk) for up to the minute instructions and notices.**

Pursuant to the First Emergency Order of the Texas Supreme Court and Court of Criminal Appeals (Misc. Docket No. 20-007), the District Clerk's office will be terminating most in-person services effective Monday, March 23<sup>rd</sup>. These services include but are not limited to the filing of pleadings, records requests, collections and financial transactions, citations and issuance of subpoenas.

Emergency matters requiring in-person service will require an appointment.

This policy is effective until the expiration or termination of the Texas Supreme Court's emergency order unless otherwise indicated by the district clerk's office.

### **Civil & Family File Desk:**

Attorneys are currently required to file all pleadings via electronic filing. Self-represented litigants ("pro se") will NOT be permitted to file pleadings in person at the file desk. Self-represented litigants are required to file pleadings by mail or electronically. Self-represented litigants are strongly encouraged to file pleadings electronically, which is easy to use and free to the public using the state portal at <https://efile.txcourts.gov/ofswb>

Litigants filing **emergency matters only** will be permitted to file in person, but will need to call 214-653-7240 or 214-653-7301 to make an appointment first. The following emergency and urgent matters are included:

- Application Protective Order
- TRO/Injunctions Petition - (TRO Bond)
- Debt/Sequestration Petition – (Sequestration Bond)
- Garnishment Post/After Judgment Petition – (Garnishment Bond)
- Supersedeas Bond

For Civil Process (citations), current documents scheduled for pick-up will be mailed to the applicant; **all future process will be eserved only**. Applicants should be prepared to pay postage costs. For questions regarding citation issuance or for special urgent handling, please contact the process desk by email at [DCcivilprocess@dallascounty.org](mailto:DCcivilprocess@dallascounty.org)

## **Payments for Emergency Bonds**

The District Clerk's Trust and Accounting Section will be closed to walk in traffic. However, payments for emergency bonds may be arranged by calling staff at 214-653-7161 between the hours of 8am and 4:30pm.

## **Criminal Matters**

*The District Clerk has authorized the filing of pre-conviction and pre-trial writs under CCP 11.08 via the electronic filing system.*

Defense attorneys and investigators who are preparing their own subpoenas should use the criminal process desk email [DCcriminalprocess@dallascounty.org](mailto:DCcriminalprocess@dallascounty.org) to send their documents for clerks to sign and stamp. The clerk's office will notify defense attorneys and investigators when they will be permitted to pick up subpoenas at the clerk's criminal process desk. The process desk by telephone as staffing permits:

214-653-5959

214-653-5961

214-653-5955

Applications for expunctions, non-disclosures or occupational drivers licenses normally filed in the criminal courts at Frank Crowley will be accepted by mail or electronic filing only. Payments may be made by check or money order.

For general inquiries regarding expunction files including compliances, attorneys will need to call the office. Attorneys should be prepared to identify the applicant by name, date of birth, expunction number and attorney's state bar number. The following numbers may be used as staffing permits during the emergency:

214-653-5952

214-653-5963

214-653-5973

214-653-5959

## **Access to Criminal Court Clerk's Offices**

**Only attorneys or their designees** will be permitted to access the court clerk's offices at Frank Crowley Courthouse to submit pleas and orders for filing. The public and defendants will not be permitted to enter the clerk's offices. Information concerning hearing dates and the status of cases must be directed to the court using the contact information provided on the signage outside the courtroom.

## **Criminal Collections**

Defendants who are required to make payment arrangements to satisfy a judgment on a conviction should contact the specified Collector listed for your criminal court case:

<b>EMAIL CONTACT</b>	<b>PHONE</b>	<b>ASSIGNED COURT</b>
Jenny.Vargas@DallasCounty.org	214-712-3052	CDC1, CDC3, CDC6, 194th
Traketa.Edwards@DallasCounty.org	214-712-3089	204th, 265th, 282nd, 291st
Verlinda.Flowers@DallasCounty.org	214-712-3051	CDC2, 195th, 203rd, 292nd
Amy.Nolan@DallasCounty.org	214-653-9421	CDC4, CDC5, CDC7, 283rd, 363rd

The criminal collections office main email is [felonycollections@dallascounty.org](mailto:felonycollections@dallascounty.org) or call 214-712-3088 if you are not getting a response from your assigned Collector. Payment plans can be made by email or over the phone. Defendants visiting the collections office will not be seen without a prior appointment. Defendants are encouraged, when possible, to contact the collector by email rather than telephone in order to keep a record of their contact with the collections office.

## **Civil, Criminal & Juvenile Record Requests**

The District Clerk's records sections at the George Allen, Frank Crowley, and Henry Wade justice centers are closed to in-person services. Requests for civil, family, juvenile and criminal records will be handled electronically only. Customers may request their records online and the office will transmit copies via email. Requests for records may be made to the following email:

Civil records: [dcrecords@dallascounty.org](mailto:dcrecords@dallascounty.org)  
Criminal records: [dcrecordscriminal@dallascounty.org](mailto:dcrecordscriminal@dallascounty.org)

All requests for juvenile case records can be made via email at [dcjuvenile@dallascounty.org](mailto:dcjuvenile@dallascounty.org). Please ensure that the cause number, party on the case, a copy of Picture I.D., and document request is included in the email.

## **Juvenile Court Procedures**

Payments on all collection accounts should be made by mail to the address shown below. Pleadings filed in Juvenile Delinquency, Adoption and any other case type that cannot be filed electronically should also be mailed to the address below for the duration of the emergency. The district clerk's office at Henry Wade Justice Center will only accept payments and pleadings in person for hardship or in emergency situations only.

HON. FELICIA PITRE  
DALLAS COUNTY DISTRICT CLERK  
2600 LONE STAR DR., MAILBOX 1  
DALLAS, TX 75212