



Bexar County District Clerk's Office

CIVIL FILING – JAMES GARZA

CIVIL COURTS – ROXANNE HURON

RECORDS – EDDIE PICHARDO

CRIMINAL OPERATIONS – BARBARA BAILEY

Overview

- ▶ Civil Filing
- ▶ Civil Courts
- ▶ Records
- ▶ Criminal Operations

Civil Filing

- ▶ Continuing normal hours of operations:
 - ▶ Working with a reduced staff
 - ▶ Closed 12 – 1 for lunch
 - ▶ No more than one customer at a time, they must wear their mask
- ▶ Priority services include:
 - ▶ Temporary Restraining Orders
 - ▶ Temporary Protective Orders
 - ▶ Writs of Habeas Corpus
 - ▶ Other services will be issued after priority services
 - ▶ Request for rush of service will be Supervisor dependent

Civil Courts

- ▶ Continuing normal hours of operations:
 - ▶ Working with a reduced staff
 - ▶ Closed 12 – 1 for lunch
 - ▶ Masks are required for clerks and public visitors
- ▶ Presiding Docket:
 - ▶ Presiding/Non-Jury currently has a daily docket limit. Please check online calendar for available dates at <https://www.bexar.org/2995/Civil-Court-Schedule>
 - ▶ Hearings are being held remotely using Zoom as per the Second Amended COVID-19 Court Operations Plan issued May 29, 2020
 - ▶ Required contact information must be included on all fiats and orders setting hearings
 - ▶ Dismissal Docket (DWOP) has been suspended for the remainder of the year

Records

- ▶ Fill requests for copies and certified copies to the public in person, by mail, and through E-file.
 - ▶ In person requests has declined but increasing by the day.
 - ▶ Mail requests has increased 150%.
 - ▶ E-filing requests has increased 200%.
 - ▶ Orders are now signed electronically.
 - ▶ Orders are no longer being “conformed” in Presiding or in the Courts.
 - ▶ In the past, only one clerk was assigned to E-file intake. Currently, three clerks with supervisor and managers assisting.
- ▶ Process of TPO’s and PO’s.
 - ▶ Needed early in the day due to complexity of processing.
- ▶ Quality and assurance of documents submitted by clerks.

Criminal Operations

- ▶ Criminal Filing:
 - ▶ Continuing normal hours of operations
 - ▶ Filings are accepted via e-filing or in-person
 - ▶ Working with a reduced staff
- ▶ Criminal Courts
 - ▶ One clerk will be working in the courtroom everyday
 - ▶ Monitoring hearings and handling filings
 - ▶ If a clerk cannot be in the office, filing attorneys can file in another court or in Civil Filing
 - ▶ Supervisors will be available as well

Current Events

- ▶ Civil Filing has caught up with e-filings, bringing the numbers down to 1-2 days from date of submission
- ▶ Civil Courts (Presiding/Non-Jury) are up to date with all e-filed settings
- ▶ Records e-filed copy requests are up to date with a turn around time of one day
- ▶ Criminal Filing currently closed for today due to COVID-19 related incident