

FREQUENTLY ASKED QUESTIONS

Q: Where is the District Clerks office located?

A: The District Clerks office is located in the Bosque County Courthouse, 110 S. Main, 2nd Floor, Ste. 209, Meridian, TX 76665.

Q: How may I obtain a copy of a divorce decree or other documents in a case file?

A: You can contact us by phone, 254-435-2334 or email us requesting copies d_clerk@bosquecounty.us. You need to make sure to give us a case number, name(s), date of the document(s) in order to better assist you. Payment must be received before we forward any copies through email or regular mail.

Q: When may I file documents for a case?

A: The District Clerks office is open **Monday-Thursday from 8:00-5:00, Fridays 8-4 pm**. Papers may be filed anytime during these hours. Mandatory EFILE effective 1-1-2016 which means all cases are to be EFILE. If you are representing yourself you can also EFILE but if you don't have a computer you can still come to the office to file your paperwork.

Q: I'm not sure if my case was filed in Bosque County, is there a way for me to check?

A: You may send in a written request, call us, or email us and include any information which will help us to search for your case: name of the parties, year the case was filed, the type of case etc. There is a \$5 fee for each search requested. Please remember if you are requesting the information through the mail, we do not accept personal checks and please do not send cash.

Q: I was served with a citation and I'm not sure what I am supposed to do?

A: Please remember the District Clerk does not employ any attorneys in the office, and the clerks are **prohibited by law from providing legal advice**. You should read the citation and follow the instructions. You may contact an attorney or research how to file an answer on www.texaslawhelp.org. District Clerk employees are not allowed to recommend attorneys.

Q: When will the Judge hear my case?

A: If a hearing is required, you must contact the court coordinators for the court your case has been assigned and arrange a hearing date for, **220TH District Court Coordinator (CRIMINAL CASES) Linda Meinkowsky 254-435-6626, 220th District Court Coordinator (Civil – Family) Carla Broome- 254-233-9878 County Court at Law Coordinator Stacy Artz 254-435-6601**. Please make sure to provide the **decree** or **judgment** at the hearing for the Judge to sign and bring at least two (2) additional copies.

Q: How do I update my address and/or phone number with your office?

A: All changes must be in writing and will only be accepted by the individual whose information is to be changed. When making any changes, please make sure to include your cause number, your current information, the new information and when the change takes effect. You may hand deliver your document, or send it through the mail to P O Box 674, Meridian, TX 76665.

Q: I need a copy of my child support payments, where may I obtain the copy?

A: All payments are sent to the Texas State Disbursement Unit (SDU). You should contact the SDU website and request a copy. For custodial and noncustodial parent inquiries: TXSDU Call Center Phone: 800-252-8014.

Q: Where do I find the paperwork to file for divorce/child custody?

A: The District Clerks office does not provide any paperwork for filing a case. If you are representing yourself, as your own attorney, you are required to know the rules of the court, administrative rules and the rules for filing your documents as an attorney would. You can find most rules on the internet by searching for Texas Statutes. Please remember all documents filed within a case are of public record and if you include personal information you should restrict the information to what is required by law.

Q: Where do I find the forms?

A: We do not provide any forms for filing a suit or documents to be filed within a case. You can research on the web under www.texaslawhelp.org.

Q: Do I need to bring copies of documents?

A: Yes, if you would like a copy for yourself. Copies must be an exact duplicate of the original. If you do not bring copies, we will make copies for you but the cost is \$1 per page.

Q: How do I schedule or re-schedule a hearing for my case?

A: Hearings are scheduled with the court coordinator for the court your case has been assigned. We do not have any information on the hearing and we are not able to reschedule a hearing for you. If you have questions regarding a hearing, whether it is for a civil, family or criminal case, you must speak to the court coordinator. If the hearing involves child support filed with the Attorney General, you will need to contact the Attorney General's office at 254-754-5402. The District Clerks office cannot schedule or reschedule a hearing for any courts.***

Q: What do you do with a document after I hand it to you?

A: Your document is file-marked with the current date and time and assigned a cause number if a new suit. We will post your payment and return any copies to you. If you are requesting issuance, you would need to provide us with enough copies for each party to be served. If you have copies, we will file mark your copies and return them to you. If you provide a proposed order, we will not file mark it until it has been signed by a Judge. If a payment is due, we will then post your payment. The document will be entered on the case management system in your case and scanned. Again, please remember almost all documents filed in the case are of public record, which makes them available to any person. Please read the rules and include only the information required by law.

Q: May I make a payment without coming in to your office?

A: Yes, the District Clerk's office now accepts payments on-line. All credit card payments are subject to a 2.75% fee (minimum fee of \$3) which is collected and retained by the credit card company. Partial tax suit payments are NOT accepted online.

- On-line payments: Please go to the following website and follow the instructions.

https://gov-pay.com/bosque_county_tx-district_clerk/