

FREQUENTLY ASKED QUESTIONS

1. Can I obtain forms to file my own lawsuit or divorce?

The District Clerk's office does not have forms to file for divorce, nor do we have any other legal forms. We cannot provide assistance in completing forms, nor can we give legal advice or answer legal questions.

PLEASE SEE THE SELF-HELP RESOURCES TAB or visit www.texaslawhelp.or

2. How do I contact the State Disbursement Unit regarding child support issues?

Texas State Disbursement Unit (SDU)

P.O. Box 659791

San Antonio, Texas 78265

(800) 252-8014

3. Who do I contact regarding a court hearing/setting date?

Amanda Cunningham, Court Administrator

P.O. Box 167

Montague, Texas 76251

(940) 894-2066

admin@97thdistrictcourt.com

4. What is the procedure for requesting a search of names or case information?

We have computer terminals available in our Lobby to be used for your Criminal and Civil research. You may conduct your search at no charge. Searches are \$5.00 per name. All searches must be requested in writing via email to

rwoods@co.montague.tx.us and payment must be received prior to search. To pay your search fee online, you pay through Miscellaneous Fees Link from the District Clerk Home Page. Criminal history searches can be conducted at the Texas Department of Public Safety at <https://publicsite.dps.texas.gov/convictionNameSearch>

5. How do I contact the Attorney General's office?

The Attorney General's office which covers this area is in Wichita Falls, Texas. Their contact information is

Attorney General of Texas

2444 Sierra Drive Suite 600

Wichita Falls, Texas

(940) 322-2557

(800) 687-8205

Fax: 940-767-3335

6. What forms of payment are accepted in the District Clerk's office?

Cash, Cashier Checks, Money Orders, Credit Cards–Visa, Mastercard, or Discover
There is a convenience fee charged on each credit card transaction and charge is based on your payment amount.

7. Can I make partial payments for court costs on tax cases?

No, we do not accept partial payments—we must receive the full amount due. Court Costs for Tax Cases are paid to the District Clerk, Tax payments will need to be made to the Montague County Tax Collector.

8. How do I get copies of a court document?

You can obtain copies three ways: Either in person by coming into the office, by USPS mail, or by email. Copies are \$1.00 per page. If you need a Certified Copy, it is an additional \$5.00 charge per document. Electronic copies may be purchased as well. Electronic copies pages are .10 cents a page with \$1.00 minimum per document. For example: a 9–page document is \$1.00 and a 36–page document is \$3.60. Your payment must be received prior to the documents going out. Payment maybe made at the Miscellaneous Payment Link from the District Clerk Homepage.

9. Can I get copies of an adoption after it has been granted/sealed?

Once an adoption has been sealed, only the Judge can grant permission for copies. The District Clerk's office has a form that must be completed and presented to the Judge by the individual requesting copies. Contact the District Clerk's office for a copy of the needed form or go to the Forms Tab and look for the form entitled How to Request Adoption Records.

10. How can I contact the District Clerk's Office?

Robin Woods

Montague County District Clerk

101 E Franklin

P.O. Box 155

Montague, Texas 76251

Email: rwoods@co.montague.tx.us

(940) 894–2571

Fax: (940) 894–2066

Office Hours: 8am to 12Noon and 1pm to 4:45pm–Monday through Friday

General Information regarding E-Filing:

- American Express is NOT accepted.
- Court is NOT charging \$2 cost recovery fee
- Multiple lead documents per filing ARE allowed

E-FILING FREQUENTLY ASKED QUESTIONS

1. Do I have to e-file?

Yes, pursuant to the Supreme Court Order dated December 11, 2012, directed to attorneys. Electronic filing requirements and exceptions are listed in the Supreme Court e-filing rules. Montague County was mandated to begin e-filing July 1, 2016.

2. Do I have to use an Electronic Filing Service Provider (EFSP)?

Yes. For a list of approved EFSP's go to <http://efiletexas.gov/>

3. My Motion requires a hearing date. How is that handled?

The Motion and Order must be e-filed in **SEPARATE** envelopes.

If you need to schedule a hearing, the preferred method is to contact the Court Administrator prior to e-filing the Order. The Court Administrator is Amanda Cunningham.

You can reach her at (940) 894-2066 or by emailing at admin@97thdistrictcourt.com.

4. Is it necessary to file a Request For Process Form?

Yes, Montague County **DOES** require a request for Process Form. These are found at www.97thdistrictcourt.com under the Montague County Tab or under the District Clerk's Forms page.

5. May I include more than one document for filing per submission?

Yes. Each document which requires a file-mark must be added as a separate **LEAD** document within a submission (envelope). **REMEMBER** Orders needing Judge's signature **MUST BE FILED IN A SEPARATE ENVELOPE.**

6. How do I e-file exhibits?

If exhibits are referenced in a document, they need to be scanned with that document. Otherwise, they need to be submitted as a lead document.

7. How do I submit Proposed Orders?

Use filing code "Order". If in proper form, your Order will be forwarded to the Judge. After the Judge signs the Order, it will receive a file-mark and an email notification will be sent through E-File Texas to contacts in the envelope.

8. What if I am filing a case with an Affidavit of Indigency or have been court-appointed to represent a litigant? How is that handled?

Please select the "Waiver" option for those instances when you are not required to submit fees.

9. What if I am unsure as to whether my document requires a filing fee?

Please call the District Clerk's office (940) 894-2571 prior to submission. This will prevent your submission from being rejected for "Improper/Insufficient Fees" or cause delays regarding issuances and/or service. You may also reference the Filing Fees link found on our homepage.

10. Are Motions and Orders handled differently?

If you are e-filing a Motion for the first time and sending a corresponding Order, be sure to e-file in **SEPARATE ENVELOPES** to avoid the envelope being rejected. If you are submitting the Order and have previously filed the Motion, please do not send another copy of that same Motion.