

FAX FILING

Complete the "Fax Transmittal Form" and submit with your document or request to the Bandera County District Clerk at **(830) 796-8499**. Be sure to print legibly all information required on the form. Upon receipt of an electronically transmitted document, the Clerk will verify the completeness of the transmission.

Once satisfied the transmission is complete, the clerk will confirm the credit card authorization and note the authorization code on the cost receipt. Thereafter, the documents tendered electronically shall be deemed accepted for filing and the clerk shall affix the clerk's official date and time file stamp to the document.

Should you choose to process the payment for filing yourself, call or go on line to **CERTIFIED PAYMENTS AT 866-549-1010** or www.certifiedpayments.net and use **BUREAU CODE 7685580**. All fees **must** be paid before the document will be considered filed and a copy of the payment receipt is to be attached to the filed documents. (See the Schedule of Court Costs and fees)

After filing an electronically transmitted document, the clerk will electronically transmit to the sender an acknowledgment of the filing, together with a payment receipt and a file marked copy of the first page of the document/pleading. **DO NOT MAIL THE ORIGINAL TO THE CLERK FOR FILING**. You must maintain the original in your files in accordance with Rule 45 (d) T.R.C.P. and the "Fax Filing Plan" approved by the Supreme Court.

If the transmission is found to be incomplete or required court costs or fees are not paid, the clerk will notify the sender as soon as practicable the document has not been filed and the reason.

The date and time of receipt will be automatically imprinted on each page of every transmitted document. The date and time imprinted on the last page of the document will determine the time of receipt, but not the time of filing. Transmissions completed after 4:30 P.M. on weekdays, or on holidays, will be verified and filed on the next business day following the receipt of transmission. It shall be the responsibility of the sender to be aware of business hours and transmit within these guidelines to meet filing deadlines.

Business hours are 7:30 A.M. through 4:30 P.M. Monday through Friday; Closed during the noon hour and on weekends and holidays. For questions my phone number is (830) 796-4606.

"Fax Transmittal Form"

"Supplemental Issuance Request Form"



FAX TRANSMITTAL FORM

PLEASE PRINT ALL INFORMATION (no other cover sheet required)

FAX TO:

BANDERA COUNTY DISTRICT CLERK
(830) 796-8499

SENT BY:

Attorney: _____ Representing: _____

Firm: _____ Office Telephone #: (____) _____ Fax #: (____) _____

Mailing Address: _____
Street/ P.O. Box _____ City _____ State _____ Zip Code _____

DESCRIPTION OF DOCUMENT TRANSMITTED (Please send one document per transmittal form):

Cause #: _____ Style: _____ VS _____

Document Title: _____

If filing a new lawsuit, please specify the type of suit (i.e. Divorce, Damages, etc.): _____

of Pages sent: _____

ISSUANCE REQUESTS:

Type of Service Requested (i.e. citation, notice, TRO, etc.) _____

Issue to: _____ Registered Agent (if applicable): _____

Service Address: _____
Street / P.O. Box _____ City _____ State _____ Zip Code _____

PLEASE SPECIFY ONE OF THE FOLLOWING FOR THE COMPLETED ISSUANCE PAPERS:

Forward to Bandera County Sheriff Constable Precinct # _____ Hold for pick up by _____

OTHER INSTRUCTIONS: _____

PAYMENT OPTIONS: CERTIFIED PAYMENTS-866-549-1010 OR www.certifiedpayments.net - CIVIL BUREAU CODE – 7685580

IF YOU CHOOSE TO PROCESS THE PAYMENT YOURSELF, A COPY OF YOUR PAYMENT TRANSACTION IS TO BE INCLUDED AS PART OF THE FILING.

PLEASE NOTE: We accept Credit Card Payment for court costs/filing fees, record searches, fax filing costs & copies only.

VISA MASTER CARD AMERICAN EXPRESS DISCOVER

CARD #: _____ EXPIRATION DATE: _____

CREDIT CARD SECURITY CODE (3 digit # generally found on the back of your card) _____

Cardholder Name; _____ Firm/Company: _____
(Please Print)

Billing address: _____

Mailing Address (if different): _____

Usual Signature REQUIRED: _____ PROOF OF PAYMENT ATTACHED

FOR CLERK'S USE ONLY: See Schedule of Court Costs and Fees

Filing Fee for New Suit \$ _____ (see file-marked copy for new cause number and Court)

Document Filing Fee \$ _____

Cost for Issuance of _____ @ \$8.00 each \$ _____ + Service fees (if any) = \$ _____

Additional Copies to attach to issuance (if any) _____ page @ \$1.00 per page = \$ _____

Fax Filing Fee \$ _____ (\$3.00 local; \$5.00 out of County)

Per page charge to fax file: _____ pages @ \$.25 per page = \$ _____

+ 4% CONVENIENCE FEE CHARGED TO CREDIT CARD \$ _____ (\$1.00 minimum) = TOTAL \$ _____

ACKNOWLEDGMENT OF FILING AND PAYMENT RECEIPT (for clerk's use only)

If new suit or pleading is being filed, a file-marked copy of the first page of the document is included with this transmittal:

DATE PAYMENT PROCESSED ____/____/____ BY _____ PAYMENT I.D. # _____

SUPPLEMENTAL ISSUANCE REQUEST FORM

(To be attached to fax transmittal form)

DATE: _____ CAUSE # _____ STYLE: _____ VS _____

REQUEST # _____

Type of service Requested (i.e. citation, notice, TRO, etc.) _____

Issue to: _____

Street / P.O. Box

City

State

Zip Code

PLEASE SPECIFY ONE OF THE FOLLOWING FOR THE COMPLETED ISSUANCE PAPERS:

Forward to Bandera County Sheriff or Constable Precinct # _____ Hold for pick-up by: _____

OR

Mail to: _____

Name

Address

Call: _____ Phone Number; _____

SPECIAL INSTRUCTIONS: _____

REQUEST # _____

Type of service Requested (i.e. citation, notice, TRO, etc.) _____

Issue to: _____

Street / P.O. Box

City

State

Zip Code

PLEASE SPECIFY ONE OF THE FOLLOWING FOR THE COMPLETED ISSUANCE PAPERS:

Forward to Bandera County Sheriff or Constable Precinct # _____ Hold for pick-up by: _____

OR

Mail to: _____

Name

Address

Call: _____ Phone Number; _____

SPECIAL INSTRUCTIONS: _____

REQUEST # _____

Type of service Requested (i.e. citation, notice, TRO, etc.) _____

Issue to: _____

Street / P.O. Box

City

State

Zip Code

PLEASE SPECIFY ONE OF THE FOLLOWING FOR THE COMPLETED ISSUANCE PAPERS:

Forward to Bandera County Sheriff or Constable Precinct # _____ Hold for pick-up by: _____

OR

Mail to: _____

Name

Address

Call: _____ Phone Number; _____

SPECIAL INSTRUCTIONS: _____

RECORDS SEARCH

District Court records may be searched using the following methods:

1. Search terminals are available in the reception area of the District Clerk's office during regular business hours for public use.
2. The District Clerk's office will conduct searches (civil and criminal) covering the past 10 years for \$5.00 per name searched. Add \$1.00 per year for each additional year you wish searched. Please allow two business days for results.
3. Civil and Criminal Court Case Information may also be accessed over the Internet at <http://www.idocket.com>
4. The cost for a copy of a document filed in a specific case is \$1.00 for the first page and \$.25 for each additional page or \$1.00 per page for a certified copy.

PAYMENT FOR RECORD SEARCHES AND/OR COPIES IS REQUIRED IN ADVANCE.

To request a record search or order copies on-line, e-mail us at tammykdc@indian-creek.net for a quote on the cost of the request. Once you have received a return message with the price quote, you may enter credit card information at <http://www.certifiedpayments.net> or call 866-549-1010.

There is a CODE number required to input credit card information**BUREAU CODE #7685580**

We will mail a record search certificate (if required) or e-mail results of the record search once we receive confirmation the payment transaction has been completed (usually within 24 hours). Please indicate which you prefer; e-mail response or record search certificate mailed to you.

Copies or certified copies will be mailed to the address provided within two working days after confirmation of payment. Please be sure to include your name and address in your e-mail request.

If you prefer, you may mail your request for a record search or for copies along with a check or money order to:
Bandera County District Clerk
P.O. Box 2688
Bandera, Texas 78003-2688

COURT COSTS & FEES

The schedule of court costs and fees for family and civil cases separates the fees in the following categories: filing a new suit, filing a pleading, issuance of citations, notices and writs, and the service of process. To determine the cost, use the following formula:

$$\text{Applicable filing fee} + \text{issuance fee} + \text{service fee} = \text{Total}$$

NEW SUIT FILING FEES

EFFECTIVE JANUARY 1, 2008

CIVIL:

TYPE OF SUIT	BASE FEE
All Civil Suits no listed below	\$252.00
Tax Suits	\$182.00
Expunction	\$252.00 plus \$13.40 for per agency to be notified for each notice of hearing and final order (\$26.80 per agency) (\$7.20 per agency if filed after acquittal)
Occupational License	\$252.00
Severed Cases	\$252.00
Incoming Transfer (other than family)	\$252.00
Petition for Non-disclosure	\$280.00
Foreign Judgment	\$252.00

FAMILY:

TYPE OF SUIT	BASE FEE
Divorce	\$258.00
Divorce w/ Waiver of citation	\$268.00
Termination and Adoption	\$243.00 Investigator fee (if any) set by judge
Incoming Family Law Transfer	\$50.00
Name Change / Removal of Disabilities	\$243.00
Parent-Child Relationship and all other Family Cases	\$243.00
Register Foreign Support or Custody Order	\$243.00

OTHER FILING FEES:

Fee to File Any of the Following in a Civil Case..... \$35.00

Third Party Petition; Motion for New Trial; Cross-Action; Counter-Claim; Intervention; Interpleader

To file any of the following in a Family Law Case..... \$30.00

Third Party Petition; Cross Action; Interpleader; Counter-claim; Intervention

To file any of the following in a Family Law Case \$20.00

Motion to Transfer; Motion for License Suspension; Motion to Revoke Stay of Suspension; Motion for Enforcement; Suit for Modification; Motion to Modify; Motion for Contempt; Notice of Appeal for Judicial Writ of Withholding

ISSUANCE FEES

\$8.00
Citation, Subpoenas, Citation by Publication; Show Cause Notice, T.R.O., Injunction, Commission / Letter Rogatory, Notice of License Suspension; Abstract, Execution, Order of Sale, Writ of Possession Precept, Writ of Attachment, Habeas Corpus (Family Law) (each)
Judicial Writ of Withholding or Order..... \$15.00
Mailing Order of License Suspension (Obligor only)..... \$ 5.00
Citation by Posting includes issuance..... \$ 68.00

SERVICE FEES:

TYPE OF SERVICE	FEE
Service of any document in County	\$60.00
Service by Certified Mail	\$60.00
ALL WRITS	\$200.00
Service by Secretary of State or Commission of Insurance	\$55.00
(Each Service[1 original + 2 copies With petition attached] plus service fee in Travis Co.	\$65.00

MISCELLANEOUS FEES:

TYPE OF REQUEST	FEE
Jury Demand	\$30.00
Bond Approval Fee	\$ 4.00
Court Registry – Administrative Expense	
..On funds not earning interest-5% not to exceed	\$50.00
..On funds earning interest.....	10% of interest
Change of name Certificate – in divorce decree	\$10.00
Witness Tender (not to records custodian)(taxed as cost)	\$10.00
Records Search	\$5.00
Certified Copies	\$1.00 per page
Non-certified copies	\$1.00 for first page and \$.25 per additional Page Per document
Insufficient Check	\$30.00
Fax Filing Fee	\$3.00 in county; \$5.00 out of county plus \$.25 per page faxed