

## **Clerk of County Court**

### **Clerk of County Court, County Courts at Law, and Commissioners Court**

The County Clerk's primary responsibility is to support the courts and be the administrator of all records. Of the 254 counties in Texas, these duties vary among clerks. In Chambers County, the County Clerk is the administrator of the staff, records, and fees collection for civil, criminal, juvenile, probate courts; alcohol and beverage license hearings; and Commissioners Court.

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#### **A few of the duties of the staff include:**

- filing, registering, docketing and assessing cost for an application, complaint, petition, return, document or proceeding
  - issuing citations, notices, subpoenas and certified or non-certified copies
  - commission depositions
  - execute judgments, writs, abstracts and orders
  - attend court
  - impanel jury
  - swear witnesses
  - approve bonds
  - and administer oaths
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The County Clerk also serves as an ex-officio member of the Chambers County Commissioners Court and is required to attend or have a representative present to act as recorder.

Required to submit monthly, quarterly, and annual reports to the county and state, the County Clerk has legal and fiduciary responsibilities for the collection, investment, and distribution of all trust fund accounts.

## County Recorder

The County Clerk's oversight responsibilities as county recorder are four fold:

- Process, file and record all real and personal property records, assumed names (D.B.A.), liens, abstracts, bonds, livestock marks and brands, city, county and school district budgets, subdivision plats, and hundreds of other document types in a safe, secure, archival manner
- Provide public access to and an index of all public records
- Issue certified and non-certified copy on any public records
- Assess, collect and report fees and costs

### Basic Recording Services

As the County Recorder, the County Clerk is archivist and records manager for most official county documents. Official duties include:

- Record and issue copy of documents such as Real, **Plats**, Liens, **UCC**, D.B.A., **Brands**, and **Military Discharge**
- Issue **Marriage Licenses**
- Issue Certified Copy of Recorded County **Birth Certificate**
- Issue Certified Copy of Recorded County **Death Certificates**
- Accept and maintain Original Wills for safekeeping
- Statutes Governing:  
Filing of most non-judicial documents - Sections 191.001-194.07 Texas Local Government Code

### Basic Judicial Services

As Clerk of Court, the County Clerk is the records administrator for county court and all County Courts at Law. The courts division provides support personnel for **Civil**, **Misdemeanor**, **Probate**,

Mental, and **Juvenile** matters. Also, as the ex-officio member of **Commissioners Court**, the County Clerk serves as recorder and records manager.