

REOPENING GUIDANCE FOR COVID-19 PRECAUTIONS FOR
CLERK'S OFFICE

The following protocols are being set in place for the protection of myself, my employees and our customers. I ask that you please adhere to the new changes.

Because of the lack of space in the office, only ONE person will be allowed in the office. We will maintain a list and you will be admitted in 15 minute intervals. We ask that while you are in the office, you wear a mask and use hand sanitizer when handling the books. We will need a few minutes in between the coming and going so that we can disinfect the area that is being used and to disinfect the computer.

You will be allowed to come in, get the book you are needing and leave the office. You can use the available rooms in the courthouse, but will be required to maintain social distancing of 6 feet apart. We are also going to have tables in the hall and the same rule for the social distancing will be applied. Once you are done with the book, you will be allowed to bring it back and retrieve another one if needed.

If you are needing copies, we recommend that you bring in the list and/or email it to us and we will pull the books and make the copies, you will **NOT** be allowed to pull the books. You may access our indices from sovereign through 2009 through kofile.com. Documents from 2009 to the present are available through our vendor iDocket.com and you can also purchase copies through them. You can view some of the older records on TexasFile and CourthouseDirect.

To access our civil court cases from 2011 to the present, you can access them through Re:Search TX. Not all dispositions are available through the Re:Search TX system, so if get the case number and call the office, we can let you know whether it has been disposed or not.

If you are bringing in documents to be recorded, only one person at a time will be allowed to come in. You will stand behind the barrier at ALL times while the recording is processed.

Please bring in your own supplies of pens/pencils, stapler, white-out, paper clips and writing pads as we will NOT be providing any materials to you. **DO NOT take anything off of our desk to use, you will be required to maintain your social distancing from our desks at ALL times.**

On Court days, the rooms in the courthouse will NOT be available. You will have to use the tables only and again, follow the social distancing. When court is over and the rooms become available, you can use them.

The Office of the Court of Administration has issued strict protocols for Court days. You will be required to follow all the procedures. There will be security at the door who will be screening all who come in. You will be **REQUIRED** to wear a mask at all times.

We have all had to make significant behavioral changes to reduce the spread of COVID-19. So, please be courteous and adhere to what we set in place.