

MONTGOMERY COUNTY DISTRICT CLERK

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Topic Highlights

Responsibilities

Life of a file

Stats

Money

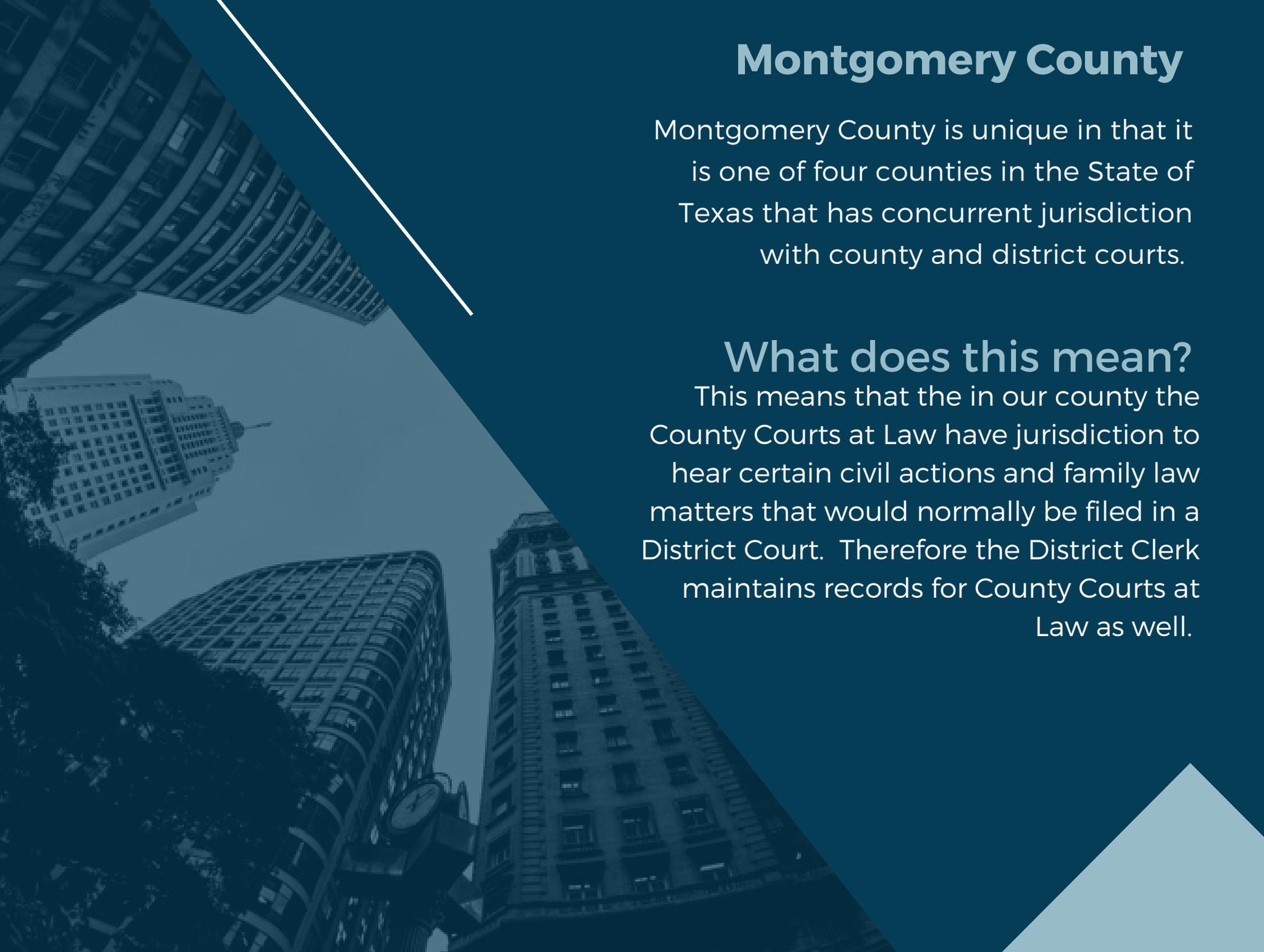
Records Retention

Passports

RESPONSIBILITIES

The District Clerk is the custodian of all court pleadings and papers that are part of any cause of action, civil or criminal, in the district courts served by the Clerk.

The Clerk indexes and secures all court records, collects filings fees, and handles funds held in litigation and money awarded to minors.



Montgomery County

Montgomery County is unique in that it is one of four counties in the State of Texas that has concurrent jurisdiction with county and district courts.

What does this mean?

This means that in our county the County Courts at Law have jurisdiction to hear certain civil actions and family law matters that would normally be filed in a District Court. Therefore the District Clerk maintains records for County Courts at Law as well.

County Clerk vs. District Clerk

What is the difference?

County Clerk

Vital Records

Real Property

Commissioner's Court

Misdemeanor

Civil under \$250k

Probate /Guardianship/Mental Health

District Clerk

Civil

Family

Juvenile

Felony Criminal

Passports

Jury Manager

Jurisdictional limits are different for each type of case.

Jury Management

The District Clerk is the appointed Jury Manager by the Board of Judges.

This means that each court (District and County) must request a jury from the District Clerk. Then the Clerk will summons the number of jurors needed to fill the request. As the Jury Manager the clerk processes qualifications, exemptions, excuses, and deferrals. Ensuring that each court has the proper number of qualified jurors needed to conduct the trial.

CASE INITIATION

A party submits a petition to the clerk
for filing

Clerk issues services as requested

Opposite party files an answer

Pleadings are filed

COURT TAKES ACTION

Case is set on a Docket by the Courts

Evidence is presented

Testimony heard

Judgment is entered according to
ruling

POST JUDGMENT

Clerk must enter judgment into the
system and other information that is
required for reporting purposes

losing party can appeal

Clerk can be requested to issue post
judgment services

Life of a file

Maintaining Time Standards

How does the clerk
keep up with daily
work?



Time Standards



Training



Accountability



Review

Time Standards



Tool designed by Clerk to ensure that work is being completed in a timely manner. Each task is assigned a time standard, deputy clerks must adhere to.

Accountability



Deputy clerks are held to the standards set out, expectations are clearly stated and disciplinary action is taken if standards are not met.

Training



Deputy clerks go through continual training courses to ensure all procedures are being followed correctly and time standards are being met.

Review



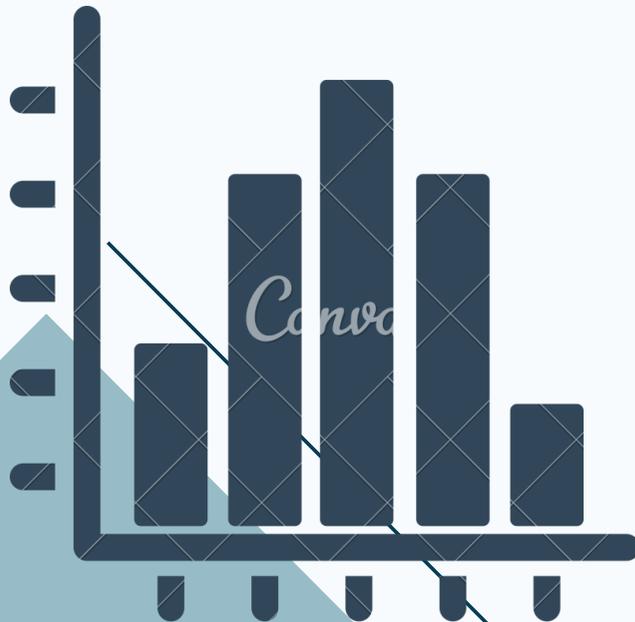
Supervisors are required to review deputies work for accuracy and timely completion. Verification process are in place to catch discrepancies in work product.

STATS

The District Clerk Reporting

The Clerk is required to report cases statistics to the Office of Court Administration each month.

These statistics include number of cases filed, disposed, active/inactive status', number of jury trials, and other important information.



Additional Reporting

In addition to OCA reporting the Clerk has other statutory reporting duties

CRIMINAL HISTORY

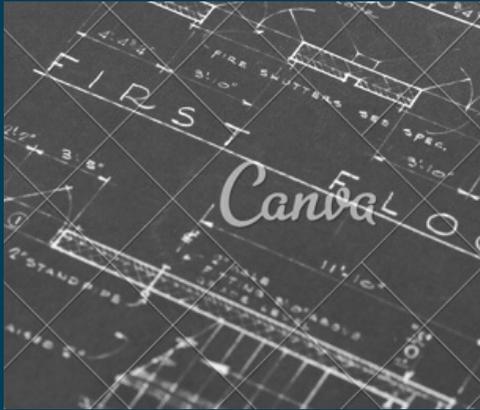
The Clerk must report every criminal disposition to The Department of Public Safety within five (5) business days of the Judgment being entered.

PROTECTIVE ORDER REGISTRY

The Clerk must report that an application for protective order was filed within 24 hours of filing. When the order is entered the Clerk must report the order within 24 hours.

FAILURE TO APPEAR

The Clerk is required to report to The Department of Public Safety whenever a warrant is issued for Failure to Appear.



CASES FILED

17,502



CASES DISPOSED

19,284



JURORS SUMMONSED

113,624

2022 Statistics

POST JUDGMENT SERVICES ISSUED 2022

APPEALS AND WRITS

Appeals
Civil/Family
101
Criminal
61
Writs
58

TDCJ PACKETS

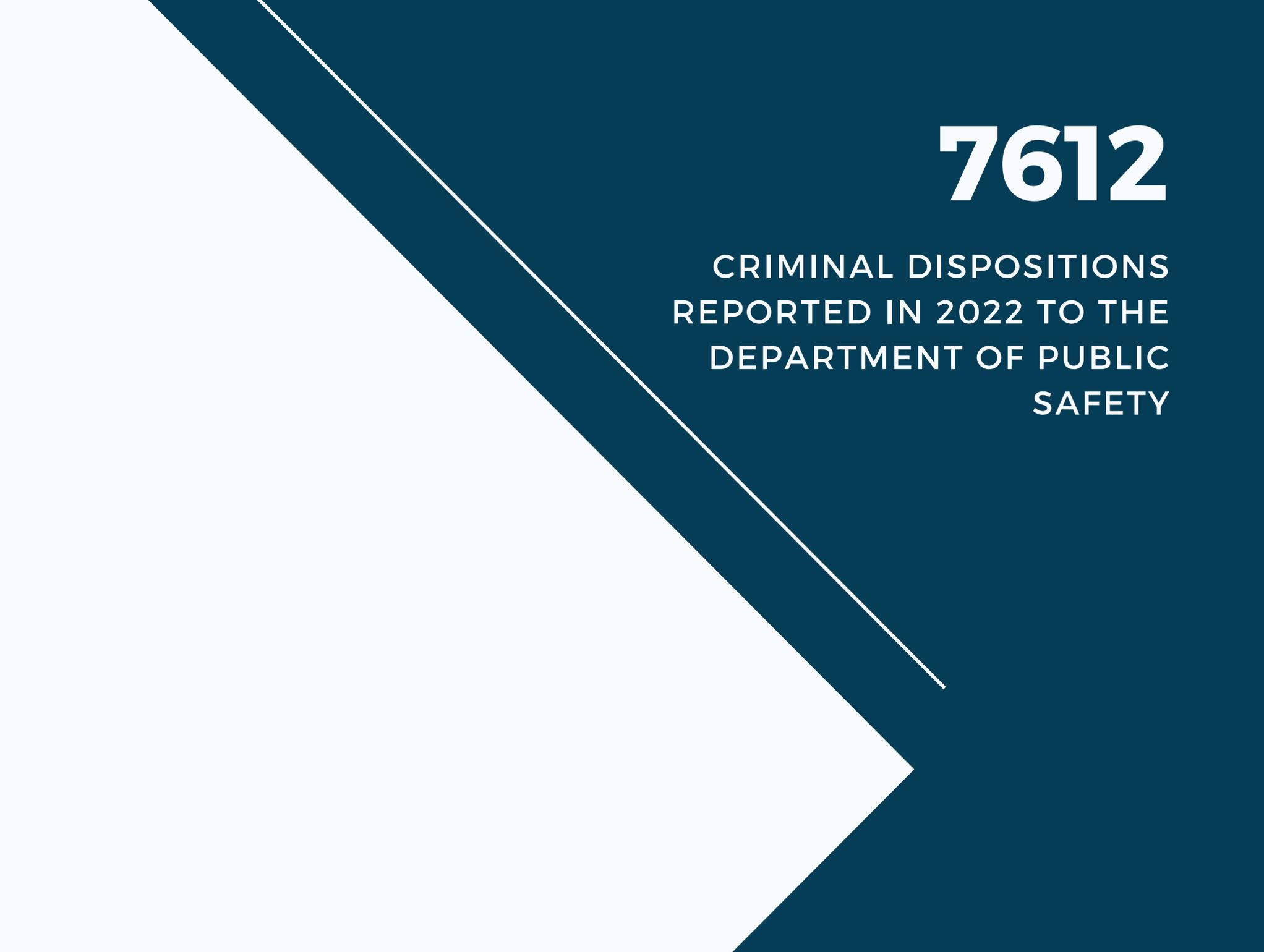
1341

TRANSFERS

76

SEVERANCE AND OTHER SERVICES

Severance-15
Service- 551



7612

CRIMINAL DISPOSITIONS
REPORTED IN 2022 TO THE
DEPARTMENT OF PUBLIC
SAFETY

Performance in 2020

Cases Filed: 19,292

Cases Disposed: 17,477

Performance in 2021

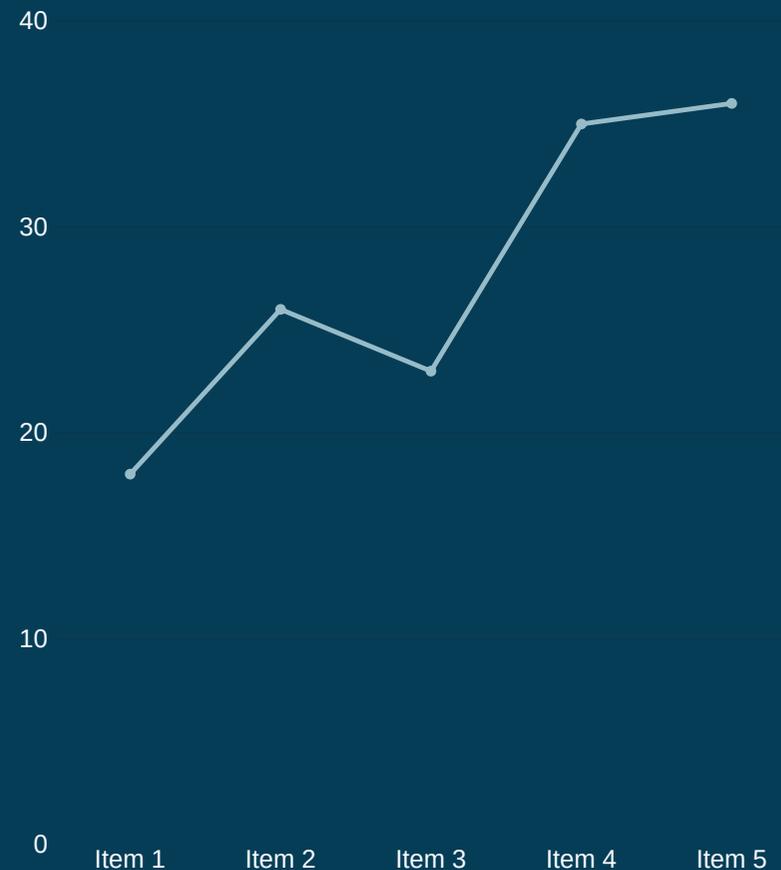
Cases Filed: 21,104

Cases Disposed: 21,417

E-File

Number of filings accepted in 2022

96,264 envelopes containing
141,580 filings



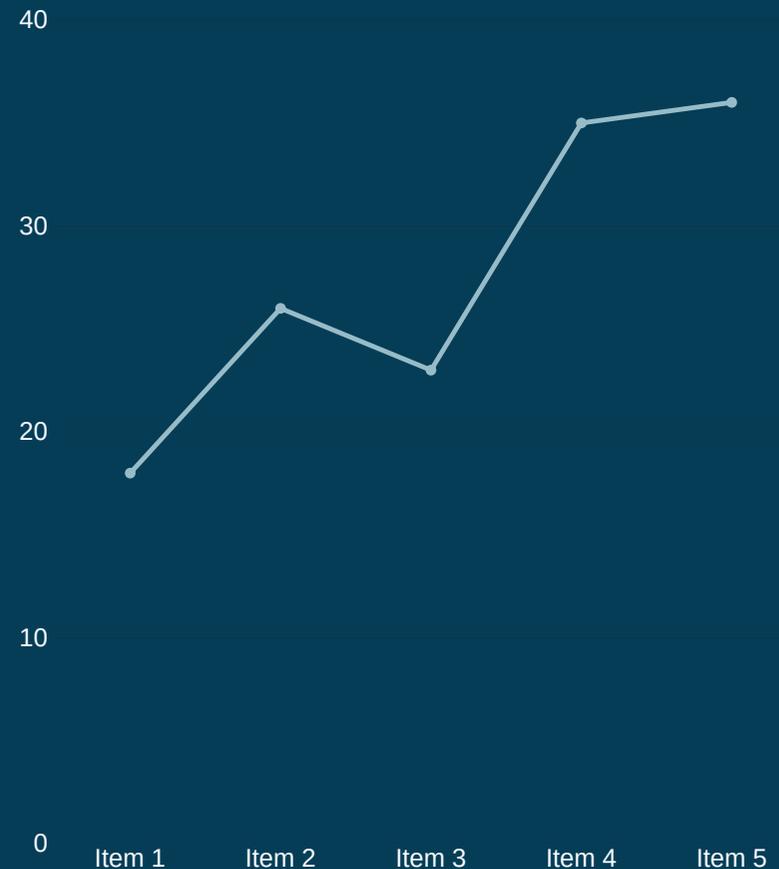
Work flow Queues and services

Number of items processed in 2022

Approximately 43,000 documents processed through workflow queues.

Approximately 15,000 citations, summons, and writs issued.

Approximately 2,597 warrants issued.



Juror Stats

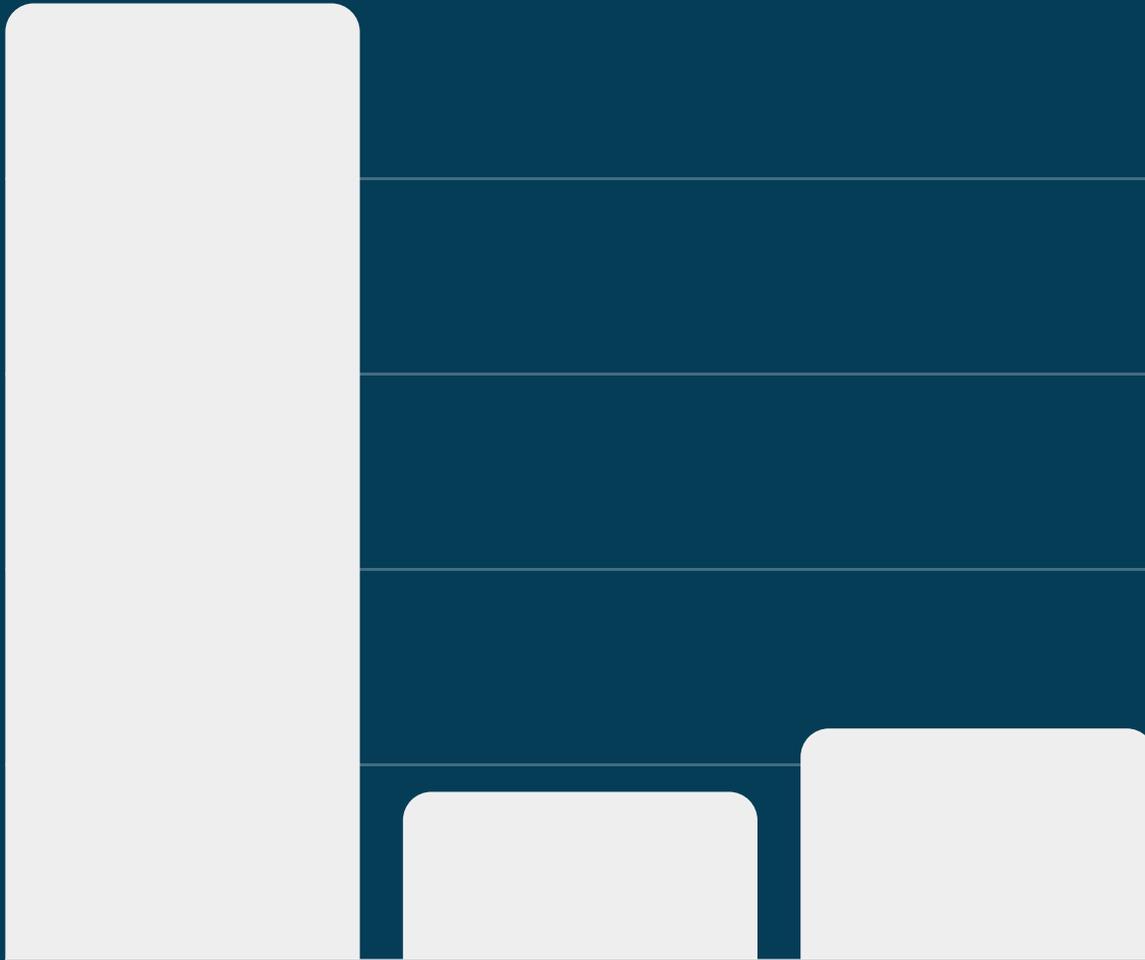
Data in 2022

In 2022 The courts requested
21,635 Jurors

Number of Jurors Summoned

113,624

Total
Processed 1182





Let's talk money!

FEE COLLECTION

The Clerk is responsible for collecting all fees on court cases and court cost as assessed

MINORS MONEY

When a minor is awarded a monetary judgment the clerk is responsible for investing those funds until the child reaches the age of 18.

REGISTRY OF THE COURT

The Clerk is responsible for holding funds ordered into the registry of the court and dispersing those funds according to a court order.

Money

2022 FINANCIAL STATEMENTS

FEES
COLLECTED
\$4,358,574.72

INVESTED
\$1,448,376.18

UN-INVESTED
\$15,214,041.74



Records Retention

The Clerk has the duty to retain records according to the Texas State Library and Archives Commission.

The Clerk has multiple records sets that must be kept and retention schedules that must be followed. This includes case papers, records, and trial exhibits, and administrative papers. Each case type has its own retention schedule to follow.

Record Sets



NO. OF BOXES

3,626



NO. OF PAGES

Over 7 million



NO. OF
EXHIBITS

15,912

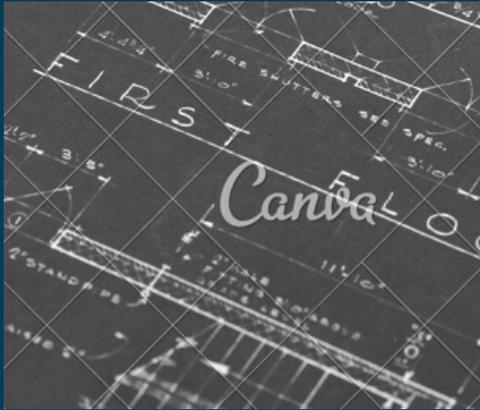
Destruction Stats

Historical Files

What is permanent?



Cases filed in 1950 and prior are deemed historical in nature and are permanent records. Historical records filed after 1950 can be imaged and destroyed according to the Texas State Library and Archives Commission..



2020

4356



2021

6015



2022

3250

**HISTORICAL (1951 TO
PRESENT) CASES PROCESSED**

Passports

Passports are an optional service that the Clerk can provide. It is not mandatory that the Clerk open a passport processing facility.

Passports Issued

Data in 2019

Processed 4890 Passport
applications

Data in 2020

Processed 858

Data in 2021

Processed 1182



Questions?



Get in Touch

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