



District Clerk Minutes



A bi-monthly publication from the Brazoria County District Clerk's Office

May 1, 2009

We are proud to announce the first issue of the District Clerk Minutes. We would like to use this publication for information and news as well as helping you get to know us.

CONTACTING THE BRAZORIA COUNTY DISTRICT CLERK'S OFFICE

We have three lines you may call to get our directory of departments. All of these lines come directly to our office without going through the County operators.

979-864-1316 (Angleton)
979-388-1316 (Brazosport)
281-756-1316 (North End)

You may contact a specific department by dialing any of the above numbers and replacing the last four digits with the extensions listed below. By using these extensions, you will reach the specific department you want.

Accounting/Bookkeeping	1112
Appeals Clerk	1309
Chief Deputy	1307
Civil Clerks	1299
Criminal Clerks	1192
Criminal Collections	1832
Delinquent Tax Deputy	1136
Family Clerks	1194
File Desk	1759
Jury	1836
Records (Closed cases)	1128
Registry	1635
Service	1116

Example: 979-864-1192 goes directly to the Criminal Clerks

If you know your party's extension, replace the last four digits with the extension number. Remember to use the first six digits of one of the numbers above in front of the extension number you wish to reach.



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SEE US ON THE WEB

Just in case you haven't heard, you can visit us on the web. Our web address is www.brazoria-county.com/dclerk. We have a tremendous amount of information there for your use.

Under the **What's New** section, we have Frequently Asked Questions. Also, there are links to our new Online Request for Copies and Online Request for Record Searches. You may request copies to be mailed, emailed and/or faxed to you with payment by credit card.

Under the **Divisions** section, we have information about each of our departments such as case types, filing fees, and other items.

Under the **Downloadable Documents** section, there is a Forms Library with many downloadable forms which can be downloaded in PDF format or DOC format.

Under the **Other Items** section, we have the Brazoria County Holiday schedule, the Courts' schedules as well as some of the Courts' local rules.

The most important link is the "Judicial Record Search." This link will take you to the Civil or Criminal Case search. You can see what has been filed with us in each case. It is real time so it is available as soon as we post it. Our images are not available online. If you don't know how to use the Judicial Record Search, please see the procedures located in our forms library or give one of us a call.

Under the **Online Resources** section, we have numerous links to other useful web sites.

Lastly under the **Contact Us** section, we have directions as well as directories.

Check us out. Let us know if you have any ideas for something you would like to see added to our website to better serve you.



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NATE'S NOTES

Nathaniel Moore, Sr. (Nate), our Chief deputy, recently attended the Texas Association of County's 2009 County Management Institute. The theme was LEAD ON and co-sponsored by Lyndon B. Johnson School of Public Affairs, UT Austin. Nate received 13.25 hours of continuing education in areas of Decision Making, Creating Employee Engagement, How to make it easier for employees to accept new ideas and Stress Management.



In 2008, we began a program we call "Breakfast and Learn". Nate cooks breakfast for the office on Friday mornings then a group of our employees stay to eat with him as he covers a management subject. To date, we have covered Telephone and E-mail Etiquette, Customer Service, and Understanding Generational Differences. Our topic for May will be Paradox of Choice in Decision Making.

SCHEDULE OF EVENTS

May 25, 2009	Memorial Day	Office Closed
May 29, 2009	Staff Meeting	Office Closed 8:00 am until 8:30 am
June 26, 2009	Staff Meeting	Office Closed 8:00 am until 8:30 am

CAUSE FOR ACTION

Your tomorrow will be the result of the attitude and choices you make today.



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AND THE WINNERS ARE

On April 9, 2009, we had our first annual Easter Bonnet Contest along with our annual Easter Egg Hunt where our employees won over \$150.00 in prizes courtesy of Jerry Deere, District Clerk.

The winners of the Easter Bonnet Contest were for Most Creative, Dianna Matthys and for Most Beautiful, Judy Jackson.

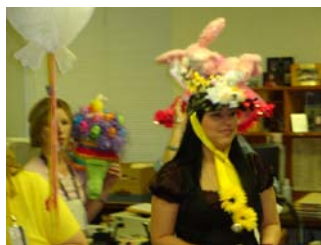


Most Creative



Most Beautiful

We had several participants and loads of fun preparing them.



To remove yourself from this mailing list, please e-mail charlotted@brazoria-county.com.