



# District Clerk Minutes



A publication from the Brazoria County District Clerk's Office

## REGISTRY DEPOSITS FOR MINORS

When depositing funds into the Registry of the Court for the use and benefit of a minor, please provide the following items:

- \*A copy of the minor's **Birth Certificate**
- \*A copy of the minor's **Social Security Card**
- \*A completed **Registry Information Sheet** (this form can be found on our website under "Downloadable Documents" / "DOC Format" / "Registry Forms" / "Registry Information Form")
- \*A copy of the **SIGNED Order/Judgment** (it must state the funds are to be placed in the registry, for whom, and the exact amount.)

All the above items are required **BEFORE** the funds can be accepted.

For any additional information, please feel free to contact Melissa Mezger at 979-864-1635.

## REQUEST CRIMINAL SUBPOENAS BY EMAIL

Your Subpoena Request can be sent to the District Clerk's Office Criminal Department via e-mail as of August 31, 2009. This will help to eliminate extra paperwork generated in our office and yours. As we receive your requests by e-mail we will also be able to communicate with your office without having to call and your e-mail could be read at your earliest convenience. We look forward to implementing this procedure. Also, if our office does not already have your e-mail address you may fill out a form that we provide, with your name, firm, mailing address and website address for our index. We hope that this process will be a great convenience for you. Please note the instructions and e-mail address below. We look forward to serving you.

As we begin this process, we ask that you go to our website [www.brazoria-county.com/dclerk](http://www.brazoria-county.com/dclerk). From the home page, choose either PDF or DOC format on the Downloadable Forms tab. Under Criminal Forms, choose Application for Criminal Subpoena. Fill in the form then attach it as an e-mail.

Send the e-mail to [dccrimsubreq@brazoria-county.com](mailto:dccrimsubreq@brazoria-county.com). You will be sent a confirmation of receipt of your request.

We are currently working on a form fill request that will skip this step. We will have a link for you to fill in the form and send it directly to us.

### **COMING SOON**

The Brazoria County District Clerk's Office is excited to share with the public what advancement of technology can do for us. The District Clerk's Office has been working on getting the I-Jury system implemented for the county. The reality of I-Jury is quickly approaching and therefore we would like to make the public aware that you can now look forward to a great improvement in our County's jury system. Look to the very near future, we do mean near, at having the opportunity to claim your jury exemptions, disqualification, or rescheduling on-line. Visit our website at [www.brazoria-county.com/dclerk](http://www.brazoria-county.com/dclerk). Hooray!!!

### **TERMS OF OFFICE**

Congratulations and kudos to the following deputy clerks for completing another year of service in the District Clerk's office during the months of July and August.

Donna Bankhead	17 years
Shirley Rogers	10 years
Victoria Castaneda	8 years
Kim Mire	6 years
Rhonda Hammonds	4 years
Krista Thompson	4 years
Janette Blount	2 years
Dianna Matthys	2 years

### **JERRY'S JOKES**

While driving along the back roads of a small town, two truckers came to an overpass with a sign that read CLEARANCE 11'3". They got out and measured their rig, which was 12'4".

"What do you think?" one asked the other.

The driver looked around carefully, then shifted into first. "Not a cop in sight. Let's take a chance!"

## **NATE'S NOTES**

The District Clerks office has been working with the judges to come up with a uniform way of dealing with copy cost associated with Court appointed attorneys. We hope to have a solution that will enable court appointed attorneys to receive their copies at no cost electronically either by e-mail or on a flash drive. We hope to have the details available in a few weeks.

## **SCHEDULE OF EVENTS**

October 30, 2009	Staff Meeting	Office Closed 8:00 am until 8:30 am
November 11, 2009	Veteran's Day	Office Closed
November 26 & 27, 2009	Thanksgiving	Office Closed
December 24 & 25, 2009	Christmas	Office Closed

## **CAUSE FOR ACTION**

If you are successful, you win some false friends and some true enemies.  
**SUCCEED ANYWAY.**

## **CLERK OF THE MONTH**



Dianna Matthys was nominated as our Clerk of the Month for July, 2009.



Sara Ochoa was nominated as our Clerk of the Month for August, 2009.



Victoria Castaneda was nominated as our Clerk of the Month for September, 2009.

To remove yourself from this mailing list, please e-mail [charlotted@brazoria-county.com](mailto:charlotted@brazoria-county.com).