

STATUTORY RESPONSIBILITIES

REAL ESTATE AND UCC RECORDS:

Of all the responsibilities of the County Clerk, the Recording of legal instruments is perhaps the most traditional and basic duty. Most legal instruments include:

- Real and personal property records; deeds, abstracts, plats, military discharge, certified copies and UCC statements.
- Contested Beer and Wine Licenses, Renewals and Foreclosure Notices.

The instruments are filed and recorded in a safe and permanent manner, and are processed on the Optical Imager and indexed so Records may be easily and completely retrieved.

ASSUMED NAMES:

The County Clerk is responsible for filing and indexing Assumed Names Certificates of persons doing business under an individual, company, or corporation name.

VITAL STATISTICS:

All Births and Deaths occurring outside the Dallas City Limits but within the County's boundaries are registered with the County Clerk. The Original Certificates are recorded by the Bureau of Vital Statistics of the Texas Department of Health in Austin, Texas. The County Clerk's Office issues Marriage Licenses in their office on the 1st floor of the Records Building.

JUDICIAL RESPONSIBILITIES:

Statutory County Courts occupy the middle level of hierarchy of the Court structure and are Courts supported by the County Clerk.

CRIMINAL COURT:

The County Clerk files Class A and B Misdemeanor Cases and continues the process until the case is closed or appealed to a higher Court. The County Clerk has the responsibility to collect Fines and Court Costs of persons who have been convicted and ordered to pay Fines.

CIVIL COURT; COUNTY COURT AT LAW:

The County Clerk files Civil Cases, that being disputes between private parties, and businesses, (Dallas County Courts at Law has unlimited jurisdiction). The case proceeds until a judgment is rendered or is appealed to a higher court.

PROBATE COURT:

The County Clerk is responsible for filing, recording, and maintaining Probate Records. Probate Cases deal with protecting the wishes, rights and obligations of persons, regarding their property, when the persons are unable to do so as a result of death, or incapacitating illness, either physical or mental.

COMMISSIONERS' COURT:

The County Clerk is the Clerk of the Court and serves the Court during each of its Meetings. The Clerk posts Notices of the Agenda and attends all of the Meetings as Ex-Officio Clerk. The Clerk takes the Minutes of those Meetings.