



FELICIA PITRE
DALLAS COUNTY DISTRICT CLERK
NINA MOUNTIQUE
CHIEF DEPUTY

WIRE TRANSFER INSTRUCTIONS: DISTRICT CLERK'S COURT REGISTRY

1. Contact the Clerk's Trust Office at **214-653-7161** to provide notification that a wire transfer will be sent.
2. The Funds will be deposited into the **County of Dallas Wire Pass Thru Fund #882** account with the Dallas County Treasurer.
3. Wire Transfer Account Information:
 - **Account Name:** County of Dallas Wire Pass Thru Fund #882
 - **Bank Name:** Wells Fargo
 - **Account Address:** 500 Elm St. Ste 4400 Dallas, TX 75202
 - **Account #:** 4250785375
 - **Routing #:** 121000248
 - **Account Type:** Checking Account
4. Once the funds are received in the **County of Dallas Wire Pass Thru Fund #882** account, the Dallas County Treasurer will transfer the funds into the Dallas County District Clerk's Registry account.
5. The Treasurer's Office will notify the Trust and Accounting department once the funds are officially deposited into the Dallas County Clerk's Registry.
6. The Dallas County Trust and Accounting department will record the transaction under the appropriate court case.

600 Commerce Street, Suite B-20 Dallas, Texas 75202
Phone: (214)-653-7161
Email: DCTrust@dallascounty.org
Web site: www.dallascounty.org/distclerk/index.html