



**FELICIA PITRE  
DALLAS COUNTY DISTRICT CLERK**

NINA MOUNTIQUE  
CHIEF DEPUTY

**DISTRICT CLERK REQUEST FOR REVIEW FORM**

Please use this form if you would like district clerk administration to review any issue you may have encountered with the operation of the district clerk's office, the handling of any record or action taken by the clerk pertaining to a case, or inappropriate service by a member of the district clerk's staff. Management's contact information for each section of the office is available online and you are encouraged to attempt to resolve any issues with management prior to seeking administrative review.

DO NOT use this form if your issue or complaint involves a member of the judiciary or their staff, an action taken by the court in a case, an attorney, public defender, litigant, or any matter connected with an outside agency such as the district attorney's office, domestic relations office, Sheriff's office or issues involving inmates or conditions in the county jail.

You may email this form to the quality assurance administrator at:

[gfitzsimmons@dallascounty.org](mailto:gfitzsimmons@dallascounty.org)

or you may submit it to:

Dallas County District Clerk  
ATTN: Gary Fitzsimmons, QA Administrator  
George Allen Courts Building  
600 Commerce St. Ste. 101  
Dallas, Texas 75202

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Name of Complainant:

Date:

Contact Address:

Daytime Telephone:

Email Address:

Is this complaint connected to a civil or criminal matter before the court?

Yes

No

If yes, please provide the following information about each case:

Case Number:

Court (if known):

Judge:

Are (were) you a party, lawyer or defendant in the case:

Party

Lawyer

Defendant

Other

If you are (were) a party and have (had) a lawyer, please provide the lawyers name:

What is the current status of the case?

Open

Closed

On Probation

N/A

What does your complaint involve?

A document in the court's case file

An error in the court's online record

Sensitive information about a party to a case in the court's record

A missing record

Fee, court costs or fine assessed in error

Defendant back-time calculation error

An issue with clerk staff

Passport related issue

eFling related issue

Citation or subpoena related issue

Other quality of service issue

Other issue

**Brief Statement of Facts.** Attach a brief statement of the specific facts related to your complaint. Include what happened, when and where it happened, and any information that would help an investigator check the facts. If your complaint involves a record(s) in the court case file, please be sure to specify which record it is using its title and date. If your complaint involves a court cost, fee or fine, please indicate which one and what you believe the amount should be. A complaint about an error in back time must include the dates and location of the defendant's incarceration. (YOU MAY ATTACH ADDITIONAL SHEET IF NECESSARY)