

TEMPORARY ADJUSTMENTS TO THE EDWARDS COUNTY AND DISTRICT CLERK'S PUBLIC SERVICES RELATED TO COVID-19 PANDEMIC

Out of an abundance of caution and in keeping with the recommendations of the CDC and the Texas Office of Court Administration, the Edwards County and District Clerk's Office is taking precautionary measures to reduce potential exposure to our staff and our local community members through participation and cooperation with public social distancing measures.

Until further notice, the office will only receive or assist customers (face-to-face) who have need for an essential service from our office AND who have scheduled an appointment to come in. Appointments may be made by calling 830-683-2235, during our regular business hours of 8:00 o'clock a.m. to 5:00 o'clock p.m., with closure during the noon hour, Monday – Friday.

Vital Records: Our office will still accept or process applications from individuals seeking copies of birth, death or issue marriage license at this time by appointment only.

Recording Division: Our office will continue to process deed records. If you need any documents to be recorded, we ask that you mail those documents to us. If you must drop off your document, we ask that you call before coming to our office. Anyone needing to research our records must call to schedule an appointment to come into our vault.

Criminal Courts: The 452nd Judicial District Court has cancelled all criminal hearing dates and jury trials for our District Criminal Court through May 8, 2020. Our office will continue to work and will provide the usual and customary clerk functions and processes related to emergency court orders and will issue any necessary warrants and writs as directed by our Courts.

Civil Courts: Our office will continue to process all electronic filings submitted by the legal community. Self-represented Litigants (representing yourself without an attorney) may submit their filings through the mail at Edwards County and District Clerk's Office; P.O. Box 184; Rocksprings, Texas 78880 or electronically by visiting and following the instructions located at www.efiletexas.gov .

Copies: Any documents (for example: copies, certified copies, exemplified copies, letters testamentary, etc.) requested through e-File, by phone, or by mail will be mailed via US Postal Service to you at the address you provide.

Even though our office may be temporarily closed to the public, we will continue to fulfill our statutory duties by processing court filings through the Texas eFile system and will continue to answer phone calls, emails, and requests received through the U.S. Mail during regular business hours.

Our office telephone number is (830) 683-2235 and our email addresses are as follows:

Olga Lydia Reyes – clerk@swtexas.net

Sabrina Montoya – clerk2@swtexas.net

Cristina Coke – clerk1@swtexas.net

We would like to express our gratitude to all the citizens of Edwards County for taking the precautionary measures to ensure our fellow citizens stay safe and healthy.