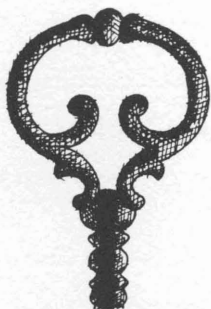


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**your key
to the
courthouse**



Texas Agricultural Extension Service
The Texas A&M University System
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Your Key To The Courthouse

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Extension County Officials Program Specialists

The Texas A&M University System

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Where in the county courthouse would you—

—obtain a marriage license?

The county clerk issues marriage licenses. The current fee is \$7.50.

—obtain automobile, truck or motorcycle registration plates?

The county tax assessor-collector will have license plates for all motor and other moving vehicles.

—obtain a birth certificate?

The county clerk's office maintains records of births.

—obtain a passport?

The district clerk in several smaller counties acts as an agent for the U.S. Passport Agency in helping those planning foreign travel.

—obtain a voter registration certificate?

The tax assessor-collector maintains the voter registration rolls in Texas.

—pay property taxes?

The tax assessor-collector maintains property tax rolls and is responsible for tax collection.

—obtain a death certificate?

These vital statistics are kept by the county clerk.

—examine the will of a deceased person?

This would be among the probate papers filed in the county clerk's office.

—record a license to practice medicine?

This record is maintained by the district clerk.

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Your elected county officials are the real key to quality public service available to you at your county courthouse. These men and women are dedicated to the proposition that local government is responsible and responsive to local needs. They stand ready to cheerfully assist the public in answering any questions that arise in the day to day operation of local government. Perhaps this brochure will provide answers to some of your common questions.

-record a deed or other legal instrument related to real estate?

The county clerk records documents of this nature.

-pay a traffic ticket issued by the Texas Department of Public Safety?

Contact the office of the justice of the peace named on the traffic citation.

-visit an inmate in the county jail?

The sheriff is the custodian of the jail and its inmates. Inquiries as to local regulations should be made in the sheriff's office.

-obtain literature and information on agricultural and home economics topics?

Your county Extension office will be happy to furnish information in this subject area.

-cast an absentee vote?

During the scheduled period, absentee voting is conducted by the county clerk.

-inquire about an adoption?

While these records are partially confidential, inquiry to the district clerk may afford some assistance.

-go to get married?

If a person desires to have a civil ceremony, any judge or magistrate is authorized by law to perform this task. In practice, justices of the peace perform marriage ceremonies more frequently.

-discuss the filing of a complaint for criminal misconduct?

This matter should be discussed with either the county attorney or district attorney.

-collect money owed to one by the county?

All county bills when approved by the commissioners' court are paid by checks signed by the county clerk and county treasurer and countersigned by the county auditor in counties having an auditor.

-discuss the values placed on property for county tax purposes?

The commissioners' court serves as the board of equalization and provides a hearing to all interested citizens on this topic.

-institute an action to recover unpaid child support?

The district clerk can give assistance in this area.

-obtain the institutional commitment of a mentally ill person?

Contact the office of the county judge for this purpose.

-file a small claim civil law suit?

This can be done at the office of the justice of the peace.

- seek to evict a tenant who fails to pay his rent?

These matters are handled by the justice of the peace.

-report for jury duty?

Report to the courtroom of court shown on the summons issued by the sheriff.

-record a certificate to do business under an assumed name?

The county clerk keeps these records.

-register a cattle brand or determine who owns a certain livestock mark?

The office of the county clerk will assist you in this matter.

Educational programs conducted by the Texas Agricultural Extension Service serve people of all ages regardless of socio-economic level, race, color, sex, religion or national origin.

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