Mission

To provide the judicial system and the public with efficient and accountable service while:

- Preserving the integrity of the court records the office is charged to index and secure
- Managing and safeguarding the collection of fees
- Fostering a positive work environment
- Providing educational opportunities for all employees
- Demanding impeccable work ethics in order to adhere to the Statutory and Constitutional duties of the office
- Sustaining transparency in government operations

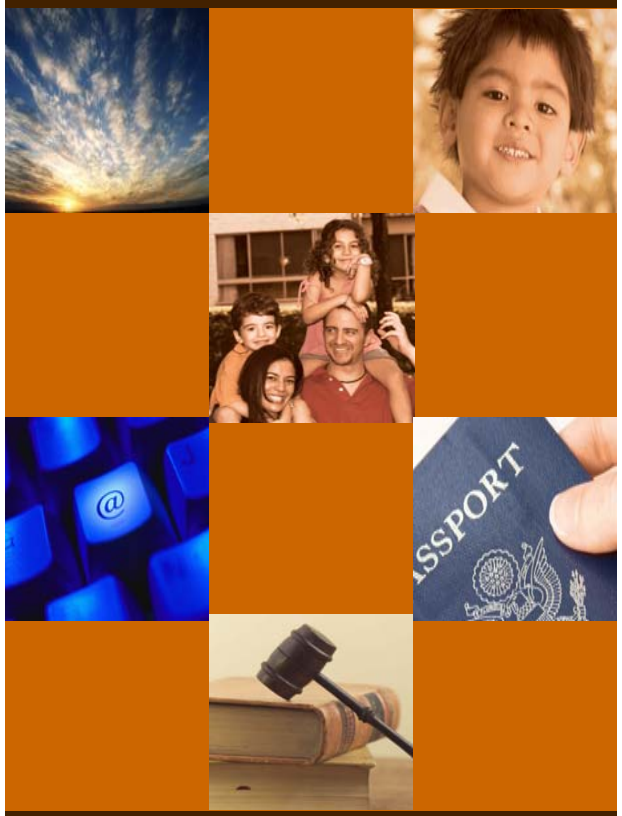
Strategic Goals

- Optimize Customer Service
- Capitalize on Technology
- Achieve Effective Communication & Office Transparency
- Maximize Employee Participation & Foster Exemplary Public Service
- Deliver Efficient & Responsive Government

Guiding Principals

Integrity Accountability
Customer Service Communication
Honesty Teamwork
Good Work Ethics

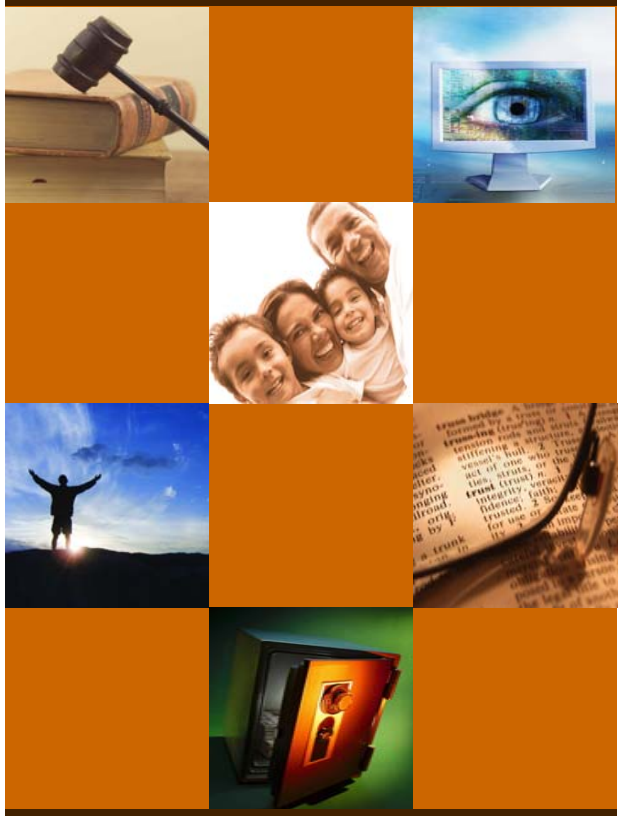
PO Box 87
Edinburg, Texas 78540
P: 956.318.2200
F: 956.318.2251



districtclerk@co.hidalgo.tx.us

Laura Hinojosa

Hidalgo County District Clerk



www.co.hidalgo.tx.us/districtclerk

Overview

The District Clerk serves in the following capacity:

- Serves as registrar, recorder and custodian of all documents that are part of criminal and civil actions
- Works with the Judges to obtain timely disposition of all court cases
- Is responsible for managing records so that they are easily retrieved for public information; preserved for permanent storage in archives; and disposed of according to the law.
- Is charged with the responsibility of collecting and disbursing court costs, fines and other fees that benefit twenty plus agencies at the state and local level, in addition to child support payments, money placed in the court registry fund that is in dispute, money invested on behalf of minor children for safekeeping until age eighteen, and preparation of the operating budget for the office.
- Is responsible for gathering data and reporting to several state and local agencies such as the County Auditor, County Treasurer, Voter Registration, Bureau of Vital Statistics, Department of Public Safety, Attorney General, Supreme Court of Texas and Office of Court Administration

Jury

Jurors perform a valuable role in our justice system. The willingness of all who are summoned to serve is essential to our democracy and system of checks and balances. As the administrators of the jury system in Hidalgo County, we are committed to ensuring that the statutory and constitutional duties of our office are carried out to their fullest potential. In particular, we are dedicated to ensuring that the proper procedures are implemented in safeguarding the safety and privacy of our citizens.

We encourage you to continue participating enthusiastically in the jury process and take pride in fulfilling your civic responsibility. Our system of justice can't do it without you!

Registry of the Court

Each district and county clerk must maintain a registry of the court to receive payments ordered tendered into the court's registry. The Hidalgo County District Clerk's Office Registry and Trust Division is open Monday through Friday from 8:00 am to 5:00 pm and located in the front lobby area of our office. We can assist you in depositing various types of funds as required by order of the court.

Find us on Facebook

Passports

The district clerk office is proud to serve as a Passport Acceptance as designated by the US Department of State. Passport applications are processed in our office from 9am to 3pm. For further details regarding the application process call 956.318.2200, ext 6270 or visit:

www.co.hidalgo.tx.us/districtclerk

Appeals

When filing civil and criminal appellate documents at the District Clerk's Office, we request that you please visit our information desk inside. One of our Appeal Clerks will be summoned to assist you. We appreciate the public's cooperation in disseminating these instructions to any staff and/or couriers conducting business at our office on your behalf.

eFiling

Filing for Courts is the official electronic filing solution for the State of Texas. It's provided by www.texas.gov, the official website of the State of Texas. eFiling for Courts enables filers and clerks to efficiently process documents and fees online. Filers select a certified Electronic Filing Service Provider (EFSP) and then file documents online to any participating court in Texas. Court clerks will receive the electronically filed documents and associated fees for processing.