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**GWEN ASHWORTH  
MORRIS COUNTY DISTRICT CLERK**

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**TO ALL ATTORNEY'S:**

Here are a few of our office procedures and policies.

- **E-FILE** any request or notices for hearings. Do not e-mail us personally. Office staff may be on vacation, sick, etc. and this could result in the case not making it to the docket. Nor will the parties have notice from the court. E-filing assures there will always be a file-marked copy with a date and time for verification. We also cannot file-mark e-mails or faxes.
- Always separate motions, notices and orders as two separate documents. (They can all be lead documents). Keep them in the same filing envelope for the Judge to view, but separated for file-marking purposes. We know rejections are time consuming and we will continue to try and correct any documents on our end to avoid you having to re-submit. We are limited on some things so please be patient with us if we do have to ask you to re-submit.
- Be sure you include a cover letter or enter in the filing comments any instructions and always give us an e-mail address if you are asking us to prepare and return a citation. If we are forwarding orders to the Judge for signature we need to know the Judge that heard your case.
- If you use the Morris County Sheriff's office or a private process server to serve a citation, you must pay \$1.00 per page for the copy that will be attached to the citation.
- The clerk will file-mark any orders the judge signs on court days. You are responsible to bring any extra copies for yourself or your clients. Any additional copies made in our office will be \$1.00 per page.
- **CHILD SUPPORT** Attorneys will be responsible for sending their clients child support information to the Texas State Disbursement Unit. (Temporary Orders, Final Divorces, etc.) If you need a copy of the form, please contact our office and we will provide you with one.
- You may view or look for cases online at [www.co.morris.tx.us](http://www.co.morris.tx.us). This will **ONLY** be the summary of documents which are filed in a case. If you need any copies, call the office and we will be able to provide you with a page count. E-file the request along with your e-mail information and we will forward you a copy at .25 per page. Please note that older cases may not be online.
- The Judges' Schedules and our Fee Schedules for Morris County are online. You may print them out at [www.co.morris.tx.us](http://www.co.morris.tx.us).