

## 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

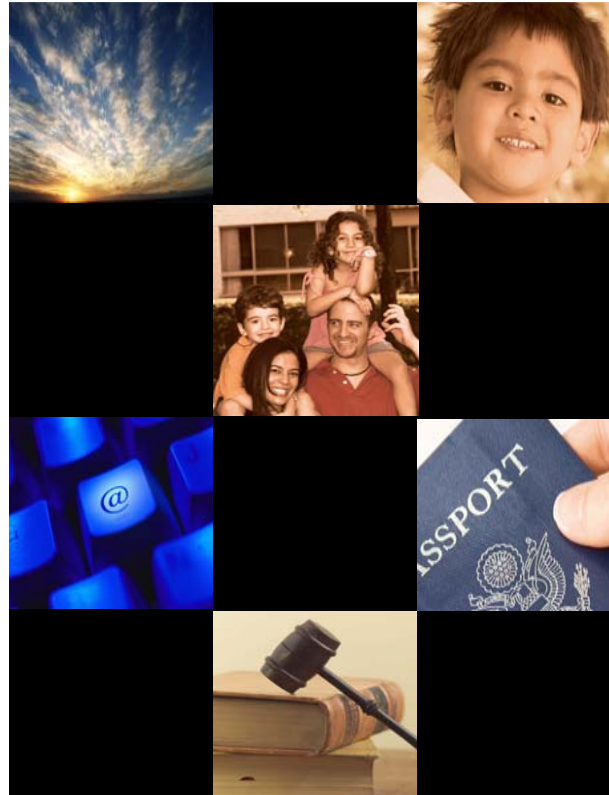
## Strategic Goals

- 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

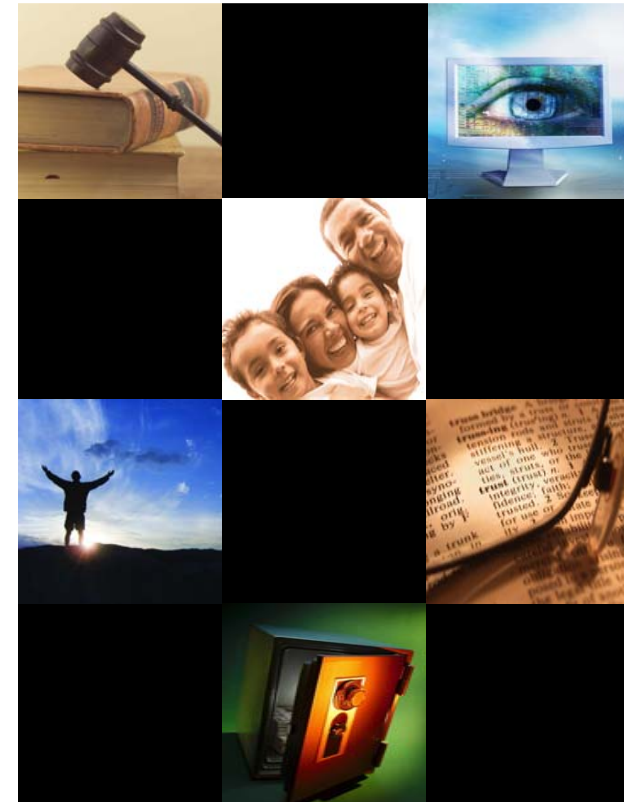
PO Box 87  
Edinburg, Texas 78540  
v: 956.318.2200  
f: 956.318.2251



[districtclerk@co.hidalgo.tx.us](mailto:districtclerk@co.hidalgo.tx.us)



**Laura Hinojosa**  
Hidalgo County District Clerk



[www.co.hidalgo.tx.us/districtclerk](http://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.

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!

Log on to [www.co.hidalgo.tx.us/ejuror](http://www.co.hidalgo.tx.us/ejuror) and complete your jury questionnaire online. Its fast, convenient and saves on postage!

## 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.



## Passports

The district clerk office is proud to serve as a Passport Acceptance Facility 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 or visit:

[www.co.hidalgo.tx.us/districtclerk](http://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.

On September 17, 2013 Hidalgo County

## E-Filing

began accepting civil case e-filings in anticipation of the e-filing mandate which took effect on January 1, 2014. This means attorneys will no longer be able to file paper documents at the clerk's counter. It's easy to get started! Access all the information you need by logging on to:

[www.efiletexas.gov](http://www.efiletexas.gov)