# INFORMATION REGARDING SELF-REPRESENTED LITIGANTS

**Loucrecia Biggerstaff, District Clerk**
**Wise County, Texas**

## CONTACT INFORMATION

**Phone**: (940) 627-5535
**Mailing Address**: P.O. Box 308, Decatur, Texas 76234
**Physical Address**: 101 North Trinity St. Ste 102, Decatur, Texas 76234

## HOURS OF OPERATION

Monday – Friday
8:00 A.M. to 5:00 P.M. – This office remains open during the lunch hour

Please check our website for any early closures at
**www.wisecountytx.gov/192/District-Clerk**

## ADDITIONAL CONTACT INFORMATION

**E-File Texas**
**Phone:** 855-839-3453
**Website:** www.efiletexas.gov

**Re:SearchTX**
**Phone:** 855-839-3453
**Website:** www.research.txcourts.gov

**Legal Aid of Northwest Texas**
**Phone**: 800-955-1407

**Attorney General of Texas**
**Phone**: 817-926-7197

**Texas Child Support Disbursement Unit**
**Phone**: 800-252-8014

# EMPLOYEES OF THE DISTRICT CLERK'S OFFICE CANNOT GIVE LEGAL ADVICE

**The Texas Government Code prohibits clerks in this office from giving legal advice. Please do not ask for legal advice, opinions, instructions, or information.**

## SUBCHAPTER G. UNATHORIZED PRACTICE OF LAW

### Sec. § 81.101. DEFINITION

(a) In this chapter the "**practice of law**" means the preparation of a pleading or other documentation incident to an action or special proceeding or the management of the action or proceeding on behalf of a client before a judge in court as well as a service rendered out of court, including the **giving of advice or the rendering of any service requiring the use of legal skill or knowledge, such as preparing a will, contract, or other instrument**, the legal effect of which under the facts and conclusions involved must be carefully determined.

### Sec. § 81.102 STATE BAR MEMBERSHIP REQUIRED.

(a) Except as prohibited by Subsection (b), **a person may not practice law in this state unless the person is a member of the state bar.**

You have the right to represent yourself without an attorney. **You must have the knowledge to prepare and file the necessary pleadings and present (prove up) your case to the court.** *Failure to do so, could result in the case being dismissed or reset.* You are responsible for setting hearings with the court coordinator for the court in which your case is assigned. The Judge cannot assist you. The court will hold you to the same standards that it holds anyone else who practices before the court. There are certain facts that must be proven before the court can rule on or grant your action. If you are unable to do, your request will not be granted. For these reasons, we advise you consult an attorney or seek legal counsel if you have questions or are unsure as to what you need to do. If you pursue a legal action without attorney representation, we will file the documents you present to us and collect the filing fees at the time of filing. It will be at the discretion of the judge presiding over your case to determine if your paperwork was filed in correct form.

You can review the **Helpful Links** listed below to research legal processes and to find legal paperwork that you are able to file.

- Texas Court Help (**http://texascourthelp.org**)
- Texas Law Help (**http://texaslawhelp.org**)
- Texas Judicial Branch (**http://www.txcourts.gov**)
- Orders of Nondisclosure (**www.txcourts.gov**)

All official court filings **must** follow Texas State Laws and Rules. We **cannot** accept filings by fax or email. You can submit your filing in person, through the mail, or electronically using E-File Texas. Please feel free to contact our office with questions regarding your filings.

**THIS OFFICE IS ABLE TO ACCEPT**
**CASH, MONEY ORDER, OR CASHIER'S CHECK.**

# WISE COUNTY DISTRICT CLERK FILING FEES
## EFFECTIVE JANUARY 1, 2022

### CIVIL SUITS

| FILING FEES-ALL NEW CIVIL CASES | CIVIL |
|---|---|
| Clerk's Basic Filing Fee | $50.00 |
| Law Library Fee | $35.00 |
| Records Preservation/Management Fee | $30.00 |
| Court Reporter Fee | $25.00 |
| Courthouse Security Fund | $20.00 |
| Court Facility Fund | $20.00 |
| Alternative Dispute Resolution Fee | $15.00 |
| County Jury Fund | $10.00 |
| Appellate Judicial System Fees | $5.0 |
| Language Access Fund | $3.0 |
| Local Consolidated Fees | $213.00 |
| State Consolitated Fees | $137.00 |
| **TOTAL BASE FEE** | **$350.00** |

**EXPUNCTION**

| | |
|---|---|
| Base Filing Fee | $350.00 |
| Notices (charge per agency) | $17.00 |

No fee assessed on a petition filed within 30 days of an acquittal

**ESSENTIAL NEEDS DRIVERS LICENSE (Occupational)**

| | |
|---|---|
| Base Filing Fee | $350.00 |

**PETITION FOR NON-DISCLOSURE**

| | |
|---|---|
| Base Filing Fee | $350.00 |
| (Automatic-Filed in criminal case) | $28.00 |

**TAX SUITS**

| | |
|---|---|
| Base Filing Fee | $350.00 |

**JUDGMENT NISI**

| | |
|---|---|
| Base Filing Fee | $350.00 |

See AG OP GA-0486

**FRAUDULENT LIEN**

| | |
|---|---|
| Base Filing Fee | $350.00 |

| FOREIGN JUDGMENT | CIVIL |
|---|---|
| Base Filing Fee | $350.00 |

| CASES TRANSFERRED TO WISE COUNTY | CIVIL |
|---|---|
| Base Filing Fee | $350.00 |

### FAMILY SUITS

| FILING FEES- ALL NEW FAMILY CASES | FAMILY |
|---|---|
| Clerk's Basic Filing Fee | $50.00 |
| Law Library Fee | $35.00 |
| Records Preservation/Management Fee | $30.00 |
| Court Reporter Fee | $25.00 |
| Courthouse Security Fund | $20.00 |
| Court Facility Fund | $20.00 |
| Alternative Dispute Resolution Fee | $15.00 |
| County Jury Fund | $10.00 |
| Appellate Judicial System Fees | $5.00 |
| Language Access Fund | $3.00 |
| Local Consolidated Fees | $213.00 |
| State Consolitated Fees | $137.00 |
| **TOTAL BASE FEE** | **$350.00** |

**DIVORCE/ANNULMENT/VOID MARRIAGE**

| | |
|---|---|
| Base Filing Fee (with/without children) | $350.00 |

**PARENT-CHILD RELATIONSHIP (SAPCR)**

| | |
|---|---|
| Base Filing Fee | $350.00 |

**ADOPTIONS & TERMINATIONS**

| | |
|---|---|
| Base Filing Fee | $350.00 |

**PROTECTIVE ORDER- Paid by Respondent**

| | |
|---|---|
| Base Filing Fee | $350.00 |
| Issuance Fee | $16.00 |

**CPS CASES - No Fees Charged to State Agency**

| | |
|---|---|
| Base Filing Fee | $350.00 |

**UIFSA/NAME CHANGE/REMOVAL OF DISABILITIES**

| | |
|---|---|
| Base Filing Fee | $350.00 |

| FOREIGN JUDGMENT | FAMILY |
|---|---|
| Base Filing Fee | $350.00 |

**CASES TRANSFERRED TO WISE COUNTY**

| | |
|---|---|
| Base Filing Fee | $350.00 |

# WISE COUNTY DISTRICT CLERK FILING FEES
# EFFECTIVE JANUARY 1, 2026

| FILING FEES FOR ANCILLARY ACTIONS/ MOTIONS CIVIL, TAX & FAMILY<br>LGC-SUBCHAPTER C SEC. 135.101(b) | STATE FILING FEE | CLERK FEE | RECORDS MGMT | TOTAL |
|---|---|---|---|---|
| MOTION FOR CONTEMPT | $45.00 | $15.00 | $20.00 | $80.00 |
| MOTION TO MODIFY | $45.00 | $15.00 | $20.00 | $80.00 |
| INTERVENTION | $45.00 | $15.00 | $20.00 | $80.00 |
| 3RD PARTY PETITION | $45.00 | $15.00 | $20.00 | $80.00 |
| COUNTERPETITION | $45.00 | $15.00 | $20.00 | $80.00 |
| MOTION FOR NEW TRIAL | $45.00 | $15.00 | $20.00 | $80.00 |
| CROSS-ACTION | $45.00 | $15.00 | $20.00 | $80.00 |

| ACTIONS WITHIN EXISTING PARENT-CHILD RELATIONSHIP CASES<br>FC 110.002, 110.005 AND 81.003 | STATE FILING FEE | CLERK FEE | RECORDS MGMT | TOTAL |
|---|---|---|---|---|
| MODIFICATION, ENFORCMENT OR CONTEMPT | $45.00 | $15.00 | $20.00 | $80.00 |
| JUDICIAL WRIT OF WITHHOLDING AND | $45.00 | $15.00 | $20.00 | $80.00 |
| LICENSE SUSPENSION | $45.00 | $15.00 | $20.00 | $80.00 |
| TRANSFER TO WISE COUNTY FROM ANOTHER COUNTY | $45.00 | $15.00 | $20.00 | $80.00 |
| MOTION TO REINSTATE | $45.00 | $15.00 | $20.00 | $80.00 |

**ISSUANCE FEES**

ALL ISSUANCE OF ANY DOCUMENT OF PROCESS- Abstract Judgment, Capias, Citation, Notice, Precept, Subpoena, TRO, Writs, Order of Sale, Tax Warrant $8.00

**SERVICE FEES**

| | |
|---|---|
| Certified Mail Service (By District Clerk) | $125.00 |
| Service By Secretary of State | $55.00 |
| Service By Wise County Sheriff/Constables- | |
| Citation, Precept, Posting | $125.00 |
| Subpoena | $150.00 |
| TRO, Notice of Hearing, Writs, Capias | $175.00 |
| Order of Sale, Tax Warrant | $200.00 |

**MISCELLANEOUS FEES**

| | | |
|---|---|---|
| Writ of Withholding (Wage Withholding Order) | | $15.00 |
| Record Search Fee | GC 51.318 (b)(6) | $5.00 |
| Filing and Approving Bonds | | $5.00 |
| Preparation of Clerk's Record on Appeal (per page) | GC51.318(B)(6) | $1.00 |
| Certification of Document | | $5.00 |
| Copy on paper (per page) | GC 51.318 (B)(6) | $1.00 |
| Non-Certified Electronic Document | | .10 cents per page<br>$1.00 minimum |

**COURT REGISTRY-ADMINISTRATIVE FEES**

| | | |
|---|---|---|
| On funds not earning interest | LGC 117.055 | 5% up to $50.00 |
| On funds earning interest | LGC 117.054 | 10% of interest accrued |