

Directory Update Key **Clerk Information**

1. **Mailing Address, City, Zip Code, Court Phone, Fax:** Provide the information you want published, either physical or mailing address. **This information will be available to the public.**
2. **Office's Email:** The email address where the court can be contacted. **This information will be available to the public.**
3. **Website:** Your office's web address.
4. **Clerk:** If the clerk listed is still the county clerk in the county, go to #5. If the clerk is no longer the clerk in the county, write in the name of the new clerk.
5. **Clerk's Email:** **This information will NOT be made available to the public;** we use this information to communicate with the clerk.
6. **Notes:** This is information that has been provided to OCA by the clerk's office. Please update as necessary. **Please indicate the case management system used by your office** (AMCAD, Edoc, Hill Country, iDocket, Incode, Intech, Kellpro, KiCorp, LGS NetData, New Dawn, Odyssey, TSG (Ableterm), etc., or locally developed by your IT department).
7. **Please indicate the types of cases that are filed in your office.**

District Court Information

1. Each court and any staff assigned to a court/county will be listed with their name and contact information (i.e., address, city, zip, and phone number). Verify that this information is correct and make any necessary corrections, additions or deletions.
2. Verify that the correct judge is identified as the **local administrative judge (LAJ)** of the **district courts** with an asterisk (*) noted before their name. If no LAJ is identified, please indicate the current LAJ on the directory sheet(s) by placing an asterisk (*) before their name.

County Court Information

1. Each court and any staff assigned to a court/county will be listed with their name and contact information (i.e., address, city, zip, and phone number). Verify that this information is correct and make any necessary corrections, additions or deletions.
2. Verify that the correct judge is identified as the **local administrative judge (LAJ)** of the **county courts at law** with a carat (^) noted before their name. If no LAJ is identified, please indicate the current LAJ on the directory sheet(s) by placing a carat (^) before their name.

DIRECTORY UPDATE KEY - to find your county, CTRL F and place the name of your county in the box

Office	1. MAILING ADDRESS, CITY, ZIP CODE			PHONE & FAX NUMBERS		2. OFFICE EMAIL ADDRESS - PUBLIC
	Address	City	Zip Code	Court Phone	Fax	
County Clerk Office	500 N Church St, Rm 10	Palestine	75801	(903) 723-7432	(903) 723-4625	mstaples@co.anderson.tx.us

Website: <http://www.co.anderson.tx.us/>

➤ Clerk: Mark Staples	4. CURRENT CLERK'S NAME	Clerk's Email: mstaples@co.anderson.tx.us	5. CLERK'S EMAIL ADDRESS - NOT PUBLIC
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Notes: 6. THIS IS INFORMATION PROVIDED BY THE CLERK OFFICE; UPDATE AS NECESSARY

Case Management System: Odyssey (Tyler Technologies) 7. INDICATE THE CASE MANAGEMENT SYSTEM USED BY YOUR OFFICE

PLEASE INDICATE THE TYPES OF CASES THAT ARE FILED WITH YOUR OFFICE:

County Court(s) at Law:

Misdem: Yes Felony: No Civil: Yes Family: No Juvenile: No Probate: Yes Mental Health: Yes

County Court:

Criminal: Yes Civil: Yes Juvenile: No Probate: Yes Mental Health: Yes

SUBMIT CORRECTIONS BY EMAIL TO JUDINFO@TXCOURTS.GOV

IF THE SUMMARY IS CORRECT AND COMPLETE, NO FURTHER ACTION IS NEEDED.