



GWEN ASHWORTH
MORRIS COUNTY DISTRICT CLERK

500 Broadnax, Suite J
Daingerfield, TX 75638

Phone: 903-645-2321 Fax: 903-645-3433

OFFICE PROCEDURES AND POLICIES

Standing Orders

- Standing Orders must be attached to EVERY divorce case and EVERY case involving the Parent-Child Relationship.
- Cases without the required Standing Orders will be rejected.

Court Day

- Bring all paperwork related to your case that is scheduled before the Court.
- The clerk will file-mark any orders signed by the judge on court days
- You are responsible for bringing any extra copies for yourself, or your clients.
- Extra copies made in our office will be charged \$1.00 per page.

E-Filing

- All notices and requests for hearings must be submitted via E-File (not by email or fax)
- Submit motions, notices and orders in the same envelope, but as separate documents for file-marking purposes.
- Always include a cover letter or filing comments with any instructions.
- Provide an e-mail address if you request preparation and return of a citation(s).
- When filing orders for the Judge's signature, please specify which Judge heard your case.
- E-Filing ensures all documents are properly filed into your case. All parties will be notified and will receive a file-marked copy with the official date and time.

Service of Citations

- If using the Morris County Sheriff's Office, you must pay \$1.00 per page for the copy attached to the citation(s).

Child Support

- Attorneys are responsible for ensuring their clients' child support documents are properly submitted to the Texas State Disbursement Unit. If you need a copy of the form, please contact our office.

Case Information and Copies

- Case Summaries are available online. These summaries are limited and may not include older cases. Copies are .10 per page to e-mail. You may also go to Research.txcourts.gov

Schedules and Fees

- Judges' Schedules and the Morris County fee schedules are online at www.co.morris.tx.us.