



JOANNA STATON

District Clerk

BELL COUNTY, TEXAS

BELL COUNTY JUSTICE COMPLEX

1201 Huey Road • P. O. Box 909 • Belton, Texas 76513

(254) 933-5197 • Fax (254) 933-5199

www.bellcountytexas.com

Due to the ongoing concerns regarding COVID-19 (Coronavirus), the Bell County District Clerk's Office has implemented a few changes, effective immediately. It is our hope and plan to remain open to continue to serve the citizens of Bell County; however, the health of the employees and their families is certainly a priority of mine. It is my goal to eliminate as much public contact and traffic in and out of our office as possible; therefore, I am asking each of you to comply with the following temporary guidelines:

- **JURY SUMMONS:** If you have received a jury summons for March 23, March 30, or April 6, **YOU DO NOT NEED TO APPEAR.** All jury questions should be directed to our jury coordinator by phone at (254) 933-5949.
- **TITLE COMPANY COPY REQUESTS:** Please email jina.boydstun@bellcounty.texas.gov and she will email your copy. Certified copies can be mailed or picked up. You may also reach her by phone at (254) 933-5958.
- **ATTORNEYS AND MEMBERS OF THE PUBLIC:** Please conduct as much business as possible online or by phone. The majority of our services are available to you online or we will be happy to answer your questions by phone by calling (254) 933-5197 for Civil or (254) 933-5200 for Criminal.
- **PRO SE LITIGANTS:** Please mail in your documents along with your payment to Bell County District Clerk, PO Box 909, Belton, Texas 76513, or you may file your petitions electronically through www.efiletexas.gov, if possible. If you need assistance with e-filing, please contact their help line at 1-855-839-3453.
- **ALL OTHER COPY REQUESTS:** FAMILY/CIVIL copy request may be made through e-file, by phone (254) 933-5198, by fax (254) 933-5292, or emailed to dccopyrequest@bellcounty.texas.gov. CRIMINAL copy requests may be made through e-file, by phone (254) 933-5193, by fax (254) 933-5199, or emailed to dcfelonycopy@bellcounty.texas.gov. We also accept all copy requests by mail to Bell County District Clerk, PO Box 909, Belton, Texas 76513. All copy requests are handled expeditiously.

With the above said, I apologize for any inconvenience this may cause, but we all need to work together and do our part to keep ourselves and our community healthy! Thank you for your understanding during this time.

Respectfully,

A handwritten signature in black ink that reads "Joanna Staton". The signature is fluid and cursive, with the first name "Joanna" being more prominent than the last name "Staton".

Joanna Staton
Bell County District Clerk