



# 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

## ***New Case Management System***

Effective June 7, 2021, Bell County will be implementing a new Case Management System through Tyler Technologies called Odyssey. This system is integrated with E-file Texas, so it will change the way you e-file. ***The most prominent changes will be that every document you file will have to be a separate lead document and you will be responsible for entering all party information as part of your e-filing process!*** I have attached a copy of our new e-filing business processes for your review.

In addition, ***beginning midnight, Wednesday, June 2, E-file Texas will be turned off for Bell County. You will not be able to resume e-filing until Tyler Technologies turns it back on, which will be Monday, June 7<sup>th</sup>, when we go live!*** Beginning, June 7<sup>th</sup>, all e-filings that do not comply with the new e-filing business processes will be returned for correction.

Our office will be open to the public on Friday, June 4<sup>th</sup>, but our daily operations will be conducted manually while our current case management system is being converted to Odyssey. Hand-written receipts will be issued for all monetary transactions received that day. As such, we ask that attorneys only file time-sensitive or emergency documents on Friday, June 4<sup>th</sup>. All documents and payments accepted on Friday will be manually added to the new case management system on Sunday, June 6<sup>th</sup>.

Odyssey provides an online portal for the public to search case information. This portal will also be available beginning June 7, 2021.

## ***Change in Case Numbers***

When searching for case numbers within the e-filing queue for all filings prior to June 7<sup>th</sup>, you will use the 6-digit case number followed by an asterisk (no comma, no dash, no letter). You will also notice that our new case numbers will look significantly different. Examples below:

**Civil Cases: 21DCV000000    Family: 21DFAM000000    Criminal: 21DCR00000**

***(YEAR + DISTRICT CLERK {D} + CASE TYPE {Civil=CV; Family=FAM; Criminal=CR} + CASE NUMBER)***

This is a big change for all of us, so please be patient during this transition as you can expect delayed processing of your e-filings and other transactions as we get accustomed to the new system. As always, please feel free to contact our office should you have any questions or concerns. Thank you for your cooperation!

**Joanna Staton, Bell County District Clerk**