

DISTRICT CLERK INFORMATION SHEET

PAYMENTS:

PAYMENT BY CREDIT/DEBIT CARD: PLEASE

VISIT <http://www.co.guadalupe.tx.us/dclerk/dclerk.php>

****2.65% CHARGE FOR USING CREDIT/DEBIT CARDS****

OR you can mail Money Orders or Cashier's Check made Payable to: GUADALUPE COUNTY DISTRICT CLERK'S OFFICE

211 W. COURT, Rm 211

SEGUIN, TEXAS 78155

****\$2.00 ADMINISTRATIVE FEE APPLIES TO EACH TRANSACTION****

PASSPORTS:

PASSPORT PROCESSING IS OPEN TO THE PUBLIC AT THIS TIME

JURY:

PLEASE CALL 830-303-8879 IF YOU HAVE ANY QUESTIONS ABOUT A JURY SUMMONS. YOU CAN ALSO EMAIL US AT linda.balk@co.guadalupe.tx.us

COPIES:

YOU CAN EMAIL YOUR REQUEST IN IF YOU ARE PRO SE AT: linda.balk@co.guadalupe.tx.us

If you want certified copies, please call our office to make payment arrangements, and they will be mailed to you.

PRO SE FILINGS (NO ATTORNEY REPRESENTATION):

Please contact our office at the number or email listed below to schedule an appointment or for information.

Pro Se filings may be done via email or fax if payment is made by credit card. If payment by cash, then contact our office for an appointment.

PLEASE VISIT WWW.TEXASLAWHELP.ORG AND HAVE ALL PAPERWORK IN HAND BEFORE COMING TO FILE. IF YOU HAVE ANY QUESTIONS PLEASE CALL THE OFFICE.

GUADALUPE COUNTY DISTRICT CLERK'S OFFICE Phone 830-303-8875 Fax 830-379-1943

linda.balk@co.guadalupe.tx.us