

**NOTIFICATION OF THE DENTON COUNTY CLERK'S
SCHEDULE DURING THE COVID-19 PANDEMIC**

Below is the Denton County Probate Court's understanding of the Denton County Clerk's new schedule resulting from the COVID-19 pandemic:

The Probate Clerk's office is now closed for regular business until further notice.

Clerk staff will continue to work in e-file from home.

A Clerk will be in the office on Tuesdays and Thursdays from 1pm to 5 pm to process mail and essential paper orders, and to take payments, bonds and attorney ad litem deposits over the phone for non-essential cases.

The Clerk's office number is 940-349-2036. However, they will only be available to take phone calls on Tuesdays and Thursdays from 1pm to 5pm.

If a payment, bond and/or attorney ad litem deposit must be paid that day for an essential matter (TRO's; Temporary guardianships/administrations; and Chapter 48), the payment can be paid over the phone by calling the Clerk's office at 940-349-2038. However, this is only for truly essential, emergency cases.

Certificates for Temporary Guardians and Temporary Administrators for all essential matters will still be issued. The attorneys will need to request and pay for the Letters/Certificates through e-file. Certificates for Temporary Guardians and Temporary Administrators will be e-mailed to the Applicant's attorney of record, which is a departure from usual procedure in which an embossed, paper copy of the certificate/letter was either provided to the attorney at the Probate Window or sent by regular mail.

Please note that cash bond refunds, attorney ad litem checks, and registry disbursements may take longer than the usual 10 days to be processed.

When renewing their guardianship cases, Guardians of the Person will need to mail their Annual Report forms to the Probate Clerk and include the filing fee by money order or cashier's check as usual. The Clerk's office does not accept personal checks. The Clerk's office will continue to issue renewed Letters so that no Letters of Guardianship will expire.

The Probate Court will provide additional updates as information is received from the Denton County Clerk's office.