

## **Aransas County District Clerk Office Procedures to File/Retrieve Documents During the Aransas County Courthouse Closure**

Attorneys will continue to file documents by efile, as mandated.

If attorneys need copies, certified copies or issuance documents, please request these through the efile system and we can email your requested copies/service documents.

Pro Se filers may use the US mail or efile at:

<http://www.efiletexas.gov/>

Copies of filed documents are available by calling our office at 361-790-0128 to find out the cost of the document and payment may be made by personal check or money order by US mail. Credit card payments may be made using Official Payments at:

<https://www.officialpayments.com/index.jsp> (at an additional charge of \$5.95)

then emailing the receipt along with the request for documents to [pheard@aransascounty.org](mailto:pheard@aransascounty.org).

Be sure and provide an email address so that we can email your requested documents.

Contact Information:

Pam Heard, Aransas County District Clerk

2840 Hwy 35 N.

Rockport, Tx 78382

361-790-0128

[pheard@aransascounty.org](mailto:pheard@aransascounty.org)

**\*For information on court settings, please contact the respective court administrator by email for the respective court.**