

# NEW COVER LETTER REQUIREMENTS

The Office of Court Administration (OCA) will be requiring that all attorneys submit a Civil/Criminal Case Information Sheet when filing documents or requesting service from the District Clerk's Office. The Civil/Criminal Case Information Sheet is a standardized form that will be used by all District Clerks in the State of Texas. The OCA has determined that the Information Sheet is the best method to capture statistical information from the 254 counties in the State of Texas. The Information Sheet was designed to capture key information from cases including the types of cases being filed, whether the parties are being represented pro-se, and if it is a civil or family case.

In order to comply with the requirements of the Office of Court Administration, the Cameron County District Clerk's Office will be requiring that all attorneys begin using the OCA Case Information Sheet.

Although, the OCA Case Information Sheet will be used for OCA reporting, our office will also use the District Clerk Cover Letter to ensure that the services you request (i.e. citations, precepts, etc.) are processed in a timely manner.

The OCA Case Information Sheet and the District Clerk Cover Letter can be downloaded from the Cameron County District Clerk web site at [www.co.cameron.tx.us/district\\_clerks/index.htm](http://www.co.cameron.tx.us/district_clerks/index.htm). All attorneys are encouraged to use the Information Sheet and Cover Letters as soon as possible with all their filings.

Thank you for your cooperation. If you have any questions please call the office of Aurora De La Garza, Cameron County District Clerk, at (956) 544-0838.