**THIS OFFICE CLOSES TO THE PUBLIC AT 4:00 PM**

**We may also close during the day to attend court hearings, meetings, or training due to being short-staffed.**

**Please be aware of the following options for services:**

* **To file a public record (deeds, leases, etc.):** We must have the original, signed, notarized document (cannot be faxed or emailed).Originals may be mailed with filing fee of $26 for 1st page, $4 for each additional page, per document. Originals will be returned to filer.   
  **\* We also accept electronic recording of property records.** Attorneys, financial institutions, title   
   companies and other approved filers may submit e-recordings through CSC at [www.erecording.com](http://www.erecording.com)
* **To file/post a public notice:** Please see Becky in the County Judge’s office.
* **To file a DBA/Assumed Name:** There is a form on online at [co.clay.tx.us/county-clerk](http://www.co.clay.tx.us/county-clerk). Original may be mailed with filing fee of $23. Original will be returned to filer. *\* New law: Corp, LLC and LP are now filed with the Secretary of State only- no longer filed with the Clerk.*
* **Requests for copies of public records may be submitted by phone, mail, fax or email.**Plain copies are $1 per page. Add $5 for certified. We accept cash, checks, money orders and credit card payments by phone and online.   
  Property records are **not** available online.   
  Court records (civil, criminal, probate) **are** available online [www.iDocket.com](http://www.iDocket.com)
* **Requests for Certified Copies of Birth or Death Records may be submitted by mail.**An application to obtain copies of birth/death certificates is available online at [co.clay.tx.us/county-clerk](http://www.co.clay.tx.us/county-clerk). Application may be mailed with payment.
* **To obtain a Marriage License:** Must be done in person. There is currently not an option for remote issuance. You may obtain a license from any county and use it in any county.
* **To pay court costs/ fine:** We accept cashier’s checks, money orders (by mail) and credit cards via phone and online- click “Certified Payments” button online at [co.clay.tx.us/county-clerk](http://www.co.clay.tx.us/county-clerk).
* **We accept electronic filings in civil and criminal cases:** Anyone is welcome to e-file at [www.eFileTexas.gov](http://www.eFileTexas.gov)

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CONTACT US Website:** [**www.co.clay.tx.us/county-clerk**](http://www.co.clay.tx.us/county-clerk) **Phone: (940) 538-4631**   
 **Fax: (940) 264-4160  
 Email:** [**ccclerk@claycountytx.com**](mailto:ccclerk@claycountytx.com)

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