

## Public Notice from the Chambers County District Clerk

The Chambers County District Clerks Office appreciates and supports the precautions Chambers County officials have taken to ensure the health, safety, and well-being of employees and customers throughout the county as a result of the coronavirus Covid-19.

**That being said, we are aware that life and services must move forward so we can get back to some semblance of normalcy.**

**Therefore, the following changes to services take effect September 1, 2020:**

1. Passport services will resume September 1, 2020 in both the Anahuac and West Annex offices by appointment only. Our picture service will also be available. Compliance with the following instructions will be enforced when applying for a passport application the same as any other service listed below.
2. The District Clerk's Office in Anahuac is open to the public. Screening and physical distancing will be required. Once you are admitted into the building:
  - a. Come up to the third floor either by elevator or stairs, take a seat on the benches in the hall and call our office 409.267.2432, you will be routed to a clerk that can assist you and prepare what you are needing. When we have an open spot we will call you to come into the office and that clerk will assist you.
  - b. Only one member per household or party will be allowed in our office at a time.
  - c. We will be disinfecting after each customer leaves our office.
  - d. A mask is required to enter our office.
  - f. Passport applicants can take the applications down to the middle floor and complete them along with their family members. Once completed, call the office and we will make arrangements for pictures and the swearing in of you and your family.

These instructions will be displayed at the public entrance of the courthouse.

3. The West Annex office located at 10616 Eagle Dr., Mont Belvieu, Texas 77580 will remain **by appointment only with 24 hour notice** for both services and passports. To schedule an appointment please call 409-267-2432 and leave a message or email [districtclerk@chamberstx.gov](mailto:districtclerk@chamberstx.gov).

4. **Customers not wanting to venture out can still take advantage of the following services we provide online.**
  - a. **pay court costs or obtain copies online** by going to [www.co.chambers.tx.us/page/districtclerk](http://www.co.chambers.tx.us/page/districtclerk) Click on **Odyssey Portal** or click the link for **civil, copies, criminal, search fees** which guides you through Certified Payments.
  - b. If requesting certified copies of orders, pay online and email [districtclerk@chamberstx.gov](mailto:districtclerk@chamberstx.gov) notifying us of your payment and we will mail it to you.
  - c. For general questions [districtclerk@chamberstx.gov](mailto:districtclerk@chamberstx.gov)
  - d. For Jury questions [jury@chamberstx.gov](mailto:jury@chamberstx.gov)
  - e. For general legal questions <https://texaslawhelp.org>

**In addition:**

5. All District Court jury service has been postponed through 9/1/2020.
6. All hearings for the 344<sup>th</sup> District Court should be scheduled through the court coordinator at [thunt@chamberstx.gov](mailto:thunt@chamberstx.gov)
7. All hearings for the 253<sup>rd</sup> District Court should be scheduled through the court coordinator at [leonard@chamberstx.gov](mailto:leonard@chamberstx.gov)