



# COMAL COUNTY

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## PUBLIC INFORMATION

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### **District Clerk's Office restricts public access to combat COVID-19**

**FOR IMMEDIATE RELEASE, MARCH 17, 2020:**

*NEW BRAUNFELS* — As global concern about the current COVID-19 outbreak grows, the District Clerk's Office will be limiting access to our office **effective immediately to all foot traffic** UNLESS customers have an actual court hearing on that date (limited to individual only), in order to keep our customers, employees and their families safe and healthy. In addition, the following protocols will be implemented for services rendered by the District Clerks Office:

#### **PRO SE FILINGS (NO ATTORNEY REPRESENTATION):**

- Please contact our office at the number or email listed below to schedule an appointment or for information.
- Pro Se filings may be done via email or fax if payment is made by credit card. If payment by cash, then contact our office for an appointment.

#### **GENERAL BUSINESS:**

- All Attorney General courts will be rescheduled after March. Hearing notices to be mailed. Any questions please contact the AG @ 830-769-3000
- All passport processing is suspended until further notice.
- For all questions pertaining to jury please contact our office.
- Pro Se copy requests please contact our office, for certified copies please contact our office to make payment arrangements then copies will be mailed to you.

#### **PAYMENTS:**

- Only cash payments to be accepted in office at this time.
- Payments by credit card may be made via certified payments:  
<http://www.certifiedpayments.net> or 1-866-549-1010 use BUREAU CODE 9912934
- Money orders or cashiers checks made payable to:

COMAL COUNTY DISTRICT CLERKS OFFICE  
150 N. SEGUIN AVE #304  
NEW BRAUNFELS, TX 78130

We will still be available during normal business hours to take care of any needs you may have by phone or email. Please feel free to call us at (830) 221-1250, fax 830-608-2006 or email us at the following: [districtclerksoffice@co.comal.tx.us](mailto:districtclerksoffice@co.comal.tx.us)

If your business requires you to come to the office, please contact us to make an appointment.

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**Comal County Public Information Office**

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