

# District Clerk General Information Sheet

Payment methods – Cash, Credit/Debit, Money Order, and Cashier’s Check

## Payment Information:

Court Cost may be paid online [https://certifiedpayments.net/PaymentWizard\\_3.aspx](https://certifiedpayments.net/PaymentWizard_3.aspx)

\*\*\*2.25% charge applies to all Credit/Debit transactions\*\*\*

Money Orders or Cashier’s Checks by Mail

Make Payable to:

Guadalupe County District Clerk

211 W. Court Street, Rm 211

Seguin, TX 78155

\*\*\*Include case number associated with your payment\*\*\*

## Passport Department by appointment only:

Monday -Friday 8am -4pm

Seguin (830) 303-8877

Schertz (210) 945-9708

<https://travel.state.gov/>

## Jury:

Visit online for the latest information at <https://www.guadalupe.tx.gov/>

Jury Phone Line (830) 303-8879

Email us: [dc.jury@guadalupe.tx.gov](mailto:dc.jury@guadalupe.tx.gov)

## Request Copies:

- E-File your plain copy request <https://www.efiletexas.gov/> (Civil/Family/Divorce/Child Support ONLY)

- Certified Copies may be purchased at <https://clerkecertify.com/>

- Email your request: [dccourts@guadalupe.tx.gov](mailto:dccourts@guadalupe.tx.gov)

- Fax: (830) 379-1943 (Criminal/Civil Records)

## Pro Se Filings:

Legal Resources and Forms may be available at <https://texaslawhelp.org/>

All forms must be fully complete when filing in person or E-Filing through

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