

To meet the Oct. 15, 2018 deadline and to comply with the law, you must:

- Place this item on your commissioners court meeting agenda, and
- Adopt the fees before Oct. 1, 2018.

County Clerk Instructions

To report your 2019 fees:

- Go to //mycpa.cpa.state.tx.us/sacf/
- Go to the **Submit** option and on the bottom portion of page, enter **ONLY the access code** listed above.
- Select the **Submit** button.

To complete the required information on the next page:


- Select the appropriate radio button at top of the form for either "**Submit with NO Fee or Address Changes**" or "**Submit with Fee or Address Changes**."
- Enter your name, phone number and email address in the spaces provided.
- Select **Submit**.


If there are changes adopted by the commissioners court on or before **Oct. 1, 2018**:


- Enter the required information.
- Change or add any new fees your county may have adopted for 2019.
- Use the tool bar located above the list of fees to add new fees or to change the address and/or phone number to appear in the online report.
- Once changes have been made, exiting the form will save your changes — there is not another submit button at this point.
- For uncharacteristic fees not named, call or email our office for assistance.

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No changes

Sabine County Fees

Notices:

Subpoenas	\$100.00
Summons	\$100.00
Writ of Attachment	\$150.00
Writ of Garnishment	\$150.00
Writ of Sequestration	\$150.00
Orders of Sale	\$150.00
Writ of Possession	\$150.00
Forcible Detainer	\$150.00

Service Fees:

Small Claims Citation	\$100.00
Justice Court Citation	\$100.00
All Other Courts' Citations	\$100.00
Writ of Execution	\$200.00
(plus 2%, up to a maximum of \$1000.00 of judgment, not the actual sale price, plus costs incurred)	
Writ Not Otherwise Provided For	\$150.00
Posting Citations	\$50.00
Citation By Publication	\$100.00
Law Library	\$50.00

Address:

County Clerk, P.O. Drawer 580, 201 E. Main St.,
Hemphill, Tx 75948, Phone: 409 787-3786
Sheriffs' Office, P.O. Box 848, Hemphill, Tx 75948
Phone 409 787-2266

David Melton