



# Suzy Wright – District Clerk Wood County, Texas

P.O. Box 1707 \* Quitman, TX 75783 \* Phone: 903-763-2361 \* Fax: 903-763-1511

## SELF-REPRESENTED LITIGANT REQUEST AND CONSENT FOR ELECTRONIC COURT NOTICES

The Wood County District Clerk's Office sends Court generated Notices, Orders, Judgments and other documents electronically, on a voluntary basis, to self-represented litigants who consent to this process.

Upon Submission of This Request: Electronic transmittal (e-mail notices) of Court-generated documents will replace any other form of notice, and this office will no longer mail hardcopies of any court documents through the U.S. Mail.

The case management system utilized by the District Clerk allows one email address per party.

If you choose to receive documents by email, the subject line of the email that is sent by these offices would appear as follows:

Subject: "[Cause Number]; [Title of Document]"  
**Example: 1234-123; FINAL ORDER**

By providing your email address below, you are voluntarily consenting to receiving Court generated documents electronically. If you have any questions, please contact this office at 903-763-2361 or by email at [district.clerk@mywoodcounty.com](mailto:district.clerk@mywoodcounty.com).

Please return this form via hand-delivery or U.S. Mail to:

WOOD COUNTY DISTRICT CLERK  
Attn: Request Electronic Notices  
PO Box 1707  
Quitman, TX 75783

\_\_\_\_\_  
Email Address of Self-Represented Litigant

\_\_\_\_\_  
Cause Number to Accept Email Notices

\_\_\_\_\_  
Printed Name of Self-Represented Litigant

\_\_\_\_\_  
Signature of Self-Represented Litigant

**\*\*\*NOTICE\*\*\***

It is very important that you provide to this office a formal written notice of any change in your contact information, including removing an old email address or adding a new one.