



The County of Wood Office of County Clerk

Kelley Price - County Clerk



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**TEMPORARY HOURS AND OFFICE PROCEDURES
FOR THE WOOD COUNTY CLERK'S OFFICE- QUITMAN, TEXAS
EFFECTIVE IMMEDIATELY - DUE TO BEING DECLARED A LOCAL STATE OF DISASTER AS OF 3-20-20 BY
THE WOOD COUNTY COMMISSIONER'S COURT.**

Due to unforeseen changes set by the State or Local entities the following may change at the discretion of the Wood County Clerk. You will receive updates through the Wood County, Texas website at www.mywoodcounty.com.

1. The general public will not be allowed to access entry to the Wood County Courthouse or the Office of the Wood County Clerk without prior consent of the County Clerk.
2. The Wood County Clerk's Office will be available by phone, email, fax or by snail mail for regular business days, Monday through Friday, 8:00 a.m. until 2:00 p.m. unless a scheduled county holiday is in place.
3. Title Companies will be allowed to set an appointment to bring documents to the office for recording and will be allowed entry into the Courthouse by Courthouse Security at the specific time allotted. Times for those appointments will be set from 8:30 a.m. until 11:00 a.m. (One person will be allowed entry and must have an appointment time scheduled)
4. Applications for Birth or Death Certificates can be found on the above website and can be mailed with payment to the Wood County Clerk's Office.
5. Official Documents to be recorded in the Real Property Records/Official Public Records can be mailed with payment to the Wood County Clerk's Office to be processed and recorded. The Wood County, Texas website provides a link to search the Real Property Records with dates that are currently available. www.mywoodcounty.com .
6. All court related documents will continue to be processed as normal using e-file.
7. All other services of the Wood County Clerk's Office will be prioritized at the discretion of the Wood County Clerk.

Please be patient with the circumstances we are all facing at this time. Our ability to provide our regular services to the public may be limited but we will continue to prioritize any concerns you may have in regards to the conditions before us. Our goal is to protect the health and lives of our employees, our community and our country.

Sincerely,

3/20/20 Kelley Price – Wood County Clerk