

Jacques L. Blanchette

From: Ty Myrick <Ty.Myrick@cpa.texas.gov>
Sent: Thursday, August 15, 2019 3:35 PM
To: judge@co.tyler.tx.us
Subject: [Action Required] Submit 2020 Sheriffs' & Constables' Fees

August 15, 2019

The Honorable Jacques Blanchette
County Judge
Tyler County

Dear Judge Blanchette:

Our office is compiling the *2020 Sheriffs' and Constables' Fees* report as required under Texas Local Government Code, Section 118.131. This law requires each commissioners' court to set fees charged for civil services by the sheriffs and constables and directs that these fees be reported to the Comptroller.

By law, these fees must be set before October 1 of each year and reported to the Comptroller's office no later than October 15. Failure to meet this deadline will result in 2019 fees remaining in effect throughout 2020. **Please be aware that even if the county has not changed fees, the county is still responsible for reporting that information to the Comptroller's office.**

If there are no fee changes, please review the fees to make sure they are correct.

Enclosed are instructions for reporting the 2020 fees to our office. To review and file your county's revised fees, visit our [website](#) and use the following access code: **48765321**.

The *2020 Sheriffs' and Constables' Fees* report will be available on our website at comptroller.texas.gov/programs/support/sheriffs/ no later than January 1, 2020.

If you need assistance with the report or have any questions, please contact the Transparency Team at transparency@cpa.texas.gov or (844) 519-5676.

Sheriffs' and Constables' Fees Update

Due by October 15, 2019

ATTENTION: County Judge and Commissioners Court

Changes to your sheriffs' and constables' fees for 2020, as authorized by Texas Local Government Code Section 118.131, must be submitted to the Comptroller's office no later than October 15, 2019.

To meet this deadline and to comply with the law, you must:

- Place this item on your commissioners court meeting agenda, and
- Adopt the fees before October 1, 2019.

ATTENTION: County Clerk

To report your 2020 fees:

- Go to <https://mycpa.cpa.state.tx.us/sacf/>
- Go to the “**Submit**” option and on the bottom portion of page **enter ONLY the access code** listed on the enclosed email.
- Select the “**Submit**” button.

Complete the required information on the next page:

- Select the appropriate radio button at top of the form – submit with NO Fee or Address Changes **or** submit with Fee or Address Changes.
- Fill out your name, phone number and email address in both spaces provided.
- Select the “**Submit**” button.

If there are changes adopted by the commissioners court on or before October 1, 2019:

- Enter the required information.
- Change or add any new fees your county may have adopted for 2020.
- Use the tool bar located above the list of fees to add new fees or change the address and/or phone number to appear in the online report.
- Once changes have been made, escape out of the form and your changes will be saved—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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