

Renee Crews

From: Brittany Henry <Brittany.Henry@cpa.texas.gov>
Sent: Wednesday, July 15, 2026 9:50 AM
To: Renee Crews
Subject: The annual reporting period for sheriffs' and constables' fees begins on July 15

Texas Comptroller of Public Accounts

July 15, 2026

Hon. Pamela Renee Crews, District Clerk
Tyler County
Your SACF Access Code: 51948607

Dear District Clerk Crews:

Our office is compiling the 2027 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.

The annual reporting period for sheriffs' and constables' fees begins on July 15 and closes on October 15.

By law, these fees must be set before Oct. 1 of each year and reported to the Comptroller's office no later than Oct. 15. Failure to meet this deadline will result in 2026 fees remaining in effect throughout 2027. 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.

See below for instructions for reporting the 2026 fees to our office. To review and file your county's fees, visit our website and use the following access code: 51948607.

The 2027 Sheriffs' and Constables' Fees information will be available on our website no later than Jan. 1, 2027.

County Judge and Commissioners Court Instructions

To meet the Oct. 15, 2026 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, 2026.

To report your 2027 fees:

- After July 15th, Go to: <https://comptroller.texas.gov/transparency/local/sheriffs/reporting.php>.
- Enter the access code included in this email.
- Select the "Submit" button.

Complete the required information on the next page:

- Please fill out your name, phone number and email address in the required fields.

- Review and if necessary, correct the County Judge and County Clerk information. You may include one other contact if you choose to.
- Select the "Submit" button.

If there are changes adopted by the commissioners court on or before Oct. 1, 2026:

- Review and edit your county's current fees.
- Add any new fees your county adopted for [Year] on the Add Fees tab.
- If the fee or header you need to add is not listed in the drop-down box, call or email our office for assistance.
- Use the View Fees to make sure all your fees are correct, then submit the report.
- If you need to make additional changes, use the access code to log back in before Oct. 15.

Thank you in advance for your attention to this matter. If you have questions, please email us at transparency@cpa.texas.gov or call 1-844-519-5676.

Sincerely,

Transparency Team

Data Analysis and Transparency Division

Texas Comptroller of Public Accounts

Transparency Hotline: (844) 519-5676

Unsure of what to report when? Check out our [Reporting Requirements Checklists!](#)

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