

## Commissioners Agenda

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**From:** Donece Gregory  
**Sent:** Wednesday, July 20, 2022 5:30 PM  
**To:** Bryan Weatherford  
**Cc:** Commissioners Agenda  
**Subject:** FW: [Information Required] 2023 Sheriffs' and Constables' Fees

Bryan, let me know if you and the constables want to change any of the service fees.

Donece

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**From:** Texas Comptroller of Public Accounts - Transparency Team <transparency@service.govdelivery.com>  
**Sent:** Friday, July 15, 2022 9:52 AM  
**To:** Donece Gregory <dgregory.cc@co.tyler.tx.us>  
**Subject:** [Information Required] 2023 Sheriffs' and Constables' Fees



**Texas Comptroller of Public Accounts**

July 15, 2022

The Honorable Donece Gregory  
County Clerk  
Tyler County

Our office is compiling the 2023 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 **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 2022 fees remaining in effect throughout 2023. 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 2023 fees to our office. To review and file your county's fees, visit our [website](#) and use the following access code: 34607705653871E.

The 2023 Sheriffs' and Constables' Fees information will be available on our [website](#) no later than **Jan. 1, 2023**.

**County Judge and Commissioners' Court Instructions**

To meet the **Oct. 15, 2022**, 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, 2022**.

To report your 2023 fees:

- Go to [our website](#).
- 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, 2022:

- Review and edit your county's current fees.
- Add any new fees your county adopted for 2023 on the Add Fees tab.
- If the fee you need to add is not listed in the drop-down box, call 844-519-5676 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.

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

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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