

Kelly Jobe

From: Donece Gregory
Sent: Monday, July 24, 2023 5:33 PM
To: Kelly Jobe; Commissioners Agenda
Subject: Fwd: Sheriffs' and Constables' Fees Report 2024

Kelly, this will need to go on agenda. Commissioners vote to either increase or leave as is per recommendation of sheriff and constables.

Donece

Sent from my iPhone

Begin forwarded message:

From: Texas Comptroller of Public Accounts <tx.comptroller@service.govdelivery.com>
Date: July 24, 2023 at 3:44:23 PM CDT
To: Donece Gregory <dgregory.cc@co.tyler.tx.us>
Subject: **Sheriffs' and Constables' Fees Report 2024**
Reply-To: tx.comptroller@service.govdelivery.com



July 24, 2023

The Honorable Donece Gregory
County Clerk
Tyler County

Our office is compiling the *2024 Sheriffs' and Constables' Fees* report as required by [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 2023 fees remaining in effect throughout 2024. 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 2024 fees to our office. To review and file your county's fees, visit our [website](#) and use the following access code: 45607289

The 2024 Sheriffs' and Constables' Fees information will be available on our [website](#) no later than **Jan. 1, 2024**.

County Judge and Commissioners Court Instructions

To meet the **Oct. 15, 2023** 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, 2023**.

To report your 2024 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, 2023:

- Review and edit your county's current fees.
- Add any new fees your county adopted for 2024 on the Add Fees tab.
- If the fee or header 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 or 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!](#)

IMPORTANT NOTICE: *This communication and any attachments may contain privileged or confidential information under the Texas Public Information Act and/or applicable state and federal laws. If you have received this message in error, please notify the sender immediately.*