



## MEMO

**TO:** Hon. Chris Wilmoth  
Hon. Brenda Hull-Thompson  
Hon. Michael Miller  
Hon. John Peyton

**FROM:** County Clerk, John Warren

October 19, 2012

As you know, we will be going live with our paperless or paper-on-demand, Odyssey Document Management System (DMS) next Tuesday, October 23, 2012.

First I'd like to thank you all for your participation in making this venture a successful one.

Beginning Tuesday morning, we will be assisting in providing directions to the litigants in the probate courts regarding the transporting of documents, i.e. court orders, inventories, etc. from the clerk's office to the courtroom and vice versa. We also need your assistance in informing the attorneys of the following as it relates to our new work flow process.


1. They must remember to deliver the document transport folders to the clerk's office for processing. Each court will have a designated color. Probate Court (Yellow), Probate Court 2 (Purple), and Probate Court 3 (Orange).
2. All transport folders will be labeled to define what will go in each transport folder:
  - Accountings and Orders
  - Inventories and Orders
  - Annual Report Orders
  - Small Estate Orders
  - Other Transport Items
3. Items that will be placed in Transport Folders:
  - Delayed Birth/ Death
  - All orders that need to be signed
  - Bonds
  - Wills
  - Accountings
  - Inventories
  - Temporaries

4. Lastly, please do not take the folders back to their offices. If they discover that they have, please return them immediately.

Additionally, we anticipate having wireless network (WiFi) access in the probate courtrooms and waiting areas for litigants completed by the end of the year.

Finally, many members of the Probate section of the Dallas Bar may not be aware of the changes to our real property records website. It now requires each user to set up a user account to access the records. The ability to view records is still free, however if there is a need to purchase copies, there is a cost associated with this functionality.

Please see the attached Press Release which speaks to the accessibility of the deed records.



Regards,

John F. Warren



FOR IMMEDIATE RELEASE: (Monday, October 15, 2012)

## **[Dallas County Clerk Makes Available to Public, A Landmark 16 Million Public Records dating back to 1846]**

**[Dallas, TX]** – [Today the Dallas County Clerk’s office reached an historical milestone with the launch of our historical records. As of 8:00am today all of Dallas County’s official public records from 1846 to current have been made available to the public. Dallas County Clerk, John Warren’s initiative to create a virtual office has moved closer to becoming a reality with the launch of his newly revised website ROAM (Rapid Online Access Method) that now allows the public to access and purchase copies of property records without the need to come to the courthouse. The significance of this milestone is that by leveraging e-Commerce technology, there is now an ease to access of information without the need to drive, pay for parking or waiting in lines to pay for copies of property records. It also removes the restriction of the normal 8:00-4:30 business hours.]

Dallas County Clerk John Warren emphasized the importance of this historic moment for the County, *“This project has been three years in the making. We have approximately sixteen (16) million documents or 125 million pages of records online. This makes Dallas County the only large urban county in the United States that has published all of its official public records.”* Dallas County Judge Clay Jenkins said, *“This is a milestone in transparency and will lead to better public access and ultimately a savings for taxpayers.”*

Individuals who wish to access public records may now go on line to set up a user account. The users have the option to view records for free, pay as you go, or through a subscription service for unlimited viewing and printing.

In addition, this new version of ROAM provides disaster recovery for all of our records as well as an additional level of security and protection against property fraud.

### **Contact Information:**

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