



DELIA SELLERS

District Clerk

Liberty County, Texas
1923 Sam Houston, Room 115
Liberty, Texas 77575
(936) 336-4682

COVID-19 OPERATING PLAN FOR

DISTRICT CLERK'S OFFICE

LIBERTY COUNTY, TEXAS

The District Clerk's office will implement the following procedures of accessing the District Clerk's Office during the Declaration of Disaster related to the COVID-19 Pandemic:

- a. All visitors will be required to make an appointment through our office by contacting our office at 936-336-4682 or 936-336-4686. The District Clerk's office will provide a copy of the appointments to the Security personnel. Persons who have scheduled an appointment will check in through Security and will be screened before entrance to the building. Security will check to see if your name is listed as having an appointment then you will be allowed to enter our office.
- b. Only one member per household or party will be allowed in our office at a time and no more than one person will be allowed at our counters. Appointments will be scheduled at 15 minute intervals. Hand sanitizer will be available for the public's use.
- c. All visitors are asked to sign a register noting the date and time of their visit and providing contact information.
- d. Attorneys or their staff visiting the District Clerk's office are asked to follow the above rules. We are requesting you to file and get copies through e-file or e-mail.

We encourage any person needing copies of documents please do so by phone or e-mail our office @ dclegal@co.liberty.tx.us. Persons needing to make payments may do so by phone using a credit card or go to our website and make their payments online. The Public view stations are available by appointment only.

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