



# OFFICE OF THE DISTRICT CLERK

## ECTOR COUNTY, TEXAS

ROOM 301, COURTHOUSE  
300 NORTH GRANT AVENUE  
ODESSA, TEXAS 79761  
(432) 498-4290



**CLARISSA WEBSTER**  
DISTRICT CLERK

January 3, 2025

RE: Final Comprehensive Status Update Report for the District Clerk's Office

**TO WHOM IT MAY CONCERN:**

The following will serve as my Final Comprehensive Status Update Report for the District Clerk's Office:

**PREPARING FOR RESIGNATION (last business day will be Friday, January 17, 2025):**

***Procedural Manual*** - The office has been preparing a procedural manual for the last seven years that encompasses many of the most difficult and complex clerical tasks and provides step-by-step instructions with screenshot snippet and case examples to be used as a reference for current and future clerks. It is a living and growing digital manual that when printed now takes up approximately eight volumes of 3" and 4" binders. This is something brand new and should help to ensure consistency across the upcoming transition.

***Administrative Staff*** - The administrative staff within the office have been trained to handle many of the day-to-day tasks with little to no supervision required and are prepared and ready to work with the new District Clerk to help ensure the district clerk's office and the courts have a smooth and relatively seamless transition. There is a stable workforce with a clear delineation of responsibilities, duties, and supervision roles. I am beyond proud of the team and the professionals that they have become. They know the importance of their roles and are performing those duties with excellence.

***Ongoing Projects to Hand Over to New Leadership*** - There are always ongoing projects of significant magnitude in the district clerk's office. Now, is no different, and these projects will need to be taken on by the new leadership and administration in this office. The current projects that are already underway and will remain in progress after my departure are as follows:

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- **Re:SearchTX Integration** – The Texas Supreme Court has mandated integration with a statewide database of court records that is known as “Re:SearchTX.” This office must be integrated with that system by the end of the first quarter of this calendar year.
- **HB 2384 Annual Reporting** – The annual reporting started this past November; however, Odyssey is still working to get the case aging reporting to be available. The state is aware of the system inadequacy and allowed us to report zeros for the age of the courts’ dockets. Next year, age of the pending cases will be required to be reported. This will take implementation and testing of the new report functions, along with some possible configuration changes within the cases and Odyssey system.
- **2015 Bulk Archive Project** – The 2015 Bulk Case Archive Project is 95% complete, but remains in the final states awaiting vendor completion of the loads into the Odyssey database.
- **PaperGate Document Conversion** – The PaperGate Document Conversion is wrapped up with the 2015 Bulk Archive Project and should be completed at or near the same time as that project.
- **iDocket Document Conversion** – The iDocket Document Conversion cannot be completed until after the 2015 Bulk Archive Project and PaperGate Document conversions have created the additional historic court cases necessary for the iDocket images to be linked to their correct court case.
- **AbleTerm Child Support Conversion** – The AbleTerm Child Support Records are in “limbo” awaiting completion of pre-requisites (2015 Bulk Archive Project, PaperGate Document Conversion, and iDocket Document Conversions). Once these archive cases are created in Odyssey, the child support payment histories from the legacy AbleTerm system can be converged and loaded into Odyssey to complete the permanent case records with the inclusion of these financial histories.
- **ARPA Archive Project** – Full digitization and preservation of all log books, with implementation of a digital website for access by the public to same. This is the joint project between this office, the County Clerk’s Office and the Sheriff’s Department.
- **eCourt Date Notices** – A state-funded electronic system that will integrate with Odyssey to send out electronic notices of court dates and court activities. *(The County Clerk’s Office is also working to implement this state-funded service.)*
- **Internal Scanning of Permanent Records** - There are approximately 18 plastic tubs containing permanent court orders that the office is systematically digitizing with the use of batch scanning and manual bulk loads into the existing court cases in Odyssey. Each plastic tub contains hundreds of court orders and this is a time-consuming, tedious project that is necessary to ensure that no permanent record is lost or destroyed.
- **New Jury Software Implementation** - We have a designated support specialist from Enterprise Jury Manager who is hosting ongoing weekly implantation conference calls with our office, during which we are continuing to “iron out” the kinks of the new software and finalizing the installation of this new Jury

Software system. These weekly calls also include staff training as each new phase of the jury system is brought online to meet the office needs, state's requirements, and original specifications of the purchased jury product. These implementation calls and new installation issues will continue until all functions, features, and reports are fully operational within the Jury Software. At that time, the jury system will transition into standard support mode with meetings, calls, and support tickets limited to only those instances if/when something goes wrong or changes.

***Paper File Storage; Internal Office Audit & Downsizing*** - The office has been working for the past 10 years to digitize and downsize the warehouse storage footprint required for paper case records. We are nearing the end of this project and are making one last big push to finish this up before I leave office.

- We will be working early mornings, late evenings for the next two weeks, and we have a Saturday workday scheduled on January 11<sup>th</sup> in order to complete this last bit of archive auditing and set the disposable source documents for shredding. Roger Primera been wonderful to help equip us with additional temporary assistance through First Staffing for this project. This last big push will eliminate approximately 353 boxes of paper storage.
- All total, this office will have reduced the case file storage by over 5,000 boxes.
- All remaining record storage are for documents that are required to be maintained permanently (cannot be destroyed) or are part of the rotating court exhibit storage slated for ongoing scheduled destruction as the individual cases reach the state-mandated retention deadlines. This storage requirement may go up and down in quantity based upon the number of trial and hearing exhibits requiring storage.

***Restored and Preserved Log Books and Record Books*** - As part of the ARPA funded project, we have return delivery of 580 index, log, and court records and minute books scheduled to be returned to the office on Tuesday, January 7<sup>th</sup>. The shelving has already been delivered and installed for these books and this delivery represents approximately half of the record books that are currently in the possession of Kofile, Inc. The remainder of the books should also be scheduled for return delivery in the very near future. Rocio Rodriguez is my Chief Deputy over the Civil/Family/Jury/Archives departments, and (other than myself) is the person in my office with the most intimate and complete knowledge of this and the other archive projects.

**UPDATE REGARDING FEDERAL LAWSUIT BY COURTHOUSE NEWS SERVICE:**

The lawsuit filed by Courthouse News is still ongoing and will continue to be defended by the counsel hired by the County. I have spoken with the attorney so that he is aware of the upcoming transition in the administration of this office. The state-required metrics

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of timing for accepting incoming filings is within the first business day, and this office continues to successfully hit well within that margin with the vast majority of filings being accepted within less than one business hour of original submission.

### **STATISTICS:**

In **December** (12/01/2024 to 12/31/2024), our office processed **5,386** e-filed documents. **782** filings contained information that required our office to return the documents to the original filers for correction. The December statistical reporting is currently undergoing standard internal audit and will be submitted, soon. Subject to that final audit, I am providing the below annual numbers to you.

**Annual 2024 Totals** of some **statistical highlights** are as follows:

- 250 Business Days
- e-filed documents worked by this office 81,316 documents. (*This number does not include court orders or pro se party paper filings or jail mail.*)
- court orders worked and notices sent 45,055 orders.
- case events notated and indexed 182,091 case events.
- documents scanned 36,554
  - o 36,554 docs / 119,531 pages
- Jury pools summoned/worked/reported 73
  - o Average summons/pool = 550
- total pending court cases at year-end 10,153
  - o new/reactivated cases in 2024 8,605
  - o disposed cases in 2024 7,549

### **FINANCIALS:**

We have consistently worked with the auditor's office to remain in compliance with all reporting and state-mandated financial practices for fees, fines, costs, registry funds, etc. Tristan Marquez and her team have a great working relationship with our Office's Bookkeeper, Rosie Zamudio-Rangel. Together, we have been able to successfully finalize many projects involving post-conversion financial record clean-up so that the case management system financial records will match the daily bank records. (*For historical reference, almost all of these financial record projects originated under Janis Morgan's term during the 2010 AbleTerm to Odyssey System Conversion.*) My bookkeeper and I plan to have a final, transitional meeting with the Auditor's Office on Wednesday, January 8, 2025.

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End of Year – Status of Financials (subject to completion of our standard monthly December audit):

DESCRIPTION	ANNUAL TOTALS
<b>Financials Assessed</b> <i>Prepared/Assembled/Indexed/Submitted</i>	<b>5,025,080.91</b>
<b>Financials Collected</b> <i>Prepared/Assembled/Indexed/Submitted</i>	<b>2,463,066.15</b>
<i>Costs/Fees Received</i>	1,268,663.65
<i>Criminal Costs/Fines/Fees Collected by Compliance</i>	857,733.50
<i>Court Costs/Fees Credited to State Comptroller</i>	336,669.00
<i>Number of Financial Transactions Processed by District Clerk's Office</i>	9,646
<b>Registry Funds Activity - Sum of Annual Registry Transactions</b> <i>(Processed the summons, state and local reporting, phone calls, questionnaires, donations/payments, etc.)</i>	<b>8,000,449.33</b>
<i>Amount of Newly <b>Deposited</b> Registry Funds</i>	3,281,345.56
<i>Amount of Registry Funds <b>Disbursed</b></i>	4,719,103.77
<b>End of YEAR - Sum Total All Registry Account Balances</b>	<b>5,873,485.85</b>
<i>Balance of Invested Funds (CD Accounts)</i>	2,159,237.66
<i>Balance of Uninvested Registry Funds</i>	3,714,248.19

**STAFFING:**

One former employee has returned to work for our office, and we have a new team member scheduled to begin work this coming Monday, January 6<sup>th</sup>. We continue to have one full-time and one part-time vacancy. Our team continues to feel pressurized due to being short-staffed and needing to cover more than their own standard duties and responsibilities. It remains a high priority to recruit new staff, review applications received, schedule interviews, and making every effort to find qualified individuals to fill our office vacancies.

**OFFICE AND JURY ROOM BUILDING MAINTENANCE PROJECTS:**

Building Maintenance crews have completed installation of the jury room storage closet, replaced the faulty kitchen tile, and have installed windows, carpet, and new door to complete the renovated vault space. I understand that Building Maintenance has also ordered the glass for the office’s front counter. We are grateful for these necessary updates and appreciate building maintenance’s efforts to work with the office and the courts to perform this work with as little disruption as possible.

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Thank you for your interest in the activities within our office, and for your attention to this correspondence. As always, we encourage and invite you to visit our office to see these items and our ongoing daily work, first-hand.

I believe our office has done well to live out our internal, self-imposed mission statements while I have been in office. I have attached a copy of these mission statements for you to see the heart and soul behind what we do. These statements go much deeper into the personality with which the office strives to preserve history, embrace technology, and plan for tomorrow. Thank you for working with me over the years to help equip this office and this team to serve with excellence, to pursue continual growth, and to carry out these honorable mission statements.

Should you have any questions or wish to discuss any of these matters further, please do not hesitate to contact me.

With my deep respect and kindest regards, I remain

Very truly yours,

A handwritten signature in black ink that reads "Clarissa Webster". The signature is written in a cursive, flowing style.

Clarissa Webster  
Ector County District Clerk



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**CLARISSA WEBSTER**  
DISTRICT CLERK

- We provide the extra effort to make sure that people who deal with our office walk away from the interaction feeling good about the service they received;
- We make sure our teammates are successful;
- We pitch in to help each other and others;
- We welcome new employees with warmth,
- We ensure that our system and processes support our mission;
- We support organizational initiatives;
- We celebrate our successes and unflinchingly examine our failures;
- We seek out partnerships in the community and with various County entities.

We perform these actions because we:

**L.O.V.E. R.I.C.H.L.Y.**

*Living Our Values Everyday  
With*

*Respect, Integrity, Commitment, Honesty, Loyalty – Year-round!*

***We Are: Humans First**  
Clerks Second*