

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13528 • AUSTIN, TX 78711-3528



July 16, 2012

The Honorable Nancy E. Rister
County Clerk
Williamson County
P.O. Box 18
Georgetown, Texas 78627-0018

Dear Ms. Rister:

Our office is in the process of compiling the *2013 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 offices of the sheriff and constables and directs that these fees be reported to the Comptroller.

By law, each year these fees must be set before Oct. 1, and reported to the Comptroller's office no later than Oct. 15. We will compile and publish the report, and the new fees become effective on Jan. 1, 2013. Failure to meet this deadline will result in 2012 fees remaining in effect throughout 2013.

Enclosed are instructions for reporting the 2013 fees to our office. To review and file your county's revised fees, please use the following digit access ID code to gain access 90612843. Please complete the *2013 Sheriffs' and Constables' Fees* report electronically by Oct. 15, 2012. Please be aware that even if the county has no changes in fees, the county is still responsible for reporting that information to the Comptroller's office.

The *2013 Sheriffs' and Constables' Fees* report will be available on our Texas Ahead website at www.texasahead.org/lga/sheriffs on Jan. 1, 2013.

If you need assistance completing the report, please contact Annette Holmes of our Economic Development and Analysis Division at annette.holmes@cpa.state.tx.us or 1-800-531-5441, ext. 5-3792.

Sincerely,

A handwritten signature in cursive script that reads "Susan Combs".

Susan Combs

Enclosure

cc: The Honorable Dan A. Gattis
Annette Holmes, EDA Regional Representative

Sheriffs' and Constables' Fees Update Due by Oct. 15, 2012

ATTENTION: County Judge and Commissioners Court

Changes to your Sheriffs' and Constables' fees for 2013, as authorized by Texas Local Government Code Section 118.131, must be submitted to the Comptroller's office no later than Oct. 15, 2012. To meet this deadline and to comply with the law, you must:

- place this item on your commissioners court meeting agenda
- adopt the fees before Oct. 1, 2012.

ATTENTION: County Clerk

To report your 2013 fees go to www.texasahead.org/lga/sheriffs and click on the blue "Report Fee Updates" button. This will bring up the Sheriffs' and Constables' Fees reporting tool. Enter the access code listed on the enclosed letter and select Submit. The new page will list current fees that are in effect for your county.

- If there are no changes, please indicate by marking "**Submit With No Fee or Address Changes.**"
- Enter the required information and submit.

OR

- If the commissioners court adopted changes on or before Oct. 1, 2012, please indicate by marking "**Submit With Fee or Address Changes.**"
- Please enter the required information and use the submit button to go to the next page.
- Change or add any new fees your county may have adopted for 2013.
- Use the tool bar located above the list of fees to add new fees or to change the address and/or phone number that you want to appear in the online report.
- When all changes have been completed, use the submit button at the bottom of the page.

Thank you for your assistance with this matter. If you have questions, please contact your regional representative at annette.holmes@cpa.state.tx.us or 1-800-531-5441, ext. 5-3792.