



## OFFICE OF COURT ADMINISTRATION

MEGAN LAVOIE  
Administrative Director

May 23, 2025

Dear County, District, or Combo Clerk,

OCA is updating the Texas Judicial System Directory for 2025. The directory contains information on all courts and select court personnel in Texas and is the primary source of such information for other legal directories and organizations throughout the state.

To ensure the information that we have on file for your court is complete and accurate, please follow the steps below and submit all changes by **Friday, June 6, 2025**.

1. Go to <https://www.txcourts.gov/judicial-directory/2025-clerks-update/>
2. Open both the Court Personnel and Clerk Office PDFs for your court type, search for your county, and review office/court/personnel details.
3. If no corrections are needed, do not send a reply. No further action is necessary.
4. If corrections are needed:
  - Print or save a PDF copy of the relevant directory page(s) for court.
  - Draw a line through information to be corrected. Write or type the correct information and any additions. Refer to the Directory Update Key attached to assist in determining what information is needed for each field.
5. Submit any corrections by email to [judinfo@txcourts.gov](mailto:judinfo@txcourts.gov) by **Friday, June 6, 2025**.

Note: Due to the volume of responses received, we will be unable to verify receipt of emails.

If you have any questions, please email [judinfo@txcourts.gov](mailto:judinfo@txcourts.gov). If additional changes need to be made throughout the year, notify OCA by email.

Sincerely,

*OCA Judicial Information Staff*  
[judinfo@txcourts.gov](mailto:judinfo@txcourts.gov)