



Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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JUROR PAY DONATION AGENCY INSTRUCTION SHEET

NOTE: Effective January, 2016, applications will only be accepted and reviewed every two years. At that time, between January 1 and February 28, your completed application must be submitted to the Harris County District Clerk's Office for consideration and approval by Commissioners Court.

ALL AGENCIES MUST RESUBMIT AN APPLICATION EVERY TWO YEARS FOR RECERTIFICATION AND APPROVAL BY THE DISTRICT CLERK'S OFFICE WITH THE EXCEPTION OF THE FOLLOWING AGENCIES:

- 1). Victims of Crime Fund administered by the Texas Attorney General's Office;
- 2). Children's Protective Services Child Welfare Service Fund administered by the Children's Protective Services Board
- 3). Harris County Veterans Treatment Court by Court Administration

Instructions:

1. A copy of the Juror Pay Donation Agency Application may be printed from the Harris County District Clerk's website at www.hcdistrictclerk.com or may be obtained by contacting our office at 713-274-7769.
2. Please submit to our office, the following items:
 - a. Your completed Juror Pay Donation Agency Application
 - b. Internal Revenue Service 26 U.S.C. 501(c) determination letter
 - c. Agency Profile
 - d. Agency Annual Operating Budget
 - e. Most recent completed Audited Financial Statement (with management letter)

(Please include the original and five copies of the application and all other documents listed above)

3. All required documentation must be submitted to the following address by the specified deadline:

District Clerk's Office
P.O. Box 4651
Houston, TX 77210-4651
Attn: Jury Manager

4. Each organization will be notified by our office in regards to Commissioners Court's decision.
5. If approved, the organization will be added to the Juror's Donation Authorization Form.
(Please note that the internal processes may take up to 60-90 days for completion)