

## **Smith County Clerk Criminal Misdemeanor FAQs (Frequently Asked Questions)**

### **What information can I obtain from the County Clerk Criminal Division?**

The County Clerk is the keeper of the records for Class A and B Misdemeanor cases that are a result of an offense that occurred in Smith County. Although our staff cannot give legal advice, we can provide information such as case number, court assignment, court date, attorney's name or bondsman's name. For information, please call 903-590-4680. Our records date back to 1976. Note: County Clerk staff is unable to give information on felony records/cases. \*For felony case information, please contact the District Clerk's Office at 903-590-1670.

### **How can I request copies of Class A and B Misdemeanor cases?**

For copies of Misdemeanor case records, please email your request to: [crimcopies@smith-county.com](mailto:crimcopies@smith-county.com) or call 903-590-4680 and one of our clerks will walk you through the purchase process.

### **Where can I get a criminal background search for Class A and B Misdemeanor cases that are a result of an offense in Smith County and what is the fee?**

The fee for a Criminal Background search is \$5 and \$1 per page if printed. It can be obtained by visiting our office located on the 3rd floor of the Annex Building at 200 E Ferguson St., Tyler Texas 75702 or by calling 903-590-4680.

### **How can I make a payment towards fine and costs on a Class A or B Misdemeanor case?**

There are two ways to make a payment:

1. To pay in person with cash, credit card, cashier's check or money order, please visit our office located on the 3rd floor of the Annex Building at 200 E Ferguson St., Tyler Texas 75702.
2. You may pay online at:

<https://www.smith-county.com/government/elected-officials/county-clerk/on-line-payments>

\*Add Bureau code 4320693

\*Payments take 3-4 business days to post payment

\*For question regarding payments made online contact bookkeeping at 903-590-4693

### **Who do I contact to get an extension on my fines and court costs on a Class A or B Misdemeanor case?**

To get an extension for fines and costs on Class A or B Misdemeanor case, you must contact the court in which your case is assigned. If you are unsure of your court assignment, please call the *Judicial Compliance* office at 903-590-4624/4628.

### **Who do I contact regarding a phone call I received about a delinquent payment on a Class A or B Misdemeanor case?**

These calls are generated by our Judicial Compliance Office when payment for fines and costs is delinquent. For information regarding a delinquent payment on a Class A or B Misdemeanor case, please call our Judicial Compliance clerk at 903-590-4624/4628. For information regarding a felony case, please contact the District Clerk's Office at 903-590-1670.

**How can I obtain proof of payment and/or documentation of a zero balance for fines and court costs on my Class A or B Misdemeanor case?**

To obtain documentation of payment or zero balance on a Class A or B Misdemeanor Case, please call us at 903-590-4680. For information regarding a felony case, please contact the District Clerk's Cashier's Office at 903-590-1670.

**What is your address and hours of operation?**

**Smith County Clerk  
200 E Ferguson St.  
3<sup>rd</sup> Floor  
Tyler, Texas 75702**

**We are open Monday – Friday from 8:00 am to 5:00 pm.**

Updated 08/21/2025