



# **FORT BEND COUNTY CLERK**

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**LAURA RICHARD  
COUNTY CLERK**

301 Jackson Street, Richmond TX 77469-3108

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TO: MEMBERS OF COMMISSIONERS COURT

FROM: LAURA RICHARD *LR*

DATE: DECEMBER 1, 2015

RE: CREATION OF PROBATE CHANGE FUND FOR COUNTY COURT AT LAW #5

AGENDA, COUNTY CLERK discuss and consider approving the creation of a \$40 probate change fund to be utilized by the clerk in the courtroom to accommodate the addition of County Court at Law #5, effective January 1, 2016.

## **BACKGROUND:**

Due to the creation of County Court at Law #5 it will be necessary to have a \$40 probate change fund established to assist the clerk in the courtroom process customer filing, copy & issuance requests during probate hearings. Currently, the county clerk maintains a designated change fund in the same dollar amount for use by the clerk in all 4 County Courts at Law.

## **RECOMMENDATION:**

Approve the creation of a \$40 probate change fund designated for the clerk to provide customer service during probate hearings in County Court at Law #5.

If you have questions, please contact me at 281-341-8686.