



**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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

COUNTY JUDGE  
RECEIVED

JUL 07 2017

July 5, 2017

The Honorable Laura Richard  
County Clerk  
Fort Bend County  
301 Jackson St.  
Richmond, Texas 77469-3108

Dear Ms. Richard:

Our office is compiling the *2018 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 sheriffs and constables and directs that these fees be reported to the Comptroller.

By law, these fees must be set before October 1 of each year and reported to the Comptroller's office no later than October 16. Failure to meet this deadline will result in 2017 fees remaining in effect throughout 2018. **Please be aware that even if the county has not changed fees, the county is still responsible for reporting that information to the Comptroller's office.** If there are no fee changes, please review the fees to make sure they are correct.

Enclosed are instructions for reporting the 2018 fees to our office. To review and file your county's revised fees, use the following ID code to gain access: 0. Please complete the *2018 Sheriffs' and Constables' Fees* report electronically by October 16, 2017.

The *2018 Sheriffs' and Constables' Fees* report will be available on our Program's page at [comptroller.texas.gov/programs/support/sheriffs/](http://comptroller.texas.gov/programs/support/sheriffs/) on January 1, 2018.

If you need assistance with the report, please contact Ron Gipson of our Data Analysis and Transparency Division at [ronald.gipson@cpa.texas.gov](mailto:ronald.gipson@cpa.texas.gov) or 1-800-531-5441, ext. 6-8530.

Sincerely,

Glenn Hegar

Enclosure

cc: The Honorable Robert Hebert  
Ronald D. Gipson

## **Sheriffs' and Constables' Fees Update Due by October 16, 2017**

### **ATTENTION: County Judge and Commissioners Court**

Changes to your sheriffs' and constables' fees for 2018, as authorized by Texas Local Government Code Section 118.131, must be submitted to the Comptroller's office no later than October 16, 2017.

To meet this deadline and to comply with the law, you must:

- Place this item on your commissioners court meeting agenda, and
- Adopt the fees before October 1, 2017.

### **ATTENTION: County Clerk**

**To report your 2018 fees:**

- Go to [mycpa.cpa.state.tx.us/sacf/](http://mycpa.cpa.state.tx.us/sacf/)
- **Go to the "Submit" option and enter ONLY the access code** listed on the enclosed letter.
- Select the **"Submit"** button.

The new page will list current fees that are in effect for your county.

**If there are no changes:**

- Indicate by marking **"Submit with No Fee or Address Changes."**
- Enter the required information.
- Select **"Submit."**

**OR**

**If there are changes adopted by the commissioners court on or before October 1, 2017:**

- Indicate by marking **"Submit with Fee or Address Changes."**
- Enter the required information.
- Select **"Submit"** to go to the next page.
- Change or add any new fees your county may have adopted for 2018.
- Use the tool bar located above the list of fees to add new fees or change the address and/or phone number to appear in the online report.
- Select **"Submit."**

Thank you for your assistance. If you have questions, please contact Ron Gipson at [ronald.gipson@cpa.texas.gov](mailto:ronald.gipson@cpa.texas.gov) or 1-800-531-5441, ext. 6-8530.