



**Dana DeBeauvoir** *Travis County Clerk*

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Recording, Elections, Computer Resources, Accounting, and Administration Divisions  
Misdemeanor Records, Civil/Probate/Commissioners Court Minutes, and Records Management Divisions

5501 Airport Boulevard, Austin, Texas 78751  
1000 Guadalupe, Austin, Texas 78701

December 16, 2020

To: Title Companies and County Clerk Customers  
From: Rebecca Guerrero  
Recording Division Director  
Re: End-of-Year Filings

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The Travis County Clerk's Office will be open from 8:00 a.m. to 5:00 p.m. on Thursday, December 31, 2020 to conduct regular business. County Offices will be closed on Friday, January 1, 2021.

For the past several years, The Travis County Clerk's Office has accommodated end-of-year filings by offering to reserve numbers and maintaining a drop box for filings to be delivered after 5:00 p.m. on the last business day of the year. With the increase in the use of e-recording, there has been a significant drop in the number of documents sent to our office after-hours for recording. Also, in many cases, while numbers are being reserved for documents, those documents are actually being delivered before the end of the business day and recorded. As a result, we have numerous document numbers unassigned and needing to be omitted in our system (which is a time intensive process).

Because of this, **Travis County will not reserve numbers or have a drop box for recordings after hours.** In order to make this process as efficient as possible for all involved, we would like to ask you to have **all paper recordings in our office by 4:00 pm on Thursday, December 31, 2020 to guarantee recording.**

**eRecording Notice:** Since we are expecting a higher volume of eRecording filings, it is important to note that documents submitted by eRecording are not recorded until formally accepted by the Clerk. Every attempt will be made to process all eRecordings submitted before 5:00 p.m. on Thursday, December 31, 2020. **All eRecording documents received by 3:00 p.m. will be recorded that day.**

If you are filing a document **after 3:00 p.m.** via eRecording and it must receive a 2020 file mark, please contact [Danny.Davis@traviscountytexas.gov](mailto:Danny.Davis@traviscountytexas.gov) and please copy me on all emails as well ([Rebecca.Guerrero@traviscountytexas.gov](mailto:Rebecca.Guerrero@traviscountytexas.gov)). We must have a batch number from your vendor. Because we will have some staff out for the holidays, it is important that we are your contacts during this time.

Our Office will re-open on Monday, January 4, 2021. If you have any questions, call Rebecca Guerrero at (512) 854-9551.

Have a Safe and Happy Holiday!  
Rebecca Guerrero