



LINDSEY SMITH
PANOLA COUNTY DISTRICT CLERK

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NOTICE

In an effort to move toward “paperless” in criminal, the District Clerk’s will no longer be keeping all original paper documents filed into felony cases.

EFFECTIVE 05/01/2022, the District Clerk’s office will only be keeping the following original paper documents filed in felony criminal cases:

- Indictment or Information
- Judgments
- All exhibits
- Any other document containing a fingerprint.

All other paper documents will be scanned into our case management system and then verified for accuracy and legibility. The original paper documents will be destroyed 3 days after the document has been scanned and verified.

All current paper files will be reviewed for accuracy and destroyed in accordance to the records retention schedule.