

#10
MILAM COUNTY CLERK
 107 West Main
 Cameron Texas 76520
 254-697-7049
 254-697-7055 fax
 milamcoclk@milamcounty.net

Susanne Gelner, Chief Deputy
 Linda Hall, Deputy
 Sherry Mueck, Election Clerk

Jodi Morgan, Deputy
 Esther Vargas, Deputy
 Linda Acosta, Records Management Clerk

I am a 1982 YHS graduate. I have been employed by Milam County since September 1 1984 and was hired by Willie Mae Wieser who was then the County Clerk. Years down the road La Verne Soefje was elected County Clerk and in June 2006 she appointed me her Chief Deputy County Clerk. In 2005 I filed for the position of County Clerk and was elected in November 2006 to my first four year term, took office January 1, 2007; am currently serving my 2nd term; and in November of this year I will file again – most local elected officials terms are 4 years and no limit to the number of terms an individual can serve. The County Clerk's Office has six employees.

EMPLOYEE	TITLE	DEPARTMENT	YEAR EMPLOYED
SUSANNE GELNER	Chief Deputy	Criminal	1998
JODI MORGAN	Deputy	Finances, Civil, Brands	2006
LINDA HALL	Deputy	Official Records	2007
ESTHER VARGAS	Deputy	Probate	2011
SHERRY MUECK	Deputy / Election Clerk	Elections	2008
LINDA ACOSTA	Deputy / Records Management Clerk	Records Management	2006 / 2012

There are many duties the County Clerk & Staff are responsible for. We invite you to come visit our office anytime.

Barbara Vansa

RESPONSIBILITIES OF COUNTY CLERK

The County Clerk is the record keeper of the most information affecting our lives. It is our objective to file and maintain the following records in the most efficient and up to date method available. While also filing and maintaining these records, it is also our goal to always improve the public access and convenience to these records, while up holding the laws of our office. Some of the duties listed may differ by county.

CLERK OF ALL MISDEMEANOR-COURTS

- Commissioner's Court
- Constitutional County Court
- County Courts at Law
- Juvenile Courts
- Civil Courts
- Mental Health Courts
- Guardianship Courts
- Probate Courts
- Juries
- Appeals
- Works with attorneys, jurors, defendants, law enforcement, probation, and state and federal agencies
- Report Sheriff's fees to State Comptroller

CLERK OF COMMISSIONERS COURT

- Attend Commissioners Court meetings and take the official minutes
- Administrator and Custodian of all court documents
- Receives all minutes, orders, oaths and official bonds from the Commissioners Court.

RECORDER

- Record Official Public Records
- Record budgets and make available for public inspection
- Record appointments of all public officials
- Record Official Oaths, Bonds and Deputations
- Provide attested copies
- File and record all deeds, mortgages, conveyances, deeds of trust, bonds for title, liens, and abstract of judgements
- Record plats, replats and vacated plats

ELECTIONS

- Primary, General, Special, Districts, Cities, Schools
- Election Board, Voting, Mail Ballots, Early Voting Ballot Board, Postings, Programming, Election Kits, Machines, Scanners, Voters Registration List, Secretary of State forms, precinct chairman, Department of Justice, poll workers, poll worker training, tabulation, campaign reports, supplies, results, media, polling locations, and maintain election results.

FINANCIAL RESPONSIBILITIES

- File proposed and approved budget
- File budgets of cities and school districts within boundaries of the county
- Collect fees as specified in statutes
- Reports revenue and expenditures
- Receive funds ordered by the court
- Maintain Registry of the Court accounts
- Maintain cash bonds for criminal cases
- Criminal collections

VITAL RECORDS

- Issue, Record and Index Marriage License
- Issue and Record Declaration of Informal Marriage
- Record and Issue Birth Certificates
- Notation of death on all Birth Certificates
- Amend Birth Certificate
- Record and Issue Death Certificates
- Parental notification or judicial approval for abortion cases
- Acknowledgment of Paternity

MISCELLANEOUS

- Assumed Names Certificate
- Wills for safekeeping
- Brands and Marks and Estray Records
- Beer and Wine Permits
- Military Records
- Administrative duties
- Posting Notices
- Foreclosure Notices
- Reports to the Department of Public Safety, Office of Court Administration, Secretary of State, Texas Parks and Wildlife Department to name a few

PRIMARY IDENTIFICATION – Must have Photo and not have expired more than 90 days

- A. US GOVERNMENT – ISSUED DRIVER LICENSE
- B. US GOVERNMENT – ISSUED COUNTRY/STATE/CITY/COUNTY ID CARD
- C. US CURRENT STUDENT ID WITH PICTURE
- D. US GOVERNMENT EMPLOYMENT BADGE OR CARD
- E. PRIVATE COMPANY EMPLOYMENT BADGE OR CARD
- F. PRISON ID/OFFENDER ID CARD
- G. US MILITARY ID
- H. PASSPORT (FROM ANY COUNTRY)
- I. US CITIZENSHIP CERTIFICATE OR CERTIFICATE OF NATURALIZATION
- J. PERMANENT RESIDENT CARD (RESIDENT ALIEN)
- K. US DEPARTMENT OF HOMELAND EMPLOYMENT AUTHORIZATION CARD
- L. RESIDENT ALIEN CARD
- M. US CITIZEN IDENTIFICATION
- N. BORDER CROSSING CARD
- O. REENTRY PERMIT FORM
- P. REFUGEE TRAVEL DOCUMENT
- Q. CONCEALED HANDGUN LICENSE
- R. PILOT'S LICENSE
- S. SOCIAL WORKER EMPLOYEE ID

SECONDARY IDENTIFICATION – If Primary not available, must produce 2 different types of secondary

- A. Foreign country Government – Issued Driver License
- B. Foreign country Government – Issued Country/State/City/County ID card
- C. Foreign country Current student I D
- D. Foreign country Government employment badge or card
- E. Foreign Government Military ID
- F. US Current student ID without picture
- G. Foreign Current student ID
- H. Any primary ID that is expired for more than 90 days
- I. An organizational ID
- J. A photocopy or original signed Social Security card
- K. Public library card
- L. Credit Card
- M. Retail club card with picture (such as Costco or Sam's Club)
- N. DD-214
- O. Medicaid Card
- P. VA Card
- Q. Medical insurance card
- R. Signed federal tax return

3. **SUPPORTING IDENTIFICATION** – These items consist of other records or documents that aid examining Personnel in establishing the identity of the applicant.

- A. Recent utility bill with current address
- B. Recent paycheck stub
- C. Recent bank account statement
- D. Public assistance application or letters
- E. Signed valid voter's registration card
- F. Police report of stolen identification
- G. Hospital admission records, immunization records, medical bills.
- H. Official School Transcript
- I. Bank account statement
- J. Social security letter
- K. Marriage License
- L. Divorce Decree
- M. Certified birth certificate from Department of State (FS-240, DS-1350 or FS-545), state other than Texas, District of Columbia
Or other country
- N. Automobile insurance card
- O. Lease agreements
- P. Promissory notes or loan contracts
- Q. Court Order
- R. Property titles or liens
- S. Automobile titles

The Military information on previous page is true and correct.
Military I.D. Must be provided

Signature of Applicant:

Name Printed:

This instrument was acknowledged before me on the _____ day of
_____, 2012 by _____

County Clerk or Deputy County Clerk

* Marriage
Application

Mark & Brand Application

Milam County Clerk's Office
Barbara Vansa
107 West Main
Cameron, TX 76520
254-697-7049

NOTARY
ON BACK OF
ORIGINAL

Brand Registration \$16.00 Per Animal - cattle, horses, sheep, etc
Additional locations on the animal of the brand filed at initial filing per location is \$16.00

The Effective Date of this Application is

August 31, 2011 To August 31, 2021

Renewal of this Brand/Mark must be filed during the period of August 31, 2011-February 28, 2012

The undersigned hereby makes application for the registration and recording of the following mark(s) and/or brand(s) by the County Clerk of Milam County, TX

New: Renewal: Release: Transfer:

Name of Owner _____

Ranch/Business Name _____

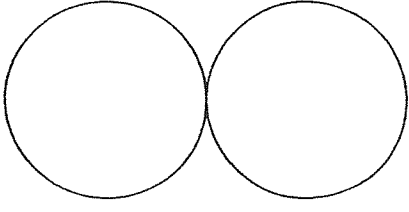
Address of Owner _____

City: _____ State _____ Zip _____

Phone (____) _____ Email: _____

Species: Cattle _____ Horse _____ Other _____ Ear Marks Only _____

Draw the Brand

Right Ear	Left Ear
	

Location of Brand: Left Shoulder Rib Hip Thigh
 Right Side Flank Loin All

Brand Description: _____ Electronic Chip# _____

Signature of Applicant _____ Date _____

Barbara Vansa, Milam County Clerk by: _____ Deputy

Cert # _____

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ELECTION WORKERS

To be eligible to be a presiding election judge or an alternate judge, you must be a registered voter in the County. Election judges and alternate judges are appointed by the two party chairs - Republican and Democrat. The party with the most votes in the last Governors election, by precinct, will appoint the presiding election judge and the party with the 2nd highest number of votes appoints the alternate judge.

You may not be an elected public officer, a candidate for public office, an employee or relative of an opposed candidate, a campaign treasurer or manager, or finally convicted of an election offense. The presiding election judge is in charge of and responsible for the management and conduct of the polling location to which he or she is assigned. The judges appoint election clerks/workers and designate the working hours and duties to be performed by the clerk/worker at the polling location.

An election clerk/worker must be a registered voter in the County. Milam County also requires that ALL election judges and clerks attend the County training workshop and must have seen the County training DVD or completed the Poll Worker course offered by the S.O.S. If you are interested in being an election worker, contact the County Clerk's office.

STUDENT WORKERS

The Texas Election Law Code allows for student workers in the polling locations for Early Voting and Election Day Voting. Section 32.0511 of the Election Code states that a student is eligible to work as an election clerk if the student:

- *is enrolled in a public secondary school; or an accredited private or parochial secondary school or is a home-schooled student
- *has the consent of the principal of the educational institution
- *has parental consent
- *is at least 16 years of age or older on Election Day

*is a United States citizen
*completes the required 1 to 2 hour training course

Also note that the student worker is entitled to compensation, the same rate as all Election Clerks. If you are interested in being an Student Worker, please contact the County Clerk's Office for more information.

TEXAS' VOTER PHOTO ID LAW

Effective June 25, 2013 the Texas Voter ID law became enforceable.

You must now present one of the following forms of photo ID when voting in person:

- *Texas Driver License
- *Texas Election ID Certificate
- *Texas Personal ID Card
- *Texas concealed handgun license
- *US military ID w/photo
- *US citizenship certificate w/photo
- *US passport

With the exception of the US citizenship certificate, the photo ID must be current or have not expired no more than 60 days before being presented for voter qualification at the polling location. Contact the County Voter Registrar for exemption information.

When you present your photo ID to vote in person, the ID will be compared to your voter registration information on file. The photo ID Law requires that the ID be an IDENTICAL match to the voter name on file. If the names are not an identical match the voter will be allowed to vote, but the voter will need to initial an affidavit and be given the opportunity to correct the voter certificate information. For more details and information, please contact the County Clerk's Office.

This photo ID requirement is for voters casting a ballot in person, not by mail. Reasons a voter may vote by mail are:

- 65 years of age or older
- Disability
- Expected absence from the county – ballot must be mailed to and return from an out of county address
- Confinement in jail

An application for ballot by mail may be requested from the County Clerk's Office.

Important dates to remember:

- September 6, 2013 – first day to accept application for BBM; please note that an application for BBM may be brought into the Clerk's office by person requesting BBM, once early voting begins, applications must be mailed
- October 7, 2013 – last day to register to vote or make changes to registration for the November 5th Constitutional Amendment Election
- October 21 thru November 1, 2013 – Early voting by personal appearance; polling location for this election only will be the County Clerk's Office from 8 a.m. to 5 p.m.
- October 25, 2013 – Last day for County Clerk to receive application for BBM
- November 5, 2013 – Election Day, polls open from 7 a.m. to 7 p.m.; must vote at your polling precinct.
- January 3, 2014 – first day to accept application for BBM for all 2014 elections**; please note that an application for BBM may be brought into the Clerk's office by person requesting BBM, once early voting begins, application must be mailed
- February 3, 2014 – Last day to register to vote or make changes to registration for the March 2014 Primary
- February 18 thru 28, 2014 – Early voting by personal appearance; for EV locations check the County website or local newspapers
- February 21, 2014 – Last day County Clerk to receive application for BBM
- March 4, 2014 – Election Day, polls open from 7 a.m. to 7 p.m.; must vote at your polling location

For the remaining 2014 dates, please check the Milam County website; contact the County Clerk's office or check your local news papers.

County website: www.milamcounty.net

Also like us on Facebook – www.facebook.com/milamelections

County Clerk – Barbara Vansa, 254-697-7049 – 107 W. Main, Cameron, TX

Election Department – Sherry Mueck, 254-697-2664 – 107 W. Main, Cameron, TX

Voter Registration – Milam County Tax A/C – 254-697-7017

State and County voter questions – www.votetexas.gov

Application for Ballot by Mail

Prescribed by the Office of the Secretary of State of Texas
AS-14e2 IN3.06/10

For Official Use Only
VUID #: County Election Precinct #
Statement of Residence, etc.

Instructions for certain fields of this application can be found on the back of this form.

1 Last Name (Please print information)	Suffix (Jr., Sr., III, etc)	First Name	Middle Initial
2 Residence Address: See back of this application for clarification.	City	City	Zip Code
	, TX	State	Zip Code

3 Mail my ballot to: If mailing address differs from residence address, please complete Box # 7.

City _____ State _____ Zip Code _____

4 Date of Birth (mm/dd/yyyy)

/
/

6 Reason for Voting by Mail

Check one or more.

65 years of age or older.
 Disability.
 Expected absence from the county.
 Be sure to complete Box #8
 Confinement in jail.

5 a Uniform Election Dates (Select the applicable election)

May Election
 November Election
 Any Resulting Runoff
 Other _____

5 b Primary Election

Select one or both.

March Primary
 Resulting Primary Runoff
 Democratic
 Republican

7 If you are requesting this ballot be mailed to a different address (other than residence), indicate where the ballot will be mailed.

Mailing address as listed on my voter registration certificate
 Nursing home, assisted living facility, or long term care facility
 Hospital
 Retirement center
 Address of the jail
 Relative: relationship _____
 Address outside the county (see Box #8)

8 If you selected "expected absence from the county," see reverse for instructions.

/
/

Date you can receive mail at this address _____

9 "I certify that the information given in this application is true, and I understand that giving false information in this application is a crime."

SIGN HERE

X

If unable to sign, applicant must mark this box in presence of witness and proceed to Box #11b

10 Contact Information (Optional)*

Please list phone number or email address:

* Used in case our office has questions.

Signature or Mark of Applicant. If making a mark, see Box #11b.