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## Aransas County Justice of the Peace, Precinct 1

### County Court Mission Statement

To impartially administer justice in a fair and efficient manner, so that trust and accountability are exemplified to the public that we serve.

### County Court Vision

The mission of the Aransas County Justice of the Peace Court is to provide a fair and effective process for the citizens who are charged with violations of state law and/or county ordinances.

### Contacts & Locations

We are located at 2840 Hwy 35 N, Room 125, on the North side of Harbor Oaks Shopping Center in Rockport, TX, 78382.

For general court information & collections information, please call 361-790-0130 or visit [www.aransascountytx.gov/jp1](http://www.aransascountytx.gov/jp1).

### How to handle Civil Claims:

You have made it to the civil portion of our website. Under this section, you will find the forms that you need in order to pursue your civil case. We have provided self-help instructions for plaintiffs and defendants dealing with small claims, debt claims, and evictions. You will also find the forms for any Writs, Motions, or Petitions that you may need to file, as well as the form for an Occupational Driver's License. You can also find civil fee information, out of county service fee information, and forms in Spanish in this section. All fees will be paid and **delivered** to JP1, but any out of service fees will need to be paid separately as payable to that county (separate money order or cashier's check).

***When ready to file or submit paperwork, use the methods below:***

#### **By Email:**

Jp1@aransascounty.org

#### **By Fax:**

361-790-5402

#### **In person or mailed:**

2840 HWY 35 N, Room 125, Rockport, Texas, 78382

**Civil Filing Fees- \$46.00**

**Writ Fees- \$5.00**

**Serving Fees-** <https://mycpa.cpa.state.tx.us/sacf/searchViewData.do> (Select County and Year)

**Certified Mail- \$15.00**



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## How to pay Civil Fees:

### Online Payment Instructions for Traffic Fines/Payment Plans/Civil Fees:

**Civil-** You will need to know the civil fee amount when making your online payment.

\*Please be advised that it will take at least **24 hours** for our office to receive your payment. Please **send a copy of your receipt** confirmation to our office at jp1@aransascounty.org.

\*\*There will be a **\$5.95 fee** added to your payment to cover the third-party processing fee.

### Follow the steps below for online payments:

- Go to [www.officialpayments.com](http://www.officialpayments.com)
- Select "**Local Payments**" as your payment option.
- Enter Jurisdiction Code **6595** and then select "**Make a Payment**." The page will refresh.
- Select "**Citations**" as your payment type under the third tab. Click on "**Make a Payment**."
- Enter amount being paid and select your card type (debit or credit). Select "**Continue**."
- **Accept** Agreement.
- At this point, you can either choose to "**Create an Account**" for future use, or "**Continue as Guest**" for a one-time payment.
- Fill in all blanks.
  - When filling in the blanks with First and Last name, you will need to enter the name of the **Defendant**.
  - When filling out the Address, Town/City, State, Zip Code, Phone Number, & E-mail Address, **THIS WILL BE THE CARDHOLDER INFORMATION**.
  - If paying a **civil fee**, you will enter **Civil Fees** in the blank provided at this point.
- Enter your card number and expiration date (matches address, phone number, and e-mail entered above.)
- Verify all entered information and select "**Continue**."
- Print or Save a copy of your confirmation receipt for your records.
- E-mail a copy of your receipt to [JP1@aransascounty.org](mailto:JP1@aransascounty.org).

### Mailing In Payments:

Payments can be made via **cashier's check** or **money order** and mailed to our office. Make payable to **JP1**. All money order and cashier's checks shall include your signature on the front and phone number. Be sure to keep your receipt.

\*Please be advised that it will take at least **24 hours** for our office to receive your payment.

**Civil-** You will need to know the civil fee amount. Please include the note "Civil Fees" when filling out the cashier's check or money order.

\*\*Be sure to sign your cashier's check or money order before mailing! DO NOT SIGN THE BACK! \*\*

#### **Mail to:**

2840 Hwy 35 N  
Room 125  
Rockport, TX 78382

### Payment Drop-offs:

Payments can be made via **cashier's check** or **money order** and dropped off **IN AN ENCLOSED ENVELOPE ADDRESSED TO JP1** in the dropbox at the Aransas County Courthouse. Make payable to **JP1**. All money order and cashier's checks shall include your signature on the front and phone number. Be sure to keep your receipt.

\*Please be advised that it will take at least **24 hours** for our office to receive your payment.

**Civil-** You will need to know the civil fee amount. Please include the note "Civil Fees" when filling out the cashier's check or money order.

\*\*Be sure to sign your cashier's check and money order before dropping off! DO NOT SIGN THE BACK! \*\*

The drop box is located on the north end of the court house parking lot. It is a silver box with a black door.

### Drop off at Aransas County Courthouse:

2840 Hwy 35 N  
Rockport, TX 78382