



ERRORS AND OMISSIONS
Clerks of Court and Recorders
Supplemental Application

WESTERN WORLD INSURANCE COMPANY TUDOR INSURANCE COMPANY STRATFORD INSURANCE COMPANY

- 1. In what specific capacity(ies) does the applicant and/or the staff act?
a) CLERK OF COURT? State clearly whether of County, Chancery, City, District, Municipal, Superior, Supreme, or other court of competent jurisdiction: Cameron County District Clerk
b) RECORDER? State duties:
2. Give the total population of entity served: 417,000
Coverage may not be available for all activities mentioned above.
3. a) Does the county/district, etc., employ the services of both a Clerk and Recorder?
b) Are these offices held by separate individuals?
If "Yes," please name individuals and advise qualifications: N/A
4. a) Are both offices to be considered for this insurance?
b) Give the number of staff, including the applicant, in:
1) Clerk's Office 43
2) Recorder's Office
c) Advise applicant's date of election/appointment to present position: 01/01/2015
d) Is this the applicant's first term of office?
If "Yes," provide details of previous experience: 1992-1995 County Clerk Deputy, 1995-2000 District Clerk Deputy, 2000-2014 District Clerk Criminal Supervisor, June 2014 District Clerk Chief Deputy
If "No," how long has the applicant been acting in the capacities referred to in question 1.?
5. Describe fully any statues, ordinances, or regulations which define the applicant's official duties and responsibilities, and attach a schedule of said duties and responsibilities: See District Clerk's Job Description
6. Does the applicant or any of the staff, within the scope of their official duties, at any time:
a) Act in the capacity of a Title Abstractor or Searcher, whether of a limited nature or otherwise?
b) Issue abstracts or certificates of title or any memorandum or opinion relating thereto?
If "Yes," please state:
1) The number of staff acting in such capacity:
2) The previous experience of such staff:

3) Whether or not the applicant and/or staff performing such duties is/are (where required) qualified to act in such capacity: \_\_\_\_\_

4) Does the applicant want insurance for Title Abstractor services?  Yes  No

7. a) Describe fully the method, devices, and safeguards used to receive, record, file, store and/or distribute the documents and records in connection with the applicant's duties: By statute the clerk must file all pleadings before the Court. No files can be removed from the custody of the Clerk without a court order. All files are stored in a secured warehouse provided by the Commissioners' Court.

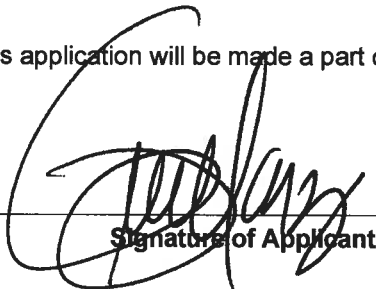
b) Does the applicant use computers to retrieve information?  Yes  No  
If "Yes," please give full details: Whenever there is a request on old cases for copies the file is being retrieved on the computer.

8. Does the applicant handle, collect, deposit, or process monies, penalties, fines or any other financial matters?  Yes  No  
If "Yes," state the average annual amount of said monies over the last three years, the months of maximum handling and the amount handled during those months: The clerk is responsible for funds deposited for pending cases, minors, cash bonds, excess proceeds. The bookkeeping department is responsible for handling of all accounts. Over the years deposits have been over \$10,000,000.

This supplemental Errors and Omissions application will be made a part of the policy.

02/25/2016

Date



Signature of Applicant

Cameron County District Clerk

Title