

Administration Metro 940/349-2012
Vital Statistics 940/349-2018
Recording Department 940/349-2010
Website
www.dentoncounty.com/dept/ccl.htm



Misdemeanor Court Clerk 940/349-2014
Civil Court Clerk 940/349-2016
Probate Court Clerk 940/349-2036
Administration FAX 940/349-2013

Cynthia Mitchell

County Clerk

Denton County Courts Building
1st Floor
P.O. Box 2187, Denton, Texas 76202

Electronic Devices Policy

Customer service is our number one priority. Any portable electronic devices that you have should not be operational while you are working. Portable electronic devices are distractions to concentration and often create a barrier to the fulfillment of your responsibilities while working. Electronic devices can be laptops, PDAs, cell phones, iPods, MP3 players, PSP or other gaming devices, portable DVDs and TVs, as examples only.

Listening to music while working is prohibited unless you work alone in an office. Background music for an entire work area approved by the supervisors can be approved as long as the general business is not distracted or disrupted. Certainly listening to music via earphones or earbuds hinders concentration on answering ringing phones. It is every employee's responsibility to concentrate on work while at work. Listening to music, books or any other distraction should be limited to breaks.

If you work in an office and listen to music, music should be at a low enough volume to not interfere with conversations in the office or on the phone.

Additionally, the use of any external drive or storage device that can be plugged into any county computer is strictly prohibited. Any violation of this policy will be grounds for dismissal depending on circumstances of the incident.

I the undersigned have read understand and agree to adhere to the County Clerk Electronic Devices Policy; knowing it is an offense meriting disciplinary action to violate such.

Employee Signature: _____

Date ____/____/____