



## **How to File a Notice of Trustee's Sale**

You may walk in to the County Clerk's Office to file a Notice of Trustee's Sale. If customer is unable to come in to the office you may mail it in.

Location:

**El Paso County Clerk's Office  
Attention: Recording Division  
500 E. San Antonio Ste. 105  
El Paso, Texas 79901**

Sales date takes place on the 1<sup>st</sup> Tuesday, of each month.

As per County Judge Samaniego's Order filed on January 4, 2021, the location has been relocated to the El Paso Coliseum.

All notices must be filed 21 calendar days before the auction/sale date on the first Tuesday of every month.

The County Clerk's office only handles the recording of foreclosure documents. For information about any properties, and/or issues concerning foreclosures, please contact the trustees as indicated on the notice.

Please contact the Recording Division at [Recording@epcounty.com](mailto:Recording@epcounty.com) for any additional questions

### **Filing Fee**

\$12 per document

You may pay with Cashier's checks, Business checks, or Money orders made payable to "**El Paso County Clerk, County of El Paso, El Paso County, or County Clerk(s).**"

### **Mailing Address**

El Paso County Clerk's Office  
Attention: Recording Division  
500 E. San Antonio Ste. 105  
El Paso, Texas 79901