

HUNT COUNTY

JUDGE CLAY RANKIN
JUSTICE OF THE PEACE
PRECINCT 4



JUSTICE COURT

112 E. MAIN STREET
P.O. BOX 2859
QUINLAN, TEXAS 75474
(903) 356-2904

7/20/2026

Judge Rankin's Signature Stamp Policy and Procedure

Purpose

The purpose of this policy is to ensure the proper security, accountability, and authorized use of Judge Rankin's signature stamp.

Policy

Judge Rankin's signature stamp is the property of the court and shall be used only with the Judge's prior authorization. The signature stamp is intended for routine administrative documents and shall never be used to sign documents requiring the Judge's personal review or original signature unless specifically authorized by the Judge.

Procedures

1. The signature stamp shall be kept in a secure, locked location when not in use.
2. Access to the signature stamp is limited to employees specifically designated by Judge Rankin.
3. Before the stamp is used, the document must be reviewed and approved by Judge Rankin, unless standing authorization has been provided for a specific type of routine document.
4. The employee using the signature stamp is responsible for ensuring it is used only on authorized documents.
5. The signature stamp shall not be loaned, duplicated, or removed from the office without Judge Rankin's approval.
6. Any suspected misuse, loss, or unauthorized use of the signature stamp shall be reported to Judge Rankin immediately.

7. Judge Rankin may revoke or modify signature stamp authorization at any time.

Failure to comply with this policy may result in disciplinary action and the revocation of signature stamp privileges.



Judge Clay Rankin

Justice of the Peace, Pct. 4

