

Kerr County Information Technology Website Update Form

Requestor: _____

E-mail Address: _____

Date: _____

Uniform Resource Locator (url) of website: _____

(ex.: www.co.kerr.tx.us/notices.html)

Step 1: Please print a copy of the web page that you are interested in editing and attach to the Website Update Form. Please print in draft mode / black and white.

Step 2: Indicate all additions and deletions on form and/or copy.

Step 3: Send email to it@co.kerr.tx.us with new information in text format. The following must be included in the Subject line of your email: *website update {copy url address here}*. Ex.:
Website update www.co.kerr.tx.us/notices.html

Step 4: If information is provided on paper, place information in the IT inbox at the Sheriff's office or Courthouse.

Step 5: E-mail will be sent to the requestor upon completion of the website.

Comments:

Notes: