

## Denton County-County Courts

<b>FAQ's</b>	<a href="http://dentoncounty.com/dept/main.asp?Dept=17&amp;Link=1348">http://dentoncounty.com/dept/main.asp?Dept=17&amp;Link=1348</a>
<b>AMEX Accepted</b>	No
<b>Fully Integrated (Y/N)*</b>	Yes
<b>Document Filing Process- Initial Filing</b>	<p>Civil Case Information Sheet should be submitted as a separate lead document.</p> <p>Probate Information Sheet should be submitted as a separate lead document.</p> <p>Exhibits are uploaded as attachments to the pleading.</p>
<b>Document Filing Process- Subsequent filings</b>	<p>Motions and Orders are filed as separate lead documents.</p> <p>Probate Court only-Documents requiring a judge's signature require a \$2.00 Judge's Signature fee. Select under Optional Services.</p>
<b>Service of process/notices</b>	<p>Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Optional Services.</p> <p>Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. The select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Optional Services.</p>
<b>Civil Process Form</b>	<a href="#">Denton County Request for Issuance of Citation</a>

## Denton County-District Courts

FAQ's	<a href="#">Denton County District Clerk FAQ's</a>
AMEX Accepted	No
Fully Integrated (Y/N)*	Yes
Document Filing Process- Initial Filing	<p>Pleading is the Lead document any exhibits are added separately as attachments. Do not combine attachments, load each separately.</p> <p>Attach the <b>latest</b> Standing Orders to your pleading.</p>
Document Filing Process- Subsequent filings	<p>Motions and Orders are filed as separate lead documents.</p> <p>Cover letters are not necessary when submitting an Order.</p> <p>How do I submit proposed orders? The District Clerk has made "Proposed Order" as a filing code so you will need to select it. Your submission will be rejected with a reason "Printed for submission to Court". If signed by the Court the clerk will either fax or email the signed order to you.</p>
Service of process/notices	<p>The request form <b>MUST</b> be a separate lead document (it is not an exhibit to another document, so please do not add it as an attachment to another lead document)</p> <p>Select the Filing Code: "Request for Issuance of"</p> <p>Select the correct Issuance Fee under "Optional Services"</p> <p><b>If requesting issuances to be served by Certified mail or through the Denton County Constable or Sheriff, the fees for a copy of the Pleading to be served NEED to be paid. Select "Copy(ies) for Service (\$1 per page</b></p> <p>If a Denton County Constable or Sheriff is to serve the issuance, please select the appropriate service fee under Optional Services</p> <p>Complete the eFiling submission</p>
Civil Process Form	<a href="#">eFiling Request for Issuance</a>