

Jurisdiction Specific Help

Table of Contents

<i>General Information for all Jurisdictions</i>	3
<i>Appellate Courts</i>	5
INFORMATION FOR ALL COURTS OF APPEAL	5
Bexar County.....	8
Brazoria County.....	10
Cameron County	12
Collin County	13
Dallas County	16
Denton County.....	18
El Paso County.....	20
Fort Bend County	22
Galveston County.....	24
Harris County	26
Hidalgo County.....	28
Montgomery County.....	30
Nueces County	32
Tarrant County	34
Travis County.....	37
Williamson County	40
Webb County	43

[General Information for all Jurisdictions](#)

Review Rules Regarding Filings and Documents

Refer to the Supreme Court of Texas' [Rules of Procedure](#) for information regarding eFiling. ([Criminal Case eFiling rules may be found here.](#))

Included in these rules:

Wills are not required to be filed electronically. When a party electronically files an application to probate a document as an original will, the original will must be filed with the clerk within three business days after the application is filed.

The following documents must not be filed electronically

- (i) documents filed under seal or presented to the court in camera; and
- (ii) documents to which access is otherwise restricted by law or court order.

Timely Filing

Unless a document must be filed by a certain time of day, a document is considered timely electronically filed at any time before midnight (in the court's time zone) on the filing dead electronically filed document is deemed filed when transmitted to the filing party's electro provider, except:

- (A) if a document is transmitted on a Saturday, Sunday, or legal holiday, it is deemed day that is not a Saturday, Sunday, or legal holiday; and
- (B) if a document requires a motion and an order allowing its filing, the document the date that the motion is granted.

Electronic Signatures

A document that is electronically served, filed, or issued by a court or clerk is considered s document includes:

- (A) a "/s/" and name typed in the space where the signature would otherwise app document is notarized or sworn; or
- (B) an electronic image or scanned image of the signature.

Document file types and properties

- a) be in text-searchable portable document format (PDF);
- b) be directly converted to PDF rather than scanned, if possible;
- c) not be locked; and
- d) otherwise comply with [the Technology Standards of the Judicial Committee Technology \(JCIT\)](#).

Sensitive Information

Unless the inclusion of sensitive data is specifically required by a statute, court rule, or adminis an electronic or paper document, except for wills and documents filed under seal, containing s not be filed with a court unless the sensitive data is redacted. See the Rules of Procedure Rule information

JCIT standards

- A. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated.

- B. When possible, the document should be generated directly from the originating software using a PDF distiller.
- C. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.
- D. An e-filed document may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
- E. Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Each Document must be a single PDF. An appellate court may require that multiple PDF documents be combined into a single PDF document and bookmarks used to separate content appropriately. The content of the document should not depend on bookmarks.
- F. Any e-filed document filename should contain only alphanumeric characters that are part of the Latin1_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters including the extension (.doc, .pdf, etc).

ProDoc eFiling will automatically convert a MS Word document to a text-searchable pdf for you, no conversion is necessary.

Other items you should know

When submitting documents in pdf format you must conform to these standards or there is a possibility that the State eFiling Manager will "Fail" your filing or that the court clerk will return your eFiling for correction. If your document is in a MS Word format, ProDoc will automatically convert your document to a conforming pdf document.

Some jurisdictions require you complete and file a jurisdiction specific Civil Process Request Form if you are requiring process service in the eFiling. Links to these forms are available to you in the Jurisdiction Specific Help windows in ProDoc eFiling.

Some jurisdictions require your pleading and exhibits to be combined into a single document and each section bookmarked.

There is a **35MB limit** on an eFiling submission. If you have numerous documents or very large documents, make sure their size falls beneath this limit. If not, try to reduce their size if possible. If your submission exceeds the limit, you will need to break it down into more than one submission.

[Appellate Courts](#)

INFORMATION FOR ALL COURTS OF APPEAL

AMEX IS Accepted except at the Supreme Court of Texas

Limited Integration of Jurisdiction Case Management System

These jurisdictions' Case Management Systems, (CMS) are **not fully integrated** into the State eFiling system.

When you are making a subsequent eFiling into an existing case for these jurisdictions your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

[Texas Rules of Appellate Procedure](#)

[Guide to Creating Electronic Briefs](#)

What are the main reasons filings get rejected?

Filing made in wrong court.

Be certain that you have selected the appropriate Court of Appeals for your matter.

Document is not text searchable.

All of the documents in your submission must be text searchable pdf files. You should convert your word processor document directly into a pdf rather than scanning it. If you are filing just a single document you can submit your MS Word file to ProDoc eFiling and we will automatically convert your document into a searchable pdf file.

If you need to combine two or more documents add add bookmarks to the file, you will need to use a Adobe Acrobat product in combination with your word processor program.

Documents are not combined and/or not bookmarked.

The brief and any appendix materials must be combined into one PDF file and bookmarked. For the Court's [Guide to Electronic Appellate Briefs](#):

"Bookmarks are a fast and easy way for justices and their staff to quickly navigate to different parts of your brief. In Adobe Acrobat, bookmarks appear on the left hand side of the screen. Survey results show that one hundred percent of justices like briefs that are thoroughly bookmarked. Bookmarks are only

required for items in your appendix, but you should also create bookmarks for the different sections of your brief."

Documents not properly signed.

Per [TRAP](#) 9.1(c)

Electronic Signatures. A document that is electronically served, filed, or issued by a court or clerk is considered signed if the document includes:

(1) a "/s/" and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or

(2) an electronic image or scanned image of the signature.

Sensitive information is not redacted.

ATTENTION ALL FILERS. Under rule 9.9 p. 10 and rule 9.10 p. 11 of the [Texas Rules of Appellate Procedure](#), in all documents filed with the court of appeals, including appendices, the filer is responsible for redacting the following information (unless specifically exempted in accordance with those rules): (1) driver's license numbers, (2) passport numbers, (3) social security numbers, (4) tax identification numbers, (5) any other type of government-issued personal identification numbers, (6) bank account numbers, (7) credit card numbers, (8) any other type of financial account numbers, (9) birthdates, (10) home addresses, and (11) the name of any person who was a minor when the underlying suit was filed (in a civil appeal) or who was a minor at the time of the underlying offense (if a criminal appeal). The court also asks that filers redact or use aliases to refer to the names of other parties by whom a minor might be identified, such as family members or foster parents, the name of any person who is the subject of an expunction appeal, and the names of complainants and witnesses in criminal appeals.

Beginning with most appeals filed on or after September 25, 2014, the court will post briefs and other documents filed by parties, except for docketing statements, to its website. [Certain other exceptions w apply](#). A party may file a motion requesting that, for good cause, the court decline to post briefs and documents in a particular case, or that the court post briefs and documents in a case. Although it is a party's responsibility to redact sensitive data from all briefs and other filings, the court will require a brief or other filing to be amended and resubmitted if it discovers unredacted sensitive data or other information that is protected by law.

1 Improper font size used.

A document produced on a computer must be printed in a conventional typeface no smaller than 14-point except for footnotes, which must be no smaller than 12-point. See [Tex. R. App. P.](#) 9.4(e).

Submission did not contain a Certificate of Service or a Certificate of Conference.

See [TRAP](#) 9.5 Service and [TRAP](#) 10.1(a)5.

The petition for discretionary review does not contain the identity of Judge, Parties and Counsel. [Rule 68.4(a)].

[TRAP](#) 68.4(a)

Supreme Court

[Court Website](#)

[Practice Before the Court](#)

[FAQ's](#)

First Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Third Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Fifth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Seventh Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Ninth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Eleventh Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Thirteenth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Court of Criminal Appeals

[Court Website](#)

[Practice Before the Court](#)

Second Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Fourth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Sixth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Eighth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Tenth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Twelfth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Fourteenth Court of Appeals

[Court Website](#)

[Practice Before the Court](#)

Bexar County

Bexar County-County Courts

[County Clerk Website](#)

[Bexar County eFiling Information and Forms](#)

[Bexar County-Citation Service Request Form](#)

eFiling in criminal cases is mandatory

AMEX IS Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

Document Filing Process-Initial Filing

- Pleading is the Lead document any exhibits are added separately as individual attachments.
- Civil Case Information Sheet should be uploaded as an attachment to your Pleading. Select the Case Information Sheet after selecting Add Document.
- All parties should be listed in an Original Petition
- Addresses of Defendant and Plaintiff are required.

Document Filing Process- Subsequent filings

- Documents requiring a date stamp submitted as Lead document with exhibits as attachments.
- Proposed orders should be filed as an attachment with the appropriate motion as the lead document.

Service of process

- Add the [Civil Process Request Form](#) as an attachment to your Pleading. Select Service Work Order after selecting Add Document.
- Under Additional Services, select the number of citations, the delivery type (sheriff, mail etc.) and the order the copy(ies) of your pleading needed for the citation(s).

Bexar County-District Courts

[District Clerk Website](#)

[Bexar District Clerk eFiling FAQ's](#)

[Bexar County-District Request for Process Form](#)

[Bexar County Standing Order for Family Law Cases](#)

AMEX **IS** Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

Document Filing Process-Initial Filing

- Pleading is the Lead document any exhibits are added separately as attachments.
- Civil Case Information Sheet should be uploaded as a Lead document.
- All parties should be listed in an Original Petition
- Addresses of Defendant and Plaintiff are required.
- A copy of [Bexar County's Standing Order](#) must be attached to the initial filing.

Document Filing Process- Subsequent filings

- Documents requiring a date stamp submitted as Lead document with exhibits as attachments.
- **Orders must be submitted in person for signature**; however, Motions and Orders to set will be signed electronically if the date has been previously approved by the Bexar County District Clerk at (210) 335-2000.

Service of process

- Add the [Civil Process Request](#) as a lead document, selecting Request for Service and Process (District) as your Filing Type.
- Select the Citation and copies under the Additional Services for this filing.

Brazoria County

Brazoria County-County Courts

[County Clerk Website](#)

[Brazoria County Clerk eFiling Information](#)

[Process Request Form](#)

AMEX IS NOT Accepted

Permissive eFiling in County Courts

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process- Subsequent filings

- Proposed Orders are not date stamped and should be filed as an attachment to a cover letter that is filed as a lead document.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services.



Brazoria County-District Courts

[District Clerk Website](#)

[Brazoria County District Department Information Link](#)

[Brazoria County District Forms](#)

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- The required Civil Case Information Sheet is submitted as a separate lead document.

Document Filing Process- Subsequent filings

- Proposed Orders are not date stamped and should be filed as an attachment to a cover letter or applicable Motion that is filed as a lead document.
- Motions are filed as lead documents.

Service of process/notices

- Prepare and file the appropriate [Process Request Form](#) using the Filing Type "Request" as a separate filing.
- Select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services.

Cameron County

Cameron County-Count Courts

[County Clerk Website](#)

[County Court at Law](#)

AMEX IS Accepted

Permissive eFiling in County and District Courts

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process

- **Each document must be a lead document under its own filing code and not an attachment.**

Cameron County-District Courts

[District Clerk Website](#)

[District Court Information](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process- Initial Filing

- Original Petition is the Lead Document. Case Information Sheet is an attachment.

Document Filing Process- Subsequent filings

- Submit all filings as separate lead documents. Affidavits, orders, exhibits, motions and cover letters can be submitted as attachments.

Collin County

Collin County-Count Courts

[County Clerk Website](#)

[County Court at Law](#)

[Probate Court](#)

[Request for Issuance](#)

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process- Initial Filing

- **Each document must be a lead document under its own filing code and not an attachment.**
- Documents must contain filer's complete contact information in the signature block including name, address, phone number and email address.
- The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- Multiple documents pertaining to a single filing must be combined into a single PDF with bookmarks separating the content, unless the resulting document exceeds the EFM's size limit for documents. For example, the lead document and attachments must be combined into one PDF; and/or pleadings with exhibits must be combined into one PDF. The contents of the one PDF document that includes exhibits or appendices must contain bookmarks to each exhibit or appendix item. The bookmarks should be clearly labeled so as to identify the exhibit or appendix item.
- Documents must contain page numbering for the entire filing. When including one or more appendices to a filing, each will be numbered individually and then the entire document will be numbered as a whole.
- The exact title of the document must be typed in proper case in the filing description.
- Text boxes within eFile Texas must be completed in proper case. For example, you may not enter the required information in all caps or in all lower case.
- A case information sheet should be filed as a separate lead document and not as an attachment to the lead document.

Document Filing Process- Subsequent filings

- A fiat must be filed as a separate Notice of Hearing and cannot be part of the pleading. It must contain the name of the pleading to which it is associated. For example, Notice of Hearing on Motion for Continuance.
- It is not necessary to file your **proposed order** ahead of the prove up hearing. You will bring the order to the prove up hearing and present it to the Judge at that time.

Service of process/notices

- Add the Civil Process Request as a lead document, selecting Request for Citation by + your method of service as your Filing Type.
- Select the Citation under Additional Services for the filing described above.

Collin County-District Courts

[District Clerk Website](#)

[District Clerk eFiling FAQ](#)

[District Court Information](#)

[Collin County-District Civil Process Form](#)

[Collin County-District Court Forms](#)

AMEX **IS NOT** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process- Initial Filing

- Documents must contain filer's complete contact information in the signature block including name, address, phone number and **email address**.
- The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- **Multiple documents pertaining to a single filing must be combined into a single PDF with bookmarks** separating the content, unless the resulting document exceeds the EFM's size limit for documents. For example, the lead document and attachments must be combined into one PDF; and/or pleadings with exhibits must be combined into one PDF. The contents of the one PDF document that includes exhibits or appendices must contain bookmarks to each exhibit or appendix item. The bookmarks should be clearly labeled so as to identify the exhibit or appendix item.
- **Documents must contain page numbering for the entire filing.** When including one or more appendices to a filing, each will be numbered individually and then the entire document will be numbered as a whole.
- The **exact title of the document must be typed in proper case in the filing description.**
- **Text boxes within eFile Texas must be completed in proper case.** For example, you may not enter the required information in all caps or in all lower case.
- A case information sheet should be filed as a separate lead document and not as an attachment to the lead document.

Document Filing Process- Subsequent filings

- A fiat must be filed as a separate Notice of Hearing and cannot be part of the pleading. It must contain the name of the pleading to which it is associated. For example, Notice of Hearing on Motion for Continuance.

Service of process/notices

- Add the [Civil Process Request](#) as a lead document, selecting Request for Citation by + your method of service as your Filing Type.
- Select the Citation under Additional Services for the filing described above.

Dallas County

Dallas County-County Courts

[County Clerk Website](#)

[Dallas County-FAQ](#)

[Dallas County Clerk Civil Division Helpful Hints](#)

[Dallas County Clerk Downloadable Forms](#)

AMEX **IS NOT** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- Documents with multiple attachments for a single filing must be combined into a single PDF with bookmarks separating content. This includes exhibits and appendices.
- **Civil Case Information Sheet** is filed as a Lead document.

Document Filing Process- Subsequent filings

- Documents with multiple attachments for a single filing must be combined into a single PDF with bookmarks separating content. This includes exhibits and appendices.
- **Proposed orders** are submitted as attachments to the Motion which is the Lead document.

Service of process/notices

- Add the Civil Process Request Form as an attachment to your Pleading.
- Under Additional Services, select the number of citations, the delivery type (sheriff, mail etc.) and the order the copy(ies) of your pleading needed for the citation(s).
- Requests for writs or notice's must be a single filing with the cover letter as the lead document.
- **Probate Fees** selected under Additional Services include:
 - **\$2.00 for a proposed order**
 - **\$25.00 Fee for documents that are more than 25 pages.**

Dallas County-District Courts

[District Clerk Website](#)

[Dallas District-FAQ](#)

[Rules & Guidelines for Dallas County Civil and Family Courts](#)

[Dallas County District Court Down-loadable Forms](#)

AMEX **IS NOT** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- View the [Dallas County District Clerk's link](#) for a complete list of their requirements.
- Multiple documents pertaining to a single filing must be combined into a single PDF with bookmarks separating the content, unless the resulting document exceeds the EFM's size limit for documents. For example, the lead document and Dallas County Standing Orders must be combined into one PDF; and/or pleadings with exhibits must be combined into one PDF. The contents of the one PDF document that includes exhibits or appendices must contain bookmarks to each exhibit or appendix item. The bookmarks should be clearly labeled so as to identify the exhibit or appendix item.
- Documents must contain page numbering for the entire filing. When including one or more appendices to a filing, each will be numbered individually and then the entire document will be numbered as a whole.
- All information entered into the e-filing portal must be completed in all caps! Please do not use lower or mixed case letters.
- A case cover sheet should be filed as a separate lead document and not as an attachment to the lead document.

Document Filing Process- Subsequent Filings

- Documents may not contain multiple filings in the same document. Each filing must be filed separately, for example:
- Filing of a motion with the order at the bottom of the motion. You must file a motion as one document and a proposed order as a separate document.
- Filing of an answer and counterclaim. You must file the answer as one document and the counterclaim as a separate document.
- A fiat should be filed as a separate Notice of Hearing and should not be part of the pleading, but should contain the name of the pleading associated to it. For example, Notice of Hearing on Motion for Continuance.
- Proposed orders must contain a cover letter or transmittal as the lead document with the proposed order as the attachment.

Service of process/notices

- Select the Citation and copies under the Additional Services for this filing.

Denton County

Denton County-County Courts

[County Clerk Website](#)

[Probate/Mental Health Court Website](#)

[Denton County Civil Departments](#)

[Civil Request for Issuance of Citation](#)

[Probate Request for Issuance of Citation](#)

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet may be submitted as a separate lead document or as an attachment.
- Exhibits submitted as separate filing and merged into a single document.
- All parties should be listed in an Original Petition
- Addresses of Defendant and Plaintiff are required.

Document Filing Process- Subsequent filings

- **Motions and Orders are filed as separate lead documents.**
- **Probate Court only-Documents requiring a judge's signature require a \$2.00 Judge's Signature fee. Select under Additional Services.**
- Exhibits are filed as separate lead documents.

Service of process/notices

- **File the appropriate county form as a lead document for your request, (links are below).**
- Initial filing: Select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services.
- You cannot request copies as an optional service to be attached to the citation.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services.

Denton County-District Courts

[District Clerk Website](#)

[eFiling Forms and Information](#)

[eFiling Request for Issuance](#)

[Court Administrator Forms and Contacts](#)

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process- Initial Filing

- Pleading is the Lead document any exhibits may be merged with the main pleading or may be added separately as attachments.
- Attach the **latest** [Standing Orders](#) to your pleading.

Document Filing Process- Subsequent filings

- Motions and Orders are filed as separate lead documents. Cover letters are not necessary when submitting an Order.
- **How do I submit proposed orders?** If an order is ready to be signed, submit using the "Proposed Order" filing Code. The District Judges are electronically signing proposed orders within the eFiling system. If signed and accepted, the order will be returned to you and any of your chosen service contacts through the filing system as are other accepted eFiled documents.
If the order is for a hearing set in the future, do not eFile – bring the paper version to the hearing.

Service of process/notices

- The request form **MUST** 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)
- Select the Filing Code: Select **"Request for Issuance"**.
- Select the correct Issuance Fee under **"Additional Services"**
- If requesting issuance 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 needs to be paid. Select "Copy(ies) for Service (\$1 per page)
- If a Denton County Constable or Sheriff is to serve the issuance, please select the appropriate service fee under Additional Services
- Upload the ["Request for Issuance form"](#) and **DO NOT** attach the pleading to be served
- Complete the eFiling submission.

El Paso County

El Paso County-County and Justice Courts

[County Clerk Website](#)

[Justices of the Peace Home Page](#)

[Probate/Civil Filing Forms](#)

[Justice Court Forms and Information](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be added as a separate lead document.

Document Filing Process-Subsequent filings

- **Proposed Orders are not eFiled, per Administrative Order they must be taken directly to the court.**
- Exhibits are merged into a single document and submitted as attachments.
- You are encouraged to include addresses including email addresses for all parties attached to the case.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

El Paso County-District Courts

[District Clerk Website](#)

[eFiling Process Information Sheet](#)

[El Paso District Court Forms](#)

AMEX **IS** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be a separate lead document.
- Exhibits are merged into a single document and submitted as attachments.
- All information in your submission must be in all caps.

Document Filing Process-Subsequent filings

- **Proposed Orders are not eFiled, per Administrative Order they must be taken directly to the court.**
- Exhibits are merged into a single document and submitted as attachments.
- Addresses including email addresses for all parties attached to the case must be included.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.
- Please see the [eFiling Process Information Sheet](#) for more information on requesting citations.

Fort Bend County

Fort Bend County Courts

[Website](#)

[Forms](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

• Most common reasons for Return for correction

- You have submitted multiple documents for filing as one event or filing. The file mark will only appear on documents submitted as lead documents. Please designate which documents in this submission are lead documents and submit each as their own filing.
- Please redact sensitive data (partial account numbers) or return as "Sensitive Data Document" filing if you are required to submit the sensitive data. Alternatively, you may note in the comments "Notice this document contains sensitive data.
- Please resubmit by scanning your Civil Case Info Sheet behind your Petition, or by filing subsequently once you've been assigned a case number.



Fort Bend District Courts

[Website](#)

[FAQ's](#)

[District Clerk Request for Process Form](#)

[District Court Forms](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
 - If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.
-
- **Most common reasons for Return for correction**
 - You have submitted multiple documents for filing as one event or filing. The file mark will only appear on documents submitted as lead documents. Please designate which documents in this submission are lead documents and submit each as their own filing.
 - Please redact sensitive data (partial account numbers) or return as "Sensitive Data Document" filing if you are required to submit the sensitive data. Alternatively, you may note in the comments "Notice this document contains sensitive data.
 - Please resubmit by scanning your Civil Case Info Sheet behind your Petition, or by filing subsequently once you've been assigned a case number.

Galveston County

Galveston County-County Courts

[County Clerk Website](#)

[eFiling FAQ's](#)

[County Forms](#)

AMEX **IS NOT Accepted**

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet may be submitted as a separate lead document.
- Exhibits submitted behind the petition in the same document.
- Addresses of Defendant and Plaintiff are required.
- In preparing an Original Petition **all parties** should be listed.
- **Probate Application**-You have approximately 3-5 Business days to send the "Original Will and/or Codicils" via mail once your new case has been electronically submitted. Your new case will not be placed on the uncontested docket until you have filed your "Original Will and/or Codicils" in a timely manner.

Document Filing Process- Subsequent filings

- Motions and Orders are filed as separate lead documents.
- Exhibits should be filed as the end pages of an appropriate lead document (motion, petition). If separate, as a lead document. i.e. **No attachments are allowed.**

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services.

Galveston County-District Courts

[District Clerk Website](#)

[Galveston County eFiling FAQ's](#)

[Request for Service](#)

[District Clerk's Office Forms](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet may be submitted as a separate lead document.
- Exhibits submitted behind the petition in the same document. If size limits are met, it can be submitted as a separate filing.
- All parties should be listed in an Original Petition
- Addresses of Defendant and Plaintiff are required.
- In preparing an Original Petition **all parties** should be listed.

Document Filing Process- Subsequent filings

- Motions and Orders are filed as separate lead documents.
- Exhibits should be filed as the end pages of an appropriate lead document (motion, petition). If separate, as a lead document, i.e. **No attachments are allowed.**

Service of process/notices

- Prepare and file the Request for Issuance Form (see link below) using the Filing Type "Request for Service" as a separate filing.
- Select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services. Be sure to include the fees for copies if they will be required for your citation.

Harris County

Harris County-County Courts

[County Clerk Website](#)

[Harris County FAQ](#)

[Harris County-County Civil Process Request Form](#)

AMEX **IS** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be uploaded as a Lead document.
- Exhibits may be submitted as an attachment or as a separate filing.
- Exhibits should be may be uploaded separately or merged into a single document.
- All parties should be listed in an Original Petition.
- Addresses of Defendant and Plaintiff are required.
- Probate-A copy of the will must be eFiled with the application. It is combined with the application and both submitted as a lead document. The original will must be filed with the clerk's office within three business days after application. See [Probate Court Administrative Order](#) for more information.
- Probate-There is a \$2.00 judges signature fee. Please select under Additional Services when eFiling.

Document Filing Process- Subsequent filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment if accompanying a motion as the lead document. As a lead document if filed after a motion.**
- Motions should be filed **as a lead document.**
- Exhibits should be filed **as an attachment to an appropriate lead document. Or separately as a lead document.**

Service of process

- Add the [Civil Process Request Form](#) as an attachment to your Pleading.
- Under Additional Services, select the number of citations, the delivery type (constable, mail etc.) and the order the copy(ies) of your pleading needed for the citation(s).

Harris County-District Courts

[District Clerk Website](#)

[Harris District eFiling FAQ](#)

[Harris County-District Civil Process Request Form](#)

[Harris County District Court Forms](#)

AMEX **IS** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Pleading is the Lead document any exhibits are added separately as separate attachments.
- Civil Case Information Sheet should be uploaded as an attachment to your Pleading.
- The Document type is currently selected after loading your Lead document under the **Document Type** dropdown selection list.

Document Filing Process- Subsequent filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment if accompanying a motion as the lead document. As a lead document if filed after a motion.**
- Motions should be filed **as a lead document.**
- Exhibits should be filed **as an attachment to an appropriate lead document.**
- Select the appropriate **Document Type** from the dropdown after document is uploaded.

Service of process

- Add the Civil Process Request Form as an attachment to your Pleading.
- Under Additional Services, select the number of citations, the delivery type (constable, mail etc.) and the order the copy(ies) of your pleading needed for the citation(s).

Hidalgo County

Hidalgo County-County Courts

[County Clerk Website](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be added as an attachment to your pleading

Document Filing Process-Subsequent filings

- **Motions and Orders are filed as separate lead documents** within a single submission or envelope.
- Addresses including email addresses for all parties attached to the case must appear in your document.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

Hidalgo County-District Courts

[District Clerk FAQ's](#)

AMEX **IS** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process-Initial Filing

- Pleading is the Lead document any exhibits are added separately as attachments. Do not combine attachments, load each separately.
- Address of plaintiff is not required, address of defendant is required.
- Civil Case Information Sheet should be uploaded as a Lead document.

Document Filing Process-Subsequent filings

- **Motions and Orders are filed as separate lead documents** within a single submission or envelope.
- Addresses including email addresses for all parties attached to the case must appear in your document.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

Montgomery County

Montgomery County-County Courts

[County Clerk Website](#)

[eFiling Information](#)

[Forms](#)

AMEX **IS NOT Accepted**

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Document Filing Process

Application or Petition should be lead document.

Order should be lead document.

All others can be attachments.

Montgomery County-District Courts

[District Clerk Website](#)

[Civil Process Request Form](#)

[Information and Forms](#)

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be submitted as a separate lead document.
- Exhibits submitted behind the petition in the same document.

Document Filing Process- Subsequent filings

- Motions and Orders are filed as separate lead documents. Orders Filing Type is Proposed Order.
- Motions and exhibits and/or affidavit are combined into a single pdf document.

Service of process/notices

- Prepare and file the [Civil Process Request Form](#) as a separate filing using the Filing Type "Request for Service".
- Select the appropriate quantity of citation(s) and preferred service method(s) under Additional Services.

Nueces County

Nueces County-County Courts

[County Clerk Website](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be filed as a lead document.

Document Filing Process-Subsequent filings

- Motions and Orders are filed as separate lead documents within a single submission or envelope.
- Addresses including email addresses for all parties attached to the case must appear in your document.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services. The service request form should be filed as a lead document.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

Nueces County-District Courts

[District Clerk's Website](#)

[District Clerk Forms](#)

[Process Request Sheet](#)

[General Orders \(Standing Orders\)](#)

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be filed as a lead document.

Document Filing Process-Subsequent filings

- Motions and Orders are filed as separate lead documents within a single submission or envelope.
- Addresses including email addresses for all parties attached to the case must appear in your document.

Service of process/notices

- Initial filing: Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services. The service request form should be filed as a lead document.
- Subsequent filing in existing case: Prepare your request letter and load as a lead document with Filing Code of Requests. Then select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

Tarrant County

Tarrant County-County Courts

[County Clerk Website](#)

[County Court eFiling FAQ's](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

[Instructional eFiling Guide-New Cases](#)

[Instructional eFiling Guide-Subsequent Filings](#)

Initial Filings

The Petition is filed as Lead document only, and any additional documents including the Case Information Sheet will need to be filed as attachments to the petition.

All exhibits should be merged into a single document.

The filer can request copies as an optional service to be attached to the citation.

The addresses of the plaintiff is required. The address of the defendant is required.

In preparing an Original Petition all parties should be listed.

Subsequent Filings

Please do not use the attachment option for subsequent filings. Please make all documents Lead Documents.

Please review the guides linked below for additional information.

**For information regarding filing a County Courts at Law document, please call:
817-884-1101.**

Tarrant County-District Courts

[District Clerk Website](#)

[eFiling Information](#)

[eFiling FAQ's](#)

[E-FILING SERVICE REQUEST FORM](#)

AMEX **IS** Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Case Information Sheet should be submitted as the last page of a petition or a separate filing.

Exhibits should be submitted merged into the lead document.

The filer can request copies as an optional service to be attached to the citation.

The addresses of the plaintiff is required. The address of the defendant is required.

In preparing an Original Petition all parties should be listed.

Tarrant County-Probate Courts

[eFiling FAQ's](#)

[Frequently Used Probate Forms](#)

[Probate Court Information](#)

AMEX IS Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Initial Filings

The Application is the lead document. Attachments to the lead document are the Civil Information Sheet and Probate Information sheets. The Petition is filed as Lead document only, and any additional documents including the Case Information Sheet are filed as attachments to the petition.

The Will is filed as a separate Lead document.

Subsequent Filings

After an initial filing when making a subsequent filing, be sure to do a search for the case and that the case is found so all of the information is populated correctly.

All exhibits should be submitted as one document. The attachment feature should only be used when initiating a new case and never on subsequent filings.

Travis County

Travis County-County Courts

General eFiling Information

AMEX IS Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

Document Filing Process-Initial Filing

- Civil Case Information Sheet should be submitted as a separate lead document.
- Probate Information Sheet should be submitted as a separate lead document. Exhibits are uploaded as attachments to the pleading.

Document Filing Process- Subsequent filings

- Documents not requiring a file stamp (proposed orders, notices, etc.) should have a cover letter as the lead document.
- **Proposed orders should be filed as an attachment** with the appropriate motion or a cover letter as the lead document.
- Be sure to select all services requested such as Issuance or Jury fees under Additional Services.

Service of process/notices

- Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

Travis County-District Courts

[General eFiling Information](#)

[District Clerk FAQ's](#)

[Service Request Form](#)

[Other Documents and Forms](#)

AMEX **IS** Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

Document Filing Process- Initial Filing

- Pleading is the Lead document any exhibits are merged into a single document and added as an attachment.
- Civil Case Information Sheet should be uploaded as an attachment to your Pleading. Select the Case Information Sheet after selecting Add Document.
- All parties or first plaintiff/first defendant (filer's choice) should be listed in an Original Petition
- Addresses of Defendant and Plaintiff are not required.

Document Filing Process- Subsequent filings

- Documents requiring a date stamp submitted as Lead document with exhibits merged into a single document and added as an attachment.
- Documents not requiring a file stamp (proposed orders, notices, etc.) should have a cover letter as the lead document.
- Proposed orders should be filed as an attachment with the appropriate motion or a cover letter as the lead document.

Service of process/notices

The Travis County District Clerk has a process request form you can download, (see link below) complete, and attach to your filing. This form can also be directly e-filed to request service or a writ in an existing case. To authorize the issuance and service fees via e-filing, go to the "Additional Services" section and select how many citations/subpoenas/writs are needed and whether you wish to have a Travis County Constable serve the process.

Travis County-Probate Courts

[General Information- Probate Court](#)

[Probate Court eFiling FAQ's](#)

[Administrative Order Regarding Filing Copies of Wills](#)

[Probate Information Sheet](#)

[Instructions for Filing Probate and Guardianship Proceedings](#)

AMEX IS Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

Service of process/notices

- Select the appropriate quantity of citation(s), preferred service method(s) and copies (per page) under Additional Services.

Williamson County

Williamson County-County Courts

eFiling Requirements

AMEX IS NOT Accepted

Full Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck your search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to correct the issue.

Civil Cases

Motions needing hearing dates:

- Submit motion by e-file.
- When accepted, call the court and coordinate hearing date and time.
- Bring hard copy of original order to hearing.

Agreed Motions and Orders:

- Submit motion and proposed Order as two separate lead documents by e-file.
- After payment the Order can be e-mailed to the submitter when it has been signed by the Judge.
- All proposed Orders MUST include the submitting attorney's signature "approved as to form" or the matters will not be presented to Judge McMaster off-docket.

Document with Exhibit:

- Exhibits should be merged into the lead document for a single filing

Probate Cases

- All new probates/guardianships filed after Jan. 1, 2014 MUST properly reference the new Estates Code. Pleadings filed after Jan 1, 2014, in cases opened Dec. 31, 2013 or before, should cross reference the Texas Probate Code section(s) with the new Estates Code section(s).
- Original or copy of Wills MUST be e-filed at the time of e-filing application for probate or administration. Original Will or copy MUST also be filed with the County Clerk no later than three (3) business days following the e-filing of ANY new application for probate or administration that includes a Will. TRCP 21(f)(12). 3
- Death Certificate, if available, MUST be e-filed as a separate lead document, but original paper Death Certificate MUST also be presented for review at the day of the

probate hearing.

- Proposed hearing documents should be e-mailed for review to the probate auditor at avega@wilco.org at least one week prior to the hearing.
- If proposed orders approving annual accounts, inventories, etc. are filed subsequently, file under "Proposed Order" as lead document.
- All proposed orders MUST include the submitting attorney's signature "approved as to form" or the matters will not be presented to Judge McMaster's off-docket.

- Constable personal service requests must be verified through the Williamson County Interactive Map, Precinct Finder at <https://maps.wilco.org/search/> to ensure payment to the appropriate Constable. Constable postings will be done only by Constable Precinct 3.

Williamson County-District Courts[eFiling FAQ's](#)[Issuance Request Form](#)**AMEX IS Accepted****Full Integration of Jurisdiction Case Management System**

This jurisdiction's Case Management System, (CMS) is fully integrated into the State eFiling system.

- When you are making a subsequent eFiling into an existing case for this jurisdiction your case should be available in the eFiling system and your case information will be automatically imported.
- If the case is not found, please recheck you search criteria. If the system still does not return your case, please send an email to [eFile-manager](#). We will contact the State eFiling system and jurisdiction to corre the issue.

Webb County

Webb County-County Courts

[County Clerk Website](#)

AMEX IS NOT Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

There is a \$2.00 filing fee for each document requiring a judge's signature. This is included in the Filing Type selection of Proposed Order. If a different filing type is used, select the Judge Signatures under Additional Services.

Webb County-District Courts

[District Clerk Website](#)

AMEX **IS** Accepted

Limited Integration of Jurisdiction Case Management System

This jurisdiction's Case Management System, (CMS) is **not fully integrated** into the State eFiling system

When you are making a subsequent eFiling into an existing case for this jurisdiction your case may or may not be available in the eFiling system.

- If your case is found the case information will be retrieved.
- If it is not found, be sure you have properly entered the jurisdiction and case number. If so, you can proceed with the filing. You will need to provide the required case information, i.e. case category, case type and required parties.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.