

Dallas

County Courts

eFiling FAQ's	Dallas County-FAQ
AMEX Accepted	No
Fully Integrated (Y/N)*	Yes
Document Filing Process-Initial Filing	<p>Documents with multiple attachments for a single filing must be combined into a single PDF with bookmarks separating content. This includes exhibits and appendices.</p> <p>Civil Case Information Sheet is filed as a Lead document.</p>
Document Filing Process-Subsequent filings	<p>Documents with multiple attachments for a single filing must be combined into a single PDF with bookmarks separating content. This includes exhibits and appendices.</p> <p>Proposed orders are submitted as attachments to the Motion.</p>
Service of process/notices	<p>Add the Civil Process Request Form as an attachment to your Pleading. Under Optional 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).</p> <p>Requests for writs or notice's must be a single filing with the cover letter as the lead document.</p> <p>For Probate-Be sure to add the Issuance service under Optional Services for posted notices.</p>
Civil Process Form	Not found on county website.

Dallas

District Courts

eFiling FAQ's

[Dallas District-FAQ](#)

AMEX Accepted

No

Fully Integrated (Y/N)*

Yes

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 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.

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:
The 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.

The 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 Optional Services for this filing.

Civil Process Form