

E-Filing Civil and Family Cases in the Randall District Clerk's office

General Information

1. Mandated in Randall County – January 1, 2015 by The Supreme Court of Texas (Misc. docket # 13-9092).
2. District Clerk to begin permissive filing on May 1, 2014.
3. All filings will be through the electronic filing manager (EFM), **eFileTXcourts.gov**
4. It is the responsibility of the filer to find and contract with an electronic filing service provider (EFSP). A list of service providers can be found at www.eFiletexas.gov. The filer is responsible for knowing how their EFSP works and who to contact for assistance if needed.

Guides/Requirements & Rules for Electronic Filing

1. Be familiar with the rules for e-Filing set out by The Supreme Court of Texas.
2. Please submit cover letter (as a lead document) indicating what action you need from our office (i.e., requested citations, addresses for persons to be served or how you want citation return to you).
3. The email address of an attorney or unrepresented party who files electronically **must** be included on the document.
4. **eFiletxcourts.gov** will send a filing confirmation notice to the filing party.
5. Documents are considered timely filed if it's electronically filed at any time before midnight on the filing deadline.
6. There is no cut off day and time for filing.
7. Acceptable filing format is PDF format/text searchable, converted not scanned if possible. Document must not be locked.
8. **Filer is responsible for redacting any sensitive information.**
9. Emailing is NOT e-filing. We cannot accept your documents via email.
10. If a proposed order is attached we will send it to the Judge. If you send the order directly to the Judge's office is responsible to return to you for e-file or they may forward to the clerk filing.

Citations

Citations served via Randall County Sheriff's Office or certified mail will be hard copied with a copy of the petition attached. You must pay for the copy of petition/pleading.

All other citations will be returned to you through E-filing. Should you need to request special or a different way of receiving your citation please indicate in a cover letter filed as a lead document.

Exhibits

Should be made a part of the filing document (not filed as an attachment).

The Clerk will be checking the following:

1. If it's a Randall County Case (by looking at the Style of Case)
2. Case Types– are set by the JCIT Misc Docket No. 14-9197.
3. Fees are attached to the case type and cannot be increased by Clerk. Only decreased should you pick the wrong case type. We will send back for correction if fees need increased.
4. Do not put a cover sheet as lead document. The lead document receives a file mark.
5. If multiple documents are placed in a single filing – they should be called lead documents to receive a file mark.
6. Make sure the document orientation is right side up and in PDF format.
7. Fill in all parties (please use all **CAPS**).
8. Explain in detail any action you need for the clerk to perform (i.e., citations) in your Transmittal/Request letter.
9. Documents with same cause number may be filed as one filing. Different cause numbers have to be filled separately.

Our Goal is to make sure the transition to eFiling is effective for both the filer and the receiver. We will work with the attorneys and their staff to make every effort to see that your documents are received and processed in a timely fashion.

Please call our office if you have questions. Someone from the Clerk's office will call you if we have questions.