



AS OF JULY 1, 2018

E-FILING WILL BE MANDATORY IN CRIMINAL CASE TYPES for RANDALL COUNTY

INFORMATION YOU WILL NEED TO KNOW:

1. Should you need to file with the clerk but a number has not been assigned to the case please use:
Case# CRIM-FELONY and please place Def.'s name in the filing description field (under the District Clerk Randall County)
Or
Case# CRIM-MISD and please place Def.'s name in filing description field (under the County Clerk Randall County)
2. The \$2.00 e-filing fee will be waived on all criminal cases.
3. The filer will need to create a waiver payment type on their side of e-filing.
4. The clerk is not able to remove the \$2.00 e-filing fee, so it will be return for correction for filer to choose waiver as payment type.

If you have any more questions please call the clerk's office: District Clerk--- 468-5600
County Clerk--- 468-5505

The Rules for Electronic Filing in Criminal Cases can be located at

<http://www.txcourts.gov/media/1403644/16-003-order-mandating-statewide-electronic-filing-in-criminal-cases.pdf>

.

Please read section 2 and 3

2. Once a court is subject to mandatory electronic filing under this order, attorneys must electronically file through an electronic filing portal provided or approved by the Office of Court Administration all documents in criminal cases, except documents exempted by statute or rules adopted by this Court. Attorneys must not file documents through any alternative electronic document filing transmission system, except in the event of an emergency. Persons not represented by an attorney may electronically file documents, but electronic filing is not required.

3. Once a court is subject to mandatory electronic filing under this order, courts and clerks must not offer to attorneys in criminal cases any alternative electronic document filing transmission system, except in the event of an emergency. And courts and clerks must not accept, file, or docket any document filed by an attorney in a criminal case that is not filed in compliance with this order, except in the event of an emergency.