



Williamson County Clerk Civil and Probate eFiling Requirements

The Texas Supreme Court has mandated that all civil and probate cases must be filed electronically (e-file) starting July 1, 2014. We cannot accept fax filings or e-mail filings. In an effort to prepare for this new process, Williamson County will begin accepting e-filings for civil and probate cases on May 12, 2014, in advance of the mandate. In addition to providing early eFiling capability, the County Clerk has established requirements to support the eFiling process that coincide with the Supreme Court rules.

DIGITAL MEDIA STANDARDS:

In addition to content and formatting promulgated by the Texas Rules of Civil Procedure, Texas Code of Criminal Procedure, and Texas Rules of Appellate Procedure, the following standards apply to digital media filed electronically or scanned from source records (filed after the effective date of these standards) by the clerk.

Document Requirements

- 1) Documents must be in a text-searchable PDF format using 300 DPI resolution and fonts specified in the Adobe PDF reference version 1.5 and should be generated directly from the originating software using a PDF distiller whenever possible.
- 2) Paper must be white with a page size of 8.5 x 11; content must be appropriately rotated. There must be a minimum of a one inch margin on top, bottom and sides of page.
- 3) Spacing: Text must be double-spaced; footnotes block quotations, short lists and issues or points of error may be single spaced. Typeface: A document produced on a computer must be printed in conventional typeface of 14 point except for footnotes which must be 12 point.
- 4) Scanner setting must be set for black and white. Color or grayscale images will be accepted for photographs only.
- 5) Documents must contain filer's complete contact information in the signature block including name, address, phone number and email address.
- 6) Documents may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio or programming.
- 7) Documents must not contain any malware or viruses. Electronically filing a document constitutes certification by the filer that the document has been checked and is clear of any malware or viruses.
- 8) Documents may not contain multiple filings; each filing must be filed separately. *For example, you cannot file a Motion with an Order typed in at the bottom of the page. File the Motion and the proposed Order as two separate lead documents.*

- 9) PDF packages and/or portfolios are not permitted. Multiple documents which pertain to a single filing must be combined into a single PDF. Bookmarks must be used to separate content appropriately. *For example, exhibits to pleadings are included in a single PDF but they must be bookmarked by exhibit.*
- 10) Documents must contain complete page numbering for the entire filing. When including one or more appendices to a filing, either 1) number appendices individually and then number the entire document as a whole, or 2) number the entire document as a whole including appendices.
- 11) The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- 12) No document may be filed that contains sensitive data as defined in T.R.C.P. 21(c).

Civil eFiling Requirements

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 two cause numbers listed:

- Document must be e-filed in each case

Document with Exhibit:

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

Probate eFiling Requirements

- 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 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).
- 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.

Clerk’s Reasons for Returning for Correction for a Filing

To ensure your documents are accepted when submitted through the e-file portal, we recommend you review this list for reasons a document may be returned. **Reason for Rejection:**

Sealed Documents	Documents filed under seal or presented to court <i>in camera</i> cannot be e-filed.	TRCP 21(f)(4)
Vexatious Litigant	Filer has been found to be a vexatious litigant and has not presented an order from the local administrative judge permitting the filing.	CPRC §11.103

Request For Correction:

We may request a filer to correct an e-filed document for the following reasons:

Insufficient Fees	Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type.	TRCP 99(d) and Gov’t Code, §51.318(b)(7) and (8) Gov’t Code §51.317(a) Local Gov’t Code §118.052; §118.121; or §118.131
Insufficient Funds	Credit Card was declined. Please resubmit with a valid method of payment.	TRCP 99(d) and Gov’t Code, §51.318(b)(7) and (8) Gov’t Code §51.317(a) Local Gov’t Code §118.052; §118.121; or §118.131
Document Addressed to Wrong Clerk	The document is addressed to a court for which this clerk’s office does not accept filings. Please correct or re-file with the appropriate clerk’s office.	
Incorrect/ Incomplete Information	Please resubmit using the correct <input type="checkbox"/> Cause number <input type="checkbox"/> Case Type <input type="checkbox"/> Case Category <input type="checkbox"/> Filing Code <input type="checkbox"/> Party Names on document(s)	
Incorrect Formatting	Please resubmit the document <input type="checkbox"/> By rotating the document so that the file mark will appear in the upper right corner <input type="checkbox"/> In text searchable PDF <input type="checkbox"/> Directly converted to PDF if possible. <input type="checkbox"/> With a 300dpi resolution <input type="checkbox"/> With a page size of 8.5"x11" <input type="checkbox"/> With no embedded fonts	TRCP 21 (f)(8)
PDF Documents Combined	You have submitted multiple documents for filing in a single PDF. The file-mark will only appear on documents submitted as lead documents. Please file all lead documents as separate PDF documents.	
Illegible/ Unreadable	Please resubmit in a format that is legible	
Sensitive Data	Please resubmit in five (5) business days with all sensitive data redacted: <input type="checkbox"/> DL, SSN, Passport Number, Tax ID Number, Government Issued ID	TRCP 21c (a-f) NOTE: Family Code §102.008 and §105.006

	Number <input type="checkbox"/> Bank Account Number, Credit Card Number, Financial Account Number <input type="checkbox"/> Birth Date, Home Address and name of any person who was a minor when the suit was filed.	require identification of children by name and DOB
Filer's Request	The filer requested that this filing be returned	

*****Filing with Affidavit of Indigence:*****

You must first create a "Waiver" account and then choose "Waiver" as payment option.

Issuance and County Service request (citations, precepts, etc)

Constable service requests must be verified through the Williamson County Interactive Map, Precinct Finder at <http://gis.wilco.org/search/default.aspx> to ensure payment to the appropriate Constable.

If a service document must be attached to the Issuance, payment for copies of the document must be provided through the e-filing system; the Issuance could be placed on hold until a copy of the service document is mailed in, or the Issuance can be e-served to the requesting party and the requesting party is responsible for attaching the service document to the Issuance. If required that the Issuance to be mailed back to the requester, a self-addressed stamped envelope must be provided for the mailing.

Any questions regarding these established requirements should be directed to the County Clerk's office at 512-943-1140

Additional E-file information:

For Pro Se using E-file

<http://www.efiletexas.gov/filers/registering-as-an-independent-user.htm>