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E-filing Business Processes

These are Business Processes as adopted by Williamson County District Clerk's office. Business processes may vary from county to county.

Detailed information and instructions for e-filing and choosing an EFSP (electronic filing service provider) may be found at <http://www.eFileTexas.gov/>. We encourage you to visit the eFileTexas.gov website as it is very informative and helpful to e-filers. The Supreme Court Mandate on e-filing may be viewed at www.supreme.court.state.tx.us.

Documents must be transmitted in conformity with technical standards set by the State of Texas Joint Committee on Information Technology JCIT, see the efiletexas.gov website for complete details.

Highlights: Documents must:

- be in a word searchable pdf format reference 1.5
- be 8-1/2 by 11 inches
- have 300 DPS resolution

Audio/video material must conform to the JCIT standards.

Scan documents only in black and white, not color, as color documents require more storage space. All scanned documents **must be** clear and readable as they will become the original court files.

SUBMISSIONS WILL BE RETURNED FOR CORRECTION for the following reasons:

If your submitted filing is rejected, you have 5 business days to correct the filing and re-submit using the original (rejected) envelope. This ensures the original filing date is retained. NO EXCEPTIONS

Note: The list of returns below is not all-inclusive. If your e-file is returned, please refer to the comment section of your returned e-file for further explanation.

Wrong jurisdiction:

The e-filed document indicates a different county or the Williamson County Clerk instead of the Williamson County District Clerk.

Fee issues - incorrect fees, missing fees, insufficient funds:

eFileTexas.gov places a "hold" on the amount of funds based on your filing selection. If you have made an incorrect choice and the amount is higher, your submission will be returned for correction since the higher amount is not guaranteed.

Poor quality of document:

The e-filed document is illegible or unreadable.

Document not allowed to be e-filed:

Statutes/rules prohibit the e-filing of the document. (Usually discovery documents directed to case parties or documents which have been designated as confidential)

Incorrect/Incomplete Information:

The document must have the correct cause number, case type, case category, filing code and party names. Blank pages should be deleted from the e-filed documentation before submission.

Submission Failed – the e-filing system was unable to process your filing successfully:

Filing does not meet required Technology Standards, see the EFILETEXAS.gov website for more information. Some of the common reasons for this failure are:

Page size is not **8.5x11 inches**.

Resolution is higher than **300dpi**.

Unintelligible **images** were used.

Original PDF document has **Password protection** on.

URLs or shortcuts were included in the filing.

PDF Producers other than **Adobe Acrobat** or **Microsoft Word** were used.

Unsupported fonts like **ZapfDingbats, Wingdings, Symbols** were used.

(Note: If your documents include unsupported fonts, either remove them *or* print, scan, and save the document in PDF format, then re-file it in E-File.)

General E-filing directions:

Note: As of September 1, 2019, E-file Texas will be making changes to the E-filing system. We will update our business processes accordingly.

Lead documents:

All filings submitted through eFileTexas.gov should be e-filed as separate lead documents.

Exhibits:

If an exhibit is referenced in your pleading, it is preferred that the exhibit/attachments be filed with that pleading as one document.

Motions requiring a hearing:

Submit motions through eFileTexas.gov. **Do not submit a blank notice of hearing** with the motion. Once you receive the e-mail notifying you that the motion has been accepted by the District Clerk's office, call the court to coordinate a hearing date and time. Then submit a **completed** notice of hearing through eFileTexas.gov affirming the established date and time of the hearing.

Agreed Motions with Proposed Orders:

Submit the motion and the unsigned proposed order as two separate lead documents. Upon acceptance in eFileTexas.gov, unsigned proposed orders will be sent to the court for review. Once the order has been signed, you may contact the District Clerk's office to purchase copies of the signed order. ***Do not request a copy of the signed order through eFileTexas.gov.***

Signed Orders (on paper):

If your intent is to present a proposed order before the court in person, ***do not*** submit the proposed, unsigned order through eFileTexas.gov. If the Judge signs that proposed order, ***immediately bring the original signed order to the District Clerk's office*** so that the order may be file stamped (conformed) and entered into the official court records.

Uncontested Docket:

Follow existing procedures set out by each court for their uncontested docket.

Allow 24 Hours for e-filed filings to be processed:

Please allow 2 business days (excluding holidays) for your filing to be processed. If a pleading is submitted after 4:00 p.m. on a weekday, it will not be processed until the next business day. All filings presented (filed) through eFileTexas.gov are reviewed in the order they are received.

Confirmation that filings have been received:

1. Once your filing has been ***SUBMITTED***, you will receive an automatic confirmation e-mail from eFileTexas.gov.
2. Once your filing has been ***ACCEPTED*** by the District Clerk's office you will receive a ***second*** notification e-mail from E-fileTexas.gov stating: "The filing below was reviewed and has been accepted by the clerk's office." E-FileTexas.gov will also include a link for retrieving a file stamped copy of the document. This link is only valid for 30 days.

Note: If you are not receiving confirmation e-mails from E-File Texas.gov, please check your software program's e-mail settings to determine if these e-mails are being automatically rejected.

E-FILE PARTY INFORMATION:**Entering Parties:**

Each party, including children must be properly identified with the full name and complete address on the "Parties" page of eFileTexas.gov.

Party records of minor children are confidential:

All party records of minor children are highly confidential, are secured for confidentiality by the court case management software system and are ***not*** shared in public records.

Attorneys are NOT parties in a case:

In eFileTexas.gov, when creating an initial case DO NOT enter the attorney as a separate party on the e-FileTexas.gov "Parties" page. The attorney will be added to the case by the clerk after the e-file is accepted.

Party Responsible for Fees:

In eFileTexas.gov, the "Party Responsible for Fees" is always the attorney's client, never the attorney or the opposing party.

Changing or correcting existing party records in eFileTexas.gov:

In e-filed subsequent filings, existing party information comes over from the court's case management system and **cannot** be changed by the e-filer. If changes are needed (i.e.- new attorney, new address for one of the parties, etc.), submit a **cover letter** detailing the request. The clerk will then make the requested changes in the court's case management system.

Sealed Cases/Documents:

Documents filed under seal or presented to the court *in camera* cannot be e-filed, as per TRCP 21(f)(4). These filings must be presented to the Clerk for filing in paper form.

E-FILE FEES:

Charges to your credit card:

When an e-file submission with fees is made, eFileTexas.gov immediately places a "hold" on the amount of funds needed for that transaction.

Changes to fees:

It is up to the e-filer to choose the correct fees that apply to a filing. If/when those fees are found by the clerk to be incorrect:

If the actual fee(s) is less: the clerk will correct the fees and accept the filing.

If the actual fee(s) is more: the clerk will return the filing for correction.

Convenience fees:

Additional convenience fees (credit card processing fees) are charged through eFileTexas.gov. In addition, some EFSP's charge fees for their services. For questions about those types of fees, please contact either eFileTexas.gov, or your own EFSP.

Issuance fees (citations, notice, etc.) and copy fees:

The District Clerk charges \$8 per issuance. In addition, copy fees for pleadings to be attached to your issuance shall be requested and paid for through eFileTexas.gov. Copies are \$1 for the first page and \$.25 for each page thereafter. Certified copies are \$1 per each page. Issuance fees for orders are not taken until order has been signed.

ISSUANCE/SERVICE REQUESTS:

Request for issuance:

Please complete and submit a **Request for Issuance** (form located on District Clerk website). We will also accept a cover letter stating the type of issuance requested, name and address of the person who is to receive the issuance and which of the previously filed pleadings the issuance is to be done on.

County Service Fees:

Service by one of the Williamson County Constables may be requested through the e-filing process. **At the time of payment through eFileTexas.gov**, it is very important to select the correct Williamson County Constable (1,2,3 or 4) to do the service. The address of the party being served decides which Constable is to do the service. Before submitting your e-file request, look up the service address on this website - <http://gis.wilco.org/search>.

Private Process Service and Out of County Service:

Private process service and/or out-of-county Constable service are NOT processed through eFileTexas.gov or by the District Clerk's office. Arranging service and payment is the responsibility of the filer.

Issuance pick-up (Please note: e-mail issuance is not available at this time):

In your **Request for Issuance** please indicate how your service will be executed. You may pick the issuance up in our office or provide a Self-Addressed Postage-Paid envelope and the prepared issuance will be sent to you by mail. If you plan to have one of the four Williamson County Constables provide service, please indicate that on your **Request for Issuance** and notify the appropriate Constable.

Issuance requested after case or motion has been filed:

If you need to request issuance after your case or motion has previously been filed, you should e-file the **Request for Issuance**. DO NOT file the original pleading a second time.

Returns of Service:

All returns of service- either served or unserved- should be e-filed by the serving entity for recording into the case. Do not file duplicate returns of service. If a Process Server or Constable is making a return to the court, please DO NOT duplicate the return of service.