

# Tarrant County District Clerk E-Filing Frequently Asked Questions

## Contact Information

Civil Case E Filing Information - [TarrantCivilDCEFile@tarrantcounty.com](mailto:TarrantCivilDCEFile@tarrantcounty.com)

Family Case E Filing Information - [TarrantFamilyDCEFile@tarrantcounty.com](mailto:TarrantFamilyDCEFile@tarrantcounty.com)

Tax Case E Filing Information - [TarrantTaxDCEFile@tarrantcounty.com](mailto:TarrantTaxDCEFile@tarrantcounty.com)

Criminal Bond Forfeiture Case Information - [TarrantBofoDCEFile@tarrantcounty.com](mailto:TarrantBofoDCEFile@tarrantcounty.com)

**Civil/Tax-817-212-6953**

**Family/OAG- 817-212-6954**

## General Questions

Is Amex accepted? **Yes**

Is your Case Management System integrated with the EfileTexas system? **Yes**

Are attachments allowed? **Yes, but prefer only proposed orders that are not exhibits submitted as attachments. Any other kind of attachment should be merged into the lead filing document.**

If so, do you want them as separate attachments, or combined into a single document? **Combined into a single document, except proposed orders that are not exhibits.**

Are multiple lead documents allowed in one filing? (For example, a petition and two motions on the same case—can that be done in a single filing?) **Yes- Multiple filings allowed in one envelope as long as they pertain to one case. However, pleadings requiring fees should be separate lead documents within that one envelope.**

## Initial Filings

Do you want all exhibits uploaded as separate documents or merged into one document?  
**Merged into one document**

Should any exhibits be submitted as attachments to petition or as separate filing? **Exhibits should be merged into the lead document for a single filing.**

Are citation requests, copies, etc., under Optional services or as a Filing Code for a separate filing? **Citations or other service documents request would be under the filing codes, but copies are under optional services.**

If Citation Request form is required, from where can it be downloaded?

[http://web64.tarrantcounty.com/content/dam/main/district-clerk/efile\\_service\\_request\\_form.pdf](http://web64.tarrantcounty.com/content/dam/main/district-clerk/efile_service_request_form.pdf)

When requesting citations, etc. do you allow filer to request copies (optional services) to attach to the citation? **Yes**

Do you require plaintiff or defendant addresses? **Yes**

When doing an original petition filing, should all parties be listed or just first plaintiff /first defendant? **All parties**

## Subsequent Filings

Do Notices, Orders, etc., that should not be file stamped have to have a cover letter as the lead document- **Yes**

Do you accept non-indexed case filings? **Yes- Preference would be for them to be indexed for the Judge to follow.**

What process should be used for eFiling proposed orders? **If a motion is being filed with it then it can be submitted as an attachment to the motion. If not and is only being submitted by itself, then pick proposed orders with a cover letter as the lead and attach the order.**

What process should be used for eFiling motions? **The filer would look for their filing motion on the pick list. If the pick list does not have their specific motion then they should select the "generic" Motion (other types)**

What process should be used for eFiling exhibits? **Same process for exhibit as initial filings- Exhibits should be merged into one document with the lead document.**

## Additional Questions

- Do attorneys have to go through an Electronic Filing Service Provider (EFSP)?** Yes, but you are not limited to one EFSP
- Will there be a guest E-filing station/kiosk in the Courthouse?** Guest E-filing stations with scanners are located in District Clerk's Office at the Tim Curry Justice Center, 3rd floor, 401 W. Belknap and at the Family Law Center, Records area 3rd floor, 200 E. Weatherford, Ft Worth, TX.
- Do attorneys have to pay an extra fee to use a guest E-filing station?** No, The District Clerk will not charge an additional fee to use the guest e-filing station.
- Will the filer be able to send E-filings 24/7?** Yes
- Can an attorney send multiple pleadings in one transmission for one transmission fee?** Multiple pleadings can be sent in one envelope as long as all of the pleadings are in the same case number and don't exceed the 35mb per envelope size limit. Each separate document needing to be file marked must be submitted as a lead document.

**If an attorney does not select the correct fees, or only selects one fee, but selected multiple filings that require fees will this be rejected?**

**Is an email address required to be included on filings** Yes

**Filing TRO's or Protective Family Law**

**Orders**

Couple of options: 1) Attorneys can take their applications and orders straight to the Judge to be filed and signed. It is mandatory that you immediately deliver the originals (pleading/order) to the Clerk of the Court so that the Clerk retains the originals and it can be entered into JIMS. or 2) E-file the application/motion -(after knowing what court the case is assigned) go to that Court Clerk to get the docket sheet and then go to the Court with your proposed order. Once the order is signed the attorney will bring back the docket sheet and order to the Court clerk to be processed.

**Filing TRO's or Protective Orders- Civil Law**

Couple of options: 1) If you choose to process the TRO in person, you should e-file the pleading and bring in your proposed order. 2) - If you choose to E-file everything, submit your pleading as a lead document and your proposed order as an attachment. The clerks will print out and send to the court; once the order is signed the clerk will email you the signed order for you to process accordingly.

**The temporary ex parte order needs to be signed on the same day as the filing of the application. What if the Judge is not available how/who will get that order to another Judge if the attorneys have to e-file the temporary Ex parte order?**

The only thing that has changed, since e-filing has been mandated, is the pleading must be efiled and all other processes after the filing remain the same. NOTICE- Use caution when "pre paying" for a TRO notice, just in case the Judge will not sign the order. The refund process is time consuming.

**How will petitions be served if service is needed in Tarrant County?**

Refer to the Tarrant County Service request form on the District Clerk Web e-filing information link. The form must be completed, printed, scanned, and e-filed as a PDF.

**Will the attorney still have to provide service copies?**

There are four options for services copies 1) - pay for service copies when selecting your service document. 2) Attorneys can provide copies of the "accepted" file-marked document in person or through a runner. 3) - Pay for service copies in person at the file desk or 4) pay for copies through certified payments. Note- a convenience fee charged to your credit card will be added for this option.

Yes

**Will there be any exceptions or special circumstances where attorneys would be allowed to file by paper?**

Please refer to Misc. Docket 13-9165- TRCP- 21(f) (4).

**Exhibits – Are these uploaded as attachments to the petition. If yes, do you want them uploaded singly or do you want all the exhibits combined into a single document?**

Preference is to have exhibits as part of the lead document they are filing, as long as they don't exceed the 35mb per envelope size limit. Lead documents get file-marked; attachments do not get file marked.

Yes, proposed Orders can be e-filed.

**Do you allow the eFiling of proposed orders?**

Order should be submitted as an attachment if a pleading is going to be e-filed.

**When submitting a motion with orders, are both the motion and the order lead documents or do you want the order submitted as an attachment to the motion?**

**When submitting notices/motions, etc by themselves do you want these uploaded as the lead document or as an attachment to a cover letter?**

They should be the lead document.

**What filing code should I use when filing a response to**

Use the generic "response" filing code. Once the clerk reviews and accepts the clerk will update the CMS/ JIMS to reflect the title of the document you are submitting. This will be done on all filings submitted. **discovery?**

Refer to Misc. Docket No. 13-9165 -TRCP 21(f) (7).

**Can you please advise if all filings can be signed electronically or if they can be signed with a pen and scanned in to be filed? Does it matter?**

Yes

**If I am an out of town attorney where the mandate has yet taken place but I need to file something in Tarrant Co. Do I have to e-file?**

Refer to Misc. Docket No. 13-9165 - TRCP 21(f) (4).

**What cannot be efiled?**

**If my filing is rejected will I still be charged any fees?**

No, but your bank may place a hold on your funds for up to 14 business days.

**If I submitted a scanned copy of my pleading but it skipped several pages can I just resubmit the missing pages?**

No, the clerk will be unable to modify the original image in any way. You will need to resubmit the whole document correctly.

**I am trying to file into an existing Termination/Adoption case and I am receiving an error message stating case is not available. How do I e-file into a confidential case?**

You will need to contact the Court Clerk.

**How do I pay for the copies when requesting a citation?** After you select your service document from the drop down menu, depending on service provider, you will either add copies or select additional services to apply copy fees. The copy fees are per page, not per document. (i.e....If your petition is 5 pages, you will pay for 5 copies at .50 per page)