

## Bowie County, Texas E-Filing Business Processes

### Submitting a Pleading for Filing:

Pleadings must be submitted for filing in accordance with the following specifications:

Documents must be in a word searchable PDF format;

Documents must be 8 1/2 by 11 inches;

Documents must be in 300 DPI resolution. (For scanned documents, this will require an updated scanner); and,

Audio/Video items material must conform to the JCIT standards.

TRCP 21(f)(2)The email address of an attorney or unrepresented party who electronically filed a document must be included on the document.

The Filer submits the eFiling through an EFSP. The EFM has a number of training videos for you so that you can train as to how to submit a filing. The website address is:

<http://efile.txcourts.gov>.

**NEW FILINGS:** The Filer should insert the parties' names, addresses, court information and county in the EFSP software just as it is in the petition. It is important that your party names and addresses are as they are in the original petition. All information typed into the system must be in ALL CAPS WITH NO PUNCTUATION. Do not add information for AKA, DBA, Trustee, etc in the fields for the party's name or the address fields. Do not use the attorney's address for any of the parties.

You must submit a VS-165 Form (Information on Suit Affecting Family Relationship) for all new family cases EXCEPT adoptions. Prior to filing verify that your VS-165 form is current.

**FILING INTO EXISTING CASES:** The Filer must click on the County and District Clerk's Office and enter the cause number, to search for the existing case. The Pleading will be referred to as a subsequent filing. Depending on which EFSP is used, the Filer may receive a message that says "No Cases Found". The Filer should check and make sure that the cause number is correct, the county is correct and then proceed. There are some instances where cases are secured from the public which will prevent the case from being listed; if this happens please call our office when you are ready to file and the case will be unlocked temporarily.

Each document submitted in an envelope must be a separate and complete document. Multiple documents cannot be submitted together as 1 PDF. Multiple pleadings in the same envelope must be separate PDF documents and filed as separate lead documents. WE DO NOT ACCEPT ATTACHMENTS; exhibits and attachments that are to be included as part of the pleading should be scanned with the pleading as 1 PDF document.

**Service Contacts:**

TRCP 21a(a)(1): Documents filed electronically must be served electronically. –Filer must add all opposing counsel to the service contact tab and must submit the documents as file and serve documents.

**Proposed Orders**

If the Filer wishes to submit a proposed order through eFiling, the document needs to be filed in a separate envelope from other filings. The proposed order needs to have a cover letter as page one of the proposed order PDF document. The cover letter must include the filing attorney's contact information including email address. After the order is signed by the Court, the Court will forward the order to the Clerk and the Clerk will accept it for filing. No certified copies can be emailed.

**Motions needing hearing dates:**

Upon receipt of confirmation that a submitted pleading has been accepted, the Filer should call the Court Administrator to schedule a hearing date and time. If a TRO or Protective Order is being requested, the Filer must adhere to local rules for TRO or Protective Order for hearings.

**Sensitive Data:**

If filer is submitting a document with sensitive data filer will need to highlight the sensitive data option in the security box when uploading the document.

**Confidential Information:**

DO NOT SEND CONFIDENTIAL INFORMATION THROUGH E-FILING. If the Filer possesses a document with confidential information, the Filer should obtain an order sealing document prior to filing. The Filer must notify clerk if confidential information is submitted for filing so proper statutes are followed in redaction. If the Filer is submitting sensitive information, and cannot obtain an order sealing it, file over counter.

**Signed Orders:**

Orders of the court, final decrees, final judgment, etc.( minutes of the court) do not require a cover letter when submitted EXCEPT if filer is asking for issuance then a cover letter is required.

**Fees:**

When submitting a document for eFiling, the case type and document type will determine fees charged. EFSP screens will allow Filer to select additional services or pay additional fees. The correct statutory fees are to be added by the filer and are subject to rejection. If you are unsure of the correct fees, please call the Bowie County District Clerk's office at 903.628-6750. When a submission with fees is made, a "hold" will be placed on the amount of funds needed for the transaction. Submissions may be rejected/returned for incorrect fees. Selecting the correct case type and/or document type, and the submission of correct fees are critical for the approval of the submission.

## **Issuance and County Service Fees (citation, notices, etc.)**

If filer is requesting issuance you must include a cover letter as the first page of your pleading PDF document. The cover letter must include the name and address of the party to be served and any special instructions. Citations will not be prepared until instructions are provided to the clerk. The District Clerk will only accept fees for service by law enforcement or certified mail. The payment of process server will be strictly between the Filer (party requesting the service) and process server.

If a service document is needed, you will need to include payment of copies upon request of issuance for sufficient copies of the documents through the eFiling system or provide copies for the issuance to the District Clerk's Office. THE SERVICE COPIES WILL NEED TO BE DELIVERED TO THE DISTRICT CLERK'S OFFICE WITHIN 5 BUSINESS DAYS OF FILING FOR THE ISSUANCE. If you require the issuance be mailed back to you, YOU MUST PROVIDE A SELF-ADDRESSED ENVELOPE WITH CORRECT POSTAGE OR ISSUANCE WILL BE HELD UNTIL PROPER FEES ARE PAID.

If you do need issuance after pleadings have been filed, you may submit a letter that includes the above described information as your pleading and add the appropriate fees.

NOTICE---PLEASE DO NOT FILE DUPLICATE RETURNS OF SERVICE. IF PROCESS SERVER IS MAKING A RETURN TO THE COURT THEN WE DO NOT WANT THE ATTORNEY'S COURTESY COPY FOR THE FILE.

### **Time for Process eFiling:**

**WHEN SUBMITTING A FILING THROUGH E-File, please allow 24 hours for the eFiling to be processed. If the Filer is appearing in court prior to the 24 hour processing time, the Filer will need to provide a courtesy copy of the filing to the Court.**

**IF AFTER READING THE ABOVE GUIDELINES YOU HAVE ADDITIONAL QUESTIONS CALL OUR OFFICE AT 903-628-6752.**