



**Velva L. Price**  
District Clerk, Travis County  
Travis County Courthouse Complex  
P. O. Box 679003  
Austin, Texas 78767-9003

## ELECTRONIC FILING GENERAL INFORMATION

Detailed information and instructions and choosing an EFSP (electronic filing service provider) is found at <http://www.eFileTexas.gov/>. This site is informative and offers helpful tips.

The Texas Supreme Court and Texas Court of Criminal Appeals Mandates may be viewed at <http://www.txcourts.gov/jcit/electronic-filing/>.

### TECHNICAL REQUIREMENTS

Documents must be transmitted in conformity with technical standards set by the State of Texas Judicial Committee on Information Technology (JCIT), see the [efiletexas.gov](http://www.eFileTexas.gov) website <http://www.eFileTexas.gov/> for complete details.

Highlights: Documents must:

- \* be in a word searchable pdf format
- \* be 8-1/2 by 11 inches
- \* have 300 DPS resolution
- \* only in black and white
- \* clear and readable
- \* not locked

### SUBMISSIONS RETURNED FOR CORRECTIONS:

**Refer to comment section for specific reasons** - Comments will contain the clerks name, contact number and document error.

Examples:

**Wrong jurisdiction** - different county or court;

**Fee issues** - incorrect fees, missing fees, insufficient funds;

**Poor quality** – document illegible or unreadable;

**Document not allowed to be e-filed** – case sealed, statutes/rules prohibit;

**Incorrect/Incomplete Information**- Incorrect Cause Number, missing signature, missing email address, missing Bar Number, missing address, incorrect/no filing code;

**Blank pages** - should not be contained within the e-filed document.

## **INSTRUCTIONS:**

**Lead document:** The document which the file-stamp will be placed. [File separate motions as individual lead documents]

**Envelope:** Number assigned when document[s] are e-filed.

\*You can file multiple lead documents in a single envelope for a single case.

\*Use the Envelope Number when contacting clerk about status or questions about filing.

**Exhibits:** *If an exhibit is referenced in your pleading*, the exhibit should be filed on the back of that pleading or as an attachment.

**Motions needing hearing dates - *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:

**Civil cases** – Set hearing using Court portal - <http://www.traviscourtsapplications.org/portal>  
Contact the court coordinator – 512/854-2484. Then e-file your notice of hearing with complete information.

**Criminal cases** – Contact the court coordinator for the specific court your case is assigned.

**Agreed Motions with Proposed Orders – All parties signatures must be on the Motion or Order:**

Submit the motion and the unsigned proposed order as one document or order as an attachment. Upon acceptance, the Motion and Order will be forwarded to the court for review. Once the order has been signed, you will not be contacted about the approval of the Order but can obtain a copy via Attorney Access Records Online [AARO] – <https://www.traviscountytx.gov/district-clerk/public-access> or On-Line Case Information - <https://www.traviscountytx.gov/district-clerk/online-case-information>, which allows you to request a copy.

*Do not request a copy of the signed order through eFileTexas.gov.*

*Generally, it takes 1 – 2 weeks from the date the document has been accepted to be reviewed by the Court.*

**Orders to be presented at Hearing:**

*Do not* submit the proposed, unsigned order through e-filing, if you intend to present a proposed order at a hearing or at uncontested docket. If the Judge signs that proposed order, the Judges staff or Deputy District Clerk will take possession of the *original signed order*. It will take the document 24 – 48 hours to be processed and available for viewing.

**Entering Parties:**

When e-filing an initial case - enter the full name and complete address of each case party on the “Parties” page. On the “Parties” page, *do not* enter only the initials of the party. Each party (including minors) *must* be properly identified (using their full name) for the purpose of tracking parties in accordance with the court’s management system. Minor names are *not* shared in public records. Full and complete minor names are *only* accessible to court personnel.

**Attorneys are NOT parties in a case:**

When creating an initial case **DO NOT** enter the attorney as a separate party in the “Parties” page. Attorney information will be added by the clerk after the e- file is accepted.

**Party Responsible for Fees:**

The “Party Responsible for Fees” is always the client, never the attorney or the opposing party.

**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 sent to the Clerk for filing in paper form.

**E-FILE FEES:**

**Free E-filing ESPS:** <http://www.efiletexas.gov/service-providers.htm>

**Waiver Accounts:** If your case does not have fees associated [i.e. criminal indigent clients], you can set up a waiver account to file the documents.

\*Civil: E-filer shall file a statement of inability to afford payment of court costs or an appeal bond as a separate lead document within the envelope.

**Charges to your credit card:**

Funds used when e-filing will be placed immediately on “hold”.

**Changes to fees:**

The e-filer must choose the correct fees for the filing.

If those fees are incorrect, the following will occur:

- \* 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:**

Convenience fees are credit card processing fees. In addition, some EFSP’s charge fees for their services. For additional information about these fees, please view eFileTexas.gov or the chosen EFSP website.

**Cover Letter:**

When making a specific request, our office requires that you submit a **cover letter** as a separate lead document giving detailed instructions. (See Request for Issuance Below.)

**Issuance fees (citations, notice, etc.):**

\$8 per citation issuance

\$1.00 per page for plain/certified copy.

\$1.00 per document for certification.

**In County Service Fees:**

Service by the Travis County Constables can be requested through the e-filing process.

**Do not** request out-of-county service through the e-filing process, you must make arrangements for any service required out of county.

**Request for issuance:**

\* Service request form: [www.traviscountytexas.gov/images/district\\_clerk/Docs/e-filed-request.pdf](http://www.traviscountytexas.gov/images/district_clerk/Docs/e-filed-request.pdf)

\* Cover letter which states 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.

\* E-Issuance - Include name and email address of the private process server or specific email address if citation is to be returned to law firm.

**Service by a process server:**

Service by your choice of process server, including payment, is handled strictly between you (the party requesting the service) and the process server of your choice.

**Returns of Service:**

If a Process Server is filing a return of the citation to the court, the attorney **does not** need to file a courtesy copy.

**Uncontested Docket:**

No change to the present uncontested docket procedure.

**Allow 24 Hours for e-filed documents to be processed:**

Although the e-filing system allows documents to be entered 24 hours a day, 7 days a week, the District Clerk's office hours are Monday – Friday, 8:00 am – 5:00 pm. For example: If a document is e-filed after 4:00 p.m. on a weekday, generally it will not be reviewed until sometime after 8:00 a.m. the next day. If you e-file a document on the weekend, it will be reviewed sometime during the day on the next workday (holidays excluded). All e-filings sent to the clerk's office will be reviewed in the order they are received. Please contact The District Clerk's office at 512/854-9457 if you have an emergency filing that needs to be processed.

**Confirmation that filings have been received:**

1. After you have completed e-filing your documents, *first* you will receive a confirmation e-mail stating that your filing has been received into the e-File system.
2. Once your filing has been **ACCEPTED** by the District Clerk's office, you will receive a *second* notification e-mail stating: "The filing below was reviewed and has been accepted by the clerk's office." You will also receive a link for retrieving a file stamped copy of the document. The link will be available for approximately 30 – 35 days.

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

**MISCELLANEOUS**

**Self-Represented Litigants a/k/a Pro Se** – Not required to e-file but can e-file voluntarily. [Attorneys who represent themselves are required to e-file]

**Service on Parties** – Filers may use mail service, hand-delivery, email or electronic service through the ESPS.

**Eservice** – If opposing counsel does not receive the filing, contact your EFSP since the District Clerk has no control over service e-deliveries.

**Sensitive Data** – Read TRCP 21c

**Weekends** – If file transmitted on Saturday, Sunday or legal holiday, deemed filed next business day.