

GENERAL E-FILING INFORMATION
ARMSTRONG COUNTY

1. Mandated July 1, 2016.
2. Permissive Go-Live March 16, 2015.
3. All filings will be through the electronic filing manager (EFM) eFileTexas.gov (Misc. Docket #13-9165 Pg. 2(f) (3)).
4. It is the responsibility of the filer to find and contract with an electronic filing service provider EFSP. A list of service providers can be found at www.eFileTexas.gov. The filer is responsible for knowing how their EFSP works and who to contact for assistance if needed.

Guides/Requirements for Electronic Filing

1. Be familiar with the rules for e-filing set out by the Supreme Court of Texas (Misc. Docket #13-9165, 14-9079 and 14-9197).
2. Please submit cover letter (as an attachment) indicating what action you need from our office (i.e., requested citations and addresses for persons to be served).
3. The email address of an attorney or unrepresented party who files electronically must be included on the document. (Misc. Docket #13-9165 Pg.2 (f)(2)).
4. eFileTexas.gov will send a filing confirmation notice to the filing party.
5. Documents are considered timely filed if it's electronically filed at any time before midnight on the filing deadline (exception: see #6 below). Misc. Docket #139165 Pg. 2 (f)(5)
6. Cut off day and time for filing of **Probates and Guardianships is 3pm each Thursday**. This allows the clerk time to get the citation issued and posted allowing for the 10 days to run.
7. Copy of Wills should be submitted electronically. **The Original Will is due in Clerk's office within 3 business days** after application has been submitted. (Misc. Docket #13-9165 Pg.3 (f)(12)) The judge will be notified prior to hearing if original Will has not been received.
8. Acceptable filing format is PDF format/text searchable, converted not scanned if possible. Document must not be locked. (Misc docket #13-9165 Pg. 3 (f)(8)).
9. **Filer is responsible for redacting any sensitive information** (i.e., SSN-last 4 digits, DL#). Filer must retain unredacted version. (Misc. Docket #13-9165 Pg. 6 © & (d)).
10. **Emailing is NOT e-filing**. We will not accept your documents via email or via facsimile.

11. If a proposed order is attached we will send it to the Judge. If you send it directly to the judge, it should be returned to the clerk for filing.

Citations

At this time, Personal Citations will still be issued in original format and the attorney will be responsible for picking them up at the Clerks' office is not being served by the Sheriff's Office.

Fees

A breakdown of fees has been provided. Citation fees have been added to most Case initiation fees and subsequent filings.

If there is a missing or excessive fee it will be sent back to the filer for correction.

Exhibits

Exhibits that are scanned and accepted as electronic documents can be filed electronically under the event "No Fee Documents" or entered in as attachments to other filings. The current rule does not require exhibits to be filed electronically. Therefore, items that cannot be filed electronically (i.e., hard objects, discs, etc.) may be filed over the counter or during court sessions.

Since exhibits are not required to be submitted electronically, you may choose to submit a document describing the item with a statement in the filing indicating that it will be retained in the attorney's possession until needed (be it for a deposition, request for production of documents or during trial).

Changes of Venues and Transfers

When a transfer occurs because of venue, the filer must provide the court with the original case file and the filings that have occurred with it. All non-criminal pleadings fall under the mandate for electronic filing. Clerks will efile transferred cases to another county.

The Clerk will check for the following:

1. If it is an Armstrong County Case (by looking at the Style of the Case).
2. Case Types- fees are different depending on the Case. Case types are set by the JCIT Misc. Docket 14-9197.
3. Fees are attached to the case type and cannot be removed by Clerk We will send back for correction.
4. **Do not put a request letter or civil information sheet as the lead document.** The lead document receives a file mark.

5. If multiple documents are placed in a single filing(envelope)- they should be called “lead documents” to receive a file mark.
6. Make sure the document orientation is right side up and in PDF format.
7. Fill in all parties (Please use all CAPS) such as: Applicant, Decedent attorney, addresses, etc.
8. Explain in detail any action you need for the clerk to perform (i.e. citations) in your transmittal/Request letter.
9. Document with same cause number may be filed as one filing. Different cause numbers have to be filed separately.

Our goal is to make sure the transition to eFiling is effective for both the filer and the receiver. We will work with the attorneys and their staff to make every effort to see that your documents are received and processed in a timely fashion.

For questions please call our office at (806) 226-2081. We will call you if we have questions.