

Wood County, Texas E-Filing Business Process

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 single item PDFs (Exhibits for a Pleading should be incorporated into the Pleading PDF not as attachments.
- *Proposed Orders must be submitted as a separate PDF item. (Do not submit proposed orders as a part of the Pleading PDF or behind a transmittal letter);
- *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.

The Filer submits the e-Filing 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>.

The Filer should insert the parties names, addresses, court information and county in the EFSP software just as it is in the petition. If it is a pending case, the Filer must insert the cause number, and 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 Case Found”. The Filer should check and make sure that the cause number is correct, the county is correct and then proceed. Each document submitted in an envelope must be a separate and complete document. The Filer may include multiple documents in an envelope; provided all documents must be separate pleadings to be filed in the same cause number.

If the Filer wishes to submit an order through eFiling, any transmittal letter must be a separate document from the proposed order. 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.

Filings will be rejected for correction if incomplete information. You must use real names in the style and the body of your pleading (FC102.008). Wood County District Clerk’s records are not published on the internet (TRCP21c). You have the option of choosing “sensitive data” to be included on your document and at the time of filing.

Motions needing hearing dates:

Upon receipt of your document needing a hearing set, the Clerk’s office will send it into the coordinator for setting. Once our office receives it back, the document will be filed and the requesting party will receive an emailed copy back to the email address on file with our office.

Confidential Information:

DO NOT SEND CONFIDENTIAL INFORMATION THROUGH E-FILE

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.

Orders: All orders must be e-filed as proposed orders.

Order of the court final decrees, final judgment, etc., will be handled in paper form only on the day of the hearing for bench filing. Party will submit order to judge and after approval and signature order will be filed with the clerk and scanned into eFile into case management system. All orders are to be brought **immediately** to the District Clerk's office after signing of the order to ensure document is filed in the case management system.

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. It is important that your party names and addresses be as they are in the original suit so that it is not rejected automatically or at least can be matched to a case. 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 Wood County District Clerk's office at 903-763-2361. 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 issuance is requested the Filer will need to give instructions on how service is to be obtained by a **separate eFiled cover letter**. Your envelope will be rejected if you do not have a cover letter outlining this information. 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. Texas Rules of Civil Procedure Rule 99. (d) 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**. Otherwise the clerk will email them to the email address on file.

If you do need issuance after filing ... procedure will be file subsequent pleading requesting issuance with 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.

Thank you for your attention and cooperation. The Wood County District Clerk's Office goal is to always maintain a courteous, professional and helpful office to assist attorneys and the public with their needs. If we can be of assistance please do not hesitate to contact this office. We are here to accommodate the public and our customers.