



## **Wood County Clerk Civil and Probate e-Filing Requirements/E-Filing FAQ**

The Texas Supreme Court has mandated that all civil and probate cases must be filed electronically (e-file) January 1, 2016. As a result of this mandate, except in juvenile cases, attorneys will be required to electronically file (e-file) documents in civil or probate cases in Wood County. Unrepresented (*pro se*) parties and case participants who are not attorneys may e-file, but are not required to do so. In an effort to prepare for this new process, the Wood County Clerk's Office began accepting e-filings for civil and probate cases on October 31, 2014, in advance of the mandate. In addition to providing early e-filing capabilities, the County Clerk has established requirements to support the e-filing process that coincide with the Supreme Court Rules. Beginning January 1, 2016 all civil and probate cases filed in Wood County, Texas will be viewed in digital form only.

### **Document Requirements**

See link for updates: <http://www.txcourts.gov/jcit/technology-standards.aspx>

- 1) Documents must be in a text-searchable PDF format using 300 DPI resolution and fonts specified in the Adobe PDF reference version 1.5 and should be generated directly from the originating software using a PDF distiller whenever possible.
- 2) Paper must be white with a page size of 8.5 x 11; content must be appropriately rotated. There must be a minimum of a one inch margin on top, bottom and sides of page.
- 3) Spacing: Text must be double-spaced; footnotes, block quotations, short lists and issues or points of error may be single spaced. Typeface: A document produced on a computer must be printed in conventional typeface of 14 point except for footnotes which must be 12 point.

- 4) Scanner setting must be black and white. Color or grayscale images will be accepted for photographs only.
- 5) Documents must contain filer's complete contact information in the signature block including name, address, phone number and email address.
- 6) Documents may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio or programming.
- 7) Documents must not contain any malware or viruses. The e-filing of a document constitutes certification by e-filer that the document has been checked and is clear of any malware or viruses
- 8) Documents may not contain multiple filings; each filing must be filed separately. *For example, you cannot file a Motion with an Order typed in at the bottom of the page. File the Motion and the proposed Order as two separate lead documents.*
- 9) PDF packages and/or portfolios are not permitted. Multiple documents which pertain to a single filing must be combined into a single PDF. Bookmarks must be used to separate content appropriately. *For example, exhibits to pleadings are included in a single PDF but they must be bookmarked by exhibit.*
- 10) Documents must contain complete page numbering for the entire filing. When including one or more appendices to a filing, either 1) number appendices individually and then number the entire document as a whole, or 2) number the entire document as a whole including appendices.
- 11) The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- 12) No document may be filed that contains sensitive data as defined in T.R.C.P. 21(c).

### **e-Filing FAQ**

**- Are attorneys required to file all pleadings electronically?**

Yes, as of January 1, 2016 in Wood County, Texas, all attorneys are subject to the Supreme Court rules with a few limited exceptions to electronically file Civil and Probate Cases. Please refer to the Supreme Court Rules for exceptions. Pro Se filers are not required to electronically submit documents; however they may choose to do so. Criminal cases cannot be e-filed at this time.

- **Do I have to use an Electronic Filing Service Provider (EFSP)?**

Yes, a list of Office of Court Administration (OCA) approved EFSP's is on the following website <http://www.efiletexas.gov/service-providers.htm> . Each EFSP may offer different services.

- **Do the attorneys have to use eFileTexas.gov as their electronic service provider (EFSP)?**

No, you may choose your own certified EFSP.

- **If I do not have an attorney do I still have access to eFileTexas.gov?**

Yes, please go to [www.eFileTexas.gov](http://www.eFileTexas.gov) for information on how to use e-filing when you are not an attorney.

- **What is an e-File envelope?**

This is an electronic filing envelope which sends your documents from eFile.Texas.Gov to the court system.

- **Do I need special software to e-File?**

No, there is not a special set-up or software required. Visit EFileTexas.Gov website to see the recommended computer settings

- **What documents can be filed when filing a new case?**

The types of documents to be filed at the initiation of a new case are limited by the JCIT Technology Standards. Please refer to these guidelines: <http://www.txcourts.gov/rules-forms/rules-standards.aspx>

- **My document relates to two cause numbers. Do I need to submit the document twice?**

Yes. A separate filing is required for each cause number listed on the document.

- **What if there is not a filing code that fits my type of document?**

Choose the selection that is the closest to the document title.  
The clerk will modify the filing code if needed.

- **How do I submit exhibits or attachments?**

Browse to find your exhibits and attach them during the filing process. Do not combine the documents into a single PDF file. Each document must be filed as a separate PDF.

- **What documents can be filed as Subsequent Filings?**

Any filing after the new case has been submitted and accepted is a subsequent filing. All orders should be subsequent filings.

- **What is the process to electronically submit a will for Probate?**

When filing an Application for Probate /Administration, the application and will should be submitted as two separate PDFs in one filing. Once the Application for Probate/Administration and the will is e-filed the original will **MUST** be filed with the County Clerk no later than three (3) business days following the e-filing of any new application for probate that includes a will. *See TRCP 21 (f) (12)*. A hearing will not be set until the original will is filed with the clerk.

- **How do I file an Occupational License Case?**

The petition is filed as an initial filing for a new case. You may include the Civil Case Information Sheet to the petition as an attachment. Once you receive notification the petition has been accepted, you may file the rest of your documents as subsequent filing documents. This includes your Occupational License Information Sheet, your SR22, Ignition Interlock contract if applicable, any additional documentation and the Order for Occupational License.

- **How can you tell what should be a lead document?**

Any document that you want to have file stamped needs to be filed as a lead document. All pleadings, notices and orders must be filed as lead documents. Civil Case Information Sheets can be filed as attachments to your original petition or application.

- **Why was my filing rejected?**

Filer was found to be a Vexatious Litigant (CPRC 11.103)

Sealed Documents TRCP 21(f) (4)

- **Why was my filing rejected for corrections?**

No bar #, signature, email address, etc.

Insufficient fees/Insufficient funds

Incorrect formatting

Incorrect/Incomplete Information

Contains sensitive data (Any sensitive data must be redacted-TRCP 21c (a-f))

Documents submitted as attachments and need to be lead documents

Illegible or unreadable

Incorrect jurisdiction

Other- Probate or Civil Dept. will contact you for details

## **Training available for e-filing**

Web Based training:

<http://www.efiletexas.gov/filers/filer-upcoming-training.htm>

Self guided online:

<http://www.efiletexas.gov/filers/filer-training-videos.htm>

<https://content.tylerhost.net/helptx/selfservice/>

Having Problems/Issues in  **EFILETEXAS.gov** ?

Phone- 855-839-3453

<http://www.efiletexas.gov/>

**For EFSP fees and Issues/Problems you will need to contact your service provider.**

**If you are unsure of the correct filing fees or have any other questions please contact the Wood County Clerk's Office at 903-763-2711 or visit the website at <http://www.mywoodcounty.com/default.aspx?name=countyclerk> .**