

E Filing in the Swisher County & District Clerk's Office

GENERAL INFORMATION

1. Mandated in Swisher County July 1, 2016
2. Permissive as of July 31, 2015
3. All filings will be through the electronic filing manager (EFM), eFileTXcourts.gov
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.

REQUIREMENTS & RULES FOR ELECTRONIC FILING

1. No right hand footer on first page of lead document.
2. The email address of an attorney or unrepresented party who files electronically must be included on the document.
3. eFiletexas.gov will send a filing confirmation to the filer.
4. Documents are considered timely filed if it's electronically filed at any time before midnight on the filing deadline.
5. Anything filed 24 hours before a hearing is not guaranteed to be processed and printed when you arrive.
6. Documents must be in PDF format.
7. Filers are responsible for redacting any sensitive information at the time of filing. The filer must retain the un-redacted version.
8. All pleadings that require a file stamp should be the LEAD document. You can have multiple lead documents in a single envelope.
9. You must pay for the copy of petition/pleading at the time the citation is requested.

THE FOLLOWING DOCUMENTS SHOULD BE FILED AS REQUESTED

ANSWERS	LEAD
APPLICATION	LEAD
CASE INFORMATION SHEET	ATTACHMENT
CERTIFICATE OF SERVICE	ATTACHMENT
CITATIONS	ATTACHMENT
CITATIONS RETURNED	LEAD
COVER LETTERS	PLEASE SEE INSTRUCTIONS BELOW
EXHIBITS	PART OF THE FILING DOCUMENT (NOT AN ATTACHMENT)
JUDGMENTS/ SIGNED	LEAD
JUDGMENTS/ UNSIGNED	ATTACHMENT
MOTIONS	LEAD
NONSUITS	LEAD
PETITIONS	LEAD
PROPOSED ORDER	PLEASE SEE INSTRUCTIONS BELOW
SIGNED ORDER	LEAD
SALE DOCUMENTS	LEAD

TAX WARRANTS/ RETURNED	LEAD
WILL <i>(original must be filed within 3 business days)</i>	LEAD FILED WITH APPLICATION

COVER LETTER

Cover letters are not required. In most cases if submitted they would need to be an attachment. If you are submitting a PROPOSED ORDER as a single document, without an attached motion, please submit the ORDER with a cover letter as a lead document.

PROPOSED ORDER

If a proposed order is attached we will send it to the Judge. If you send the order directly to the Judge's office the order should be returned to the Clerk for filing once signed.

ORIGINAL WILL

Rule 12 (Efile Mandate) When a party electronically files an application to probate a document as an original will, the original will ***must be filed with the clerk within three business days after the application is filed.*** There will not be a hearing scheduled if the original will is not received.

THE CLERK WILL CHECK FOR THE FOLLOWING:

1. It must be a Swisher County case
2. Case Types
3. Fees are attached to the case type and cannot be increased by our office. We will send back for correction if fees need increased.
4. Make sure the document orientation is right side up.
5. Explain in detail any action you need for the clerk to perform (i.e., citations) in your comments, cover letter, or transmittal request letter.
6. All documents filed in one envelope must have the same case number. You cannot combine different case documents in one envelope.

The Swisher County & District Clerk's office is making every effort to ensure the transition to eFiling is manageable for both the filer and the reviewer.

Please check our website periodically as our eFiling requirements may change.

If you have any questions please call our office and the staff will be glad to help you.