



In accordance to the Texas Supreme Court Misc. Docket No. 12-9208, all documents that are part of Civil matters must be e-filed. This requires all attorneys to submit filings through the electronic filing manager, [efileTXcourts.gov](http://efileTXcourts.gov). It is the responsibility of the filer to find and contract with an electronic filing service provider (EFSP). Please visit [www.efiletexas.gov](http://www.efiletexas.gov) for registration information or any additional assistance with e-file.

Documents mailed from an attorney will be returned unfiled so that you may e-file them accordingly.

*No paper documents from attorneys will be accepted over the counter for filing in the Clerk's office, unless they fall under the exceptions listed below.*

\*Original Wills-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.*

\*Documents filed under seal or presented to the court in camera; and

\*Documents to which access is otherwise restricted by law or court order

Paper documents brought in to the Clerk's office will only be accepted by Pro-se Filers, Original Orders signed or prepared by Judge, or paper documents that were accepted as Bench Filings with the proper date/time stamp by the Judge per statute.

**A public computer is available on the second floor in the Clerk's office for e-filing purposes.**

A list of e-filing requirements for our office can be found on our website [www.swisherclerk.com](http://www.swisherclerk.com)

On our website you will also find the updated version of the JCIT standards as well as some training material.

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

Please call our office if you have any questions, 806-995-3294 or 806-995-4396