



# Electronic Filing Checklist

## District, County, and JP Courts

Texas District and County clerks and JP courts can use the following checklist to guide your preparation for implementing electronic filing (eFiling). Item 1 (standard local rules) and Item 2 (customer agreement) generally take the most time and should be completed first.

### 1. Standard Local Rules

The Supreme Court has established a statewide standard for local electronic filing rules. Examples of approved rules are available at: <http://www.courts.state.tx.us/jcit/Efiling/EfilingHome.asp>.

- **For District and County Courts**, local judges must adopt the standard local rules verbatim. No changes are allowed to the standard rules. After local judges adopt the local rules, the rules must be posted for 30 days in accordance with Rule 3a(4) of the Texas Rules of Civil Procedure. Local judges may post the rules locally for the required 30 days prior to submitting them to the Texas Supreme Court for approval. Supreme Court approval takes approximately 4 weeks.
- **For JP Courts**, statewide rules went into effect on December 10, 2007. No action is necessary.

For more information, please refer to the Supreme Court's rules page at:

<http://www.supreme.courts.state.tx.us/rules/rules.asp>

### 2. Customer Agreement

The County Commissioner must approve a customer agreement with Texas.gov. This agreement defines privacy, security, obligations, fees, and notices associated with the electronic filing services.

To view a sample customer agreement, including Appendix A that describes eFiling services specifically, please visit the Judicial Committee on Information Technology (JCIT) website at:

<http://www.courts.state.tx.us/jcit/Efiling/Efilinghome.asp>

### 3. Convenience Fee

Texas Government Code 2054.111(e) allows local governments to collect a fee to recover costs incurred through the use of Texas.gov. The recoverable costs must be certified by the county's chief financial officer and the proposed fee must be approved by the local government using the local government's standard approval process for fee increases. Once these two criteria are met, the Department of Information Resources (DIR) will consider the fee proposal and may approve its collection.

For more information, please refer to DIR's Texas.gov page at:

<http://www2.dir.state.tx.us/texasonline/pages/texasonline.aspx>



eFiling  
for  
Courts

#### **4. Jurisdiction Profile**

This information is necessary to implement eFiling in your jurisdiction, including the identification of participating courts, staff member account requirements, document format preferences, and fee information. Texas.gov uses this information to establish your account and to accurately present your information to filers.

To obtain the necessary forms, please contact the Texas.gov Service Desk at [txservicedesk@egov.com](mailto:txservicedesk@egov.com)

#### **5. Electronic Filing Bank Account**

All filing fees are guaranteed by Texas.gov. This relieves clerks from the responsibility of collecting the fees if a check bounces or credit card payment is delayed. Funds collected by Texas.gov, including filing, service, and processing fees, are deposited in the bank account you select. To facilitate auditing and accounting, clerks can open a separate 'eFiling' account for the automatic deposit of fees collected by Texas.gov.

#### **6. Training**

Texas.gov provides computer-based training for your staff to complete prior to the launch of eFiling in your jurisdiction.

#### **7. Marketing**

Texas.gov will provide your jurisdiction with a marketing kit, including a press release template, frequently asked questions brochure, poster and other items that will assist you with promoting the service to filers.

#### **8. Case Management System Interface**

One of the benefits of eFiling is that it provides your court with a method for automatically entering information into your case management system. While not required for eFiling implementation, a direct interface between the two systems can reduce staff time and data entry errors. If requested, Texas.gov will provide interface specifications to your software vendor. Counties that have their own case management software can also develop the interface.

For more information, please contact the Texas.gov Service Desk at [txservicedesk@egov.com](mailto:txservicedesk@egov.com)

#### **9. Frequently Asked Questions**

Clerks who are considering eFiling often have similar questions or concerns. The Office of Court Administration has developed a list of frequently asked questions and answers that should be helpful.

To access the FAQs and other helpful eFiling information, please visit the Judicial Committee on Information Technology website at: <http://www.courts.state.tx.us/jcit/Efiling/Efilinghome.asp>