

**WASHINGTON COUNTY DISTRICT CLERK
HELPFUL HINTS FOR E-FILE**

(For questions or concerns when preparing to e-file please contact our office at 979-277-6200)

The Texas Supreme Court has issued a mandate for e-filing of all Civil and Family Law cases effective January 1, 2014. Washington County will be mandatory effective January 1, 2016.

1. All filings are required to be e-filed if you are represented by an Attorney.
2. When entering your parties and addresses into your Electronic Service Provider, please ensure that all party names and address information is complete.
3. Please ensure that all Attorney and/or Pro-Se information is provided in the signature block. A signature is required per the Mandate.

Either by: /s/ plus name, digital signature or handwritten signature.

- a. For Attorneys the information required: Full Name, Bar Number, Address, Phone Number and E-mail
 - b. For Pro-Se the information required: Full Name, Address, Phone Number and E-Mail
4. **DO NOT** include commas, dashes, or spaces in the **Cause Number**.
 5. A **Civil Case Information Sheet** is required with all **NEW** cases and **Modifications/Enforcements** that reopen the case. (Filed as a lead document)
 6. When filing a new case, please make sure that you include all fees. If you are requesting additional issuance make sure you select the appropriate fee associated with the document. **Please include the costs for copying petition/motion to be attached to citation. (.50 per page)**
 7. Documents must be a single PDF.
 8. All pleadings that require a file stamp should be the **LEAD DOCUMENT**. You can have multiple lead documents in a single envelope. This includes Cover Letters as lead documents.
 9. **Attachments DO NOT** receive file-marks. If exhibits are referred to in document than file as part of LEAD document. **DO NOT** make Exhibits Attachments.
 10. When filing a motion **WITH** a proposed order, please file motion as the lead document.

PLEASE NOTE: If a document is e-filed for a court hearing scheduled within 24 hours, you will need to bring documents with you to court.