



## **HUNT COUNTY**

**POST OFFICE BOX 1437 – GREENVILLE, TEXAS 75403-1437**

DISTRICT CLERK  
**SUSAN SPRADLING**  
(903) 408-4172

### **E-filing Q&A – Hunt County**

1. What types of media players are supported by eFile.TXCourts.gov?

A: According to the Technology Standards set by the Judicial Committee on Information Technology (JCIT), the following media players are supported: QuickTime (Apple), VLC media player (VideoLAN Organization), and Windows media player (Microsoft). Specific audio/video formats can be found on each media player's website.

2. Do I have to e-file?

A: Yes. Pursuant to the Supreme Court Order dated December 11, 2012 directed to attorneys, electronic filing requirements and exceptions are listed in the Supreme Court e-filing rules. Hunt County was mandated to e-file beginning July 1, 2015

3. What Internet browser is compatible with eFile.TXCourts.gov?

A: Internet Explorer and Firefox are supported at this time by eFile.TXCourts.gov.

4. How do I file a new case in eFile.TXCourts.gov?

A: Once you have logged in to eFile.TXCourts.gov, click on the link "NEW CASE" to open up the filing interface and proceed with a new case initiation. Once you have submitted your case you will receive a submission "Envelope."

5. How do I file a voluminous document/pleading (ex. Motion for Summary Judgment consisting of 700 pages)?

A: The approximate maximum page count allowed per filing to be processed at one time in eFile.TXCourts.gov is 300 pages.

Example: In order to file a 700 page pleading, it would need to be separated into maximum 300 page increments. For this example you would file accordingly - 300 page lead document, +300 page attachment, and +100 page attachment. Include the title of the pleading in the filing comments.

6. Do I have to use an Electronic Filing Service Provider (EFSP)? Can I have more than one provider?

A: Yes, there is a list of EFSP's that provide e-filing services as certified by the Office of Court Administration (OCA) for filers at <http://www.efiletexas.gov/>.

A-2: You may have more than one provider. Hunt County requests that you use the state provided E-file Service Provider (EFSP) [efile.TXCourts.gov](http://efile.TXCourts.gov) for court appointed cases as no service provider fees are assessed for filing.

7. How do I submit proposed orders?

A: Use filing code "Proposed Order". The file mark on the proposed order will be removed by the clerk and presented to the Judge for review. If signed, the clerk will enter the order under the appropriate filing code using the date signed by the Judge and will have available to the filer either by notification or providing access to the order.

8. My motion requires a hearing date and time (setting). How is that handled?

A: The Motion and proposed Order must be e-filed as separate lead documents. The proposed Order will be presented to the Judge for completion.

9. Do I have to file a Civil Case Information Sheet?

A: Yes, according to TRCP 76(a), a Civil Case Information Sheet must be filed with a new case/Petition. This should be filed as an attachment or separate document and not the first page of the pleading to ensure the pleading receives a file mark.

10. What if I am not sure about which Case Type to select on the Case Information Sheet and when e-filing?

A: Select what you believe to be the closest match. If the clerk believes something fits it better, it can be modified accordingly after filing.

11. What if I am not sure if my document requires a filing fee?

A: Filing fees have been configured to coordinate with e-filing when the case or subsequent filing is filed. You may also contact the clerk's office to confirm the amount prior to filing. If a filing fee is not paid when submitted the clerk may return for correction.

12. What if I file a document and choose an improper filing code and do not pay the proper filing fee?

A: If the actual fee is less, the clerk will change to the appropriate filing code assessing the lesser, correct amount and accept the filing. If the actual fee is more, the clerk will return the document for correction and will notify the filer of the proper fees due. This may vary from county to county depending on their business practices.

13. I need to file an Answer and Counterclaim/Cross Action. How is that handled?

A: If you are including the Counterclaim/Cross Action as part of your Answer, you must select Counterclaim or Cross Action in order to pay the required filing fee. If the filing fee is not paid, the filing will be returned for correction. If you are filing two documents, file the Answer and the Counterclaim or Cross Action separately as lead documents by selecting the proper filing code for each document. Type the entire title of the document using proper case under filing description or other comment field depending on your EFSP to ensure accuracy.

14. How is a pleading handled that requires immediate attention (ie: Temporary Restraining Order or Protective Order)?

A: Pleadings submitted using proper filing types as set out by the Technology Standards and service types will be processed as a priority. It is not necessary for you to personally present a TRO or PO. If there are questions, the court will contact you. If signed, the clerk will enter the order under the appropriate filing code using the date of the Judge's signature. Proper service will be issued and processed as instructed by the filer. If you do not get confirmation back of the process being completed in a timely fashion call the clerk's office.

15. What if I am filing a case with an Affidavit of Indigence? How are the fees handled?

A: You will choose the payment selection as provided by your EFSP for exempt filing fees (ex. Waiver). If a completed Affidavit of Indigence is not included, the filing will be returned for correction.

16. When requesting issuance/service (ex. Citation, Precept, Show Cause, Temporary Restraining Order), how do I provide the copy of the Petition/Document that is to be attached to the Process?

A: This may vary from county to county as business processes will differ.

Options:

1. Pay for a copy to be attached to the process.
2. Request the service be submitted back to you electronically, and you may print the service and document and forward to the process server, constable or sheriff.

17. How do I pay for a copy of the pleading to be attached?

A: The fee for a copy of a pleading on file is a charge per page. If you choose to pay for the copy while you are filing the pleading requiring service, you should follow the procedures as set forth by your chosen EFSP. If a citation or process is requested and copies are not paid for at the time of filing, your service will be returned to you electronically for processing.

18. How do I pay a Jury Fee?

A: If your EFSP requires a document to be attached to a filing and you are paying a Jury Fee, either attach the Jury Demand filing or a cover letter when e-filing and paying the fee.

19. What is an "Envelope" that is referenced with efiletexas.gov and E-filing?
- A: An envelope is the filing or collection of filings pertaining to the same case in which you submit to the court at one time to be filed. It can be thought of as taking an envelope of all your filings to the clerk's office or by mailing your filings to the clerk's office in an envelope for a particular case.
20. How do I file a document with an existing case number (ex. Motion to Modify, Original Answer, and Amended Petition)?
- A: Do not click on NEW CASE. You will need to enter your case number. Then press Go. If you do not have a case number, select Advanced Search to locate the case.
21. Can I file multiple documents in the same case?
- A: Yes, multiple documents in the same case may be filed in one envelope. Each document must be submitted using the appropriate Filing Code and must have a "lead document" attached.
22. Can I file one document for multiple (different) cases in one envelope?
- A: No, if a document needs to be filed in multiple cases, it must be e-filed in each case (separate envelopes).
23. Do I need to enter a "filing description" for each document submitted?
- A: Most counties request the entire pleading title to be entered under both "filing description" and "description" area found under lead document to ensure accuracy. This may vary from county to county depending on their business practices.
24. How do I know which Service options to choose if several options are listed?
- A: Select the one that is what you believe fits your request the most accurately. The clerk once received, may refine if needed. You may also contact the clerk's office prior to request.
25. What is the "Service" tab used for?
- A: This tab is not to be used for personal process service. This tab is used to e-mail service notice to an attorney that is registered to receive electronic service as required by TRCP 21(a). This is similar to the paper process "Certificate of Delivery" that is generally contained on documents filed with the court.