

## **TERRY COUNTY CLERK HELPFUL HINTS FOR E-FILE**

The Texas Supreme Court has issued a mandate for e-filing of all probate, guardianship and civil cases. Terry County will be mandatory to e-file beginning July 1, 2016.

1. All filings are required to be e-filed if you are represented by an Attorney.
2. Probate and Guardianship cases must be filed by an Attorney by order of the County Judge.
3. When entering your parties and addresses into your Electronic Service Provider please ensure that all party names and address information is completed.
4. 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.
5. A Civil Case Information Sheet is required with all NEW cases and should be the first lead document.
  6. When filing into an existing case, please enter case number.
  7. When submitting a probate, DO NOT file the Will as a lead document, file it along with the application.
  8. We must receive the Original Will within 3 business days of filing date.
  9. When filing a new case, please make sure that you include all fees. Posting notice is included in our filing fee. If you are requesting additional issuance make sure you select the appropriate fee associated with the document.
  10. Documents must be a single PDF on an 8.5 x 11 page size with resolution of 300 DPI.
  11. All pleadings that require a file stamp should be the LEAD DOCUMENT. You can have multiple lead documents in a single envelope
  12. When filing a motion with a proposed order, please file the motion as the lead document and the order as a lead document.
  13. Attachments do NOT receive a file stamp, if you wish for that document to be file stamped, submit as a separate lead document.