

LEE COUNTY DISTRICT CLERK E-FILING FAQs

- 1. When is the mandatory e-file date for Lee County?**
July 1, 2016
- 2. What case types are included/excluded in the mandate?**
All civil and family filings are included. Juvenile and sealed cases are excluded.
- 3. Is criminal included in the mandate?**
Criminal is not included at this time.
- 4. What happens if documents are brought in to be filed after the mandatory date?**
Documents sent by mail or brought in by an attorney, their client or representative, on a case in which they represent a party, will be returned unfiled.
- 5. How will filings from court appointed attorneys be handled?**
There is a waiver option available that will waive all fees with eFileTexas.gov.
- 6. How will pro se litigants file documents?**
Pro se filers are not required to e-file, however, they may e-file if they choose.
- 7. When filing a new petition, should the filer electronically file the petition or the case information sheet first?**
The petition should be filed first. All exhibits should be scanned along with the petition so it is all one lead document. The file mark will appear only on lead documents, not on attachments. If exhibits are scanned as attachments the filing will be returned for correction. The case information sheet and any cover letters should follow as separate lead documents.
- 8. Should a “filing description” be entered for each document submitted?**
Yes, the entire pleading title should be entered under “filing description”.
- 9. Should exhibits be filed as attachments?**
Exhibits along with any documents pertaining to a single filing must be scanned in with the pleading as one lead document, not as an attachment.

10. What if the attorney chooses an improper filing code and does not pay the proper filing fee?

If the actual fee is less, the clerk will change to the proper filing code and accept the filing. If the actual fee is more, the clerk may return the document for correction or may call the attorney for permission to change the fee before acceptance.

11. How are citations requested?

Please e-file a cover letter as a separate lead document detailing your instructions for issuance and service with the appropriate fees attached. If service is requested through the local sheriff's office or certified mail you must include copy fees for the pleading to be attached to the issued document, plus the cost of service. If copy fees are not included the citation will be issued and returned to the attorney and the attorney will be responsible for attaching a file-marked copy of the pleading to be served.

12. How are proposed orders submitted to the court?

Proposed orders may be e-filed. The file mark will be removed and the order submitted to the judge for consideration. If signed, the clerk will file the order and notify the attorney.

13. How is a pleading handled that requires immediate attention (ex. Temporary Restraining Order or Protective Order)?

The document should be e-filed and a call should be placed to the clerk's office if immediate attention is required.

14. If an attorney needs to file a pleading during a hearing, do they submit a paper document to be filed at the bench?

No, pleadings will need to be e-filed prior to the hearing. Every effort will be made to have e-filed documents accepted before the hearing date. If you do not receive confirmation of acceptance please contact our office. Courtroom exhibits are not required to be e-filed.

15. Are e-filed documents considered to be the original?

Yes, any e-filed document is deemed the original upon acceptance.