

## COMAL COUNTY CLERK CIVIL DIVISION HELPFUL TIPS – EFILING

### ❖ INITIAL FILINGS:

- **COVER LETTERS:** These can be filed as an attachment to the Petition on *Initial Filings Only*.
- If you cannot find a filing code for your document it should probably be filed as a subsequent filing not an initial filing.
- **CITATIONS:** Please provide a cover letter as an attachment to your petition detailing your instructions for service. We provide several options for issuance and service:
  - a) Citations with a copy of the petition attached will automatically be e-served back to the filer at the filer's email address on the signature block. This is the preferred option – it saves you money and time because you don't have to pay for copies of the petition or forward file stamped copies to us to attach to the citation.
  - b) We do not e-serve citations to Process Server Companies. You can have us issue the citation and attach a copy of the petition to the citation and hold it for your process server to pick up. This will require that you pay the additional copy fee for a copy of the petition to be attached to the citation and you must contact your process server to have them come by and pick it up.
  - c) You can have us issue the citation and you can mail us a copy of the file stamped petition with a self addressed stamped envelope and we will mail the citation with the petition attached back to you. You do not have to pay extra for this, but it does cause a delay because we have to wait for you to mail us a file stamped copy of your petition.
- **ISSUANCE:** When filing a new case please make sure that you include all fees. If you are requesting issuance make sure you select the appropriate fee associated with the document.

### ❖ SUBSEQUENT FILINGS:

- **ORDERS:** Orders will be forwarded to the Court Administrator and then to the Judge's Queue for signature and once it is signed it will be accepted in e-file. You will get notification of the acceptance and click on the link provided to obtain a copy of the Order.
- **MOTIONS:** There are several filing code options for Motions; some require fees and some do not. Select the option that best suits your Motion. If you cannot find the exact Motion you can select Motion (No Fee), however if your Motion requires a fee and you select the Motion (No Fee) option your document will be returned to you for correction.
- **AFFIDAVITS:** If they are not exhibits they should be filed as separate lead documents in subsequent filings.
- **BONDS:** ORIGINAL must be filed with the court within 5 business days; an efiled copy is not sufficient.
- **COVER LETTERS:** May be filed as a lead document in a subsequent filing.

### ❖ GENERAL INFORMATION:

- Copies of Orders not signed in e-file or additional copies of Orders are \$1.00 per page.
- All Documents requesting issuance must go under the file type of REQUEST.
- **REQUEST FOR SETTING- CIVIL:** The basic procedure is to e-file the Notice of Hearing, we will forward it to the appropriate coordinator, they will sign the Notice send it back to us and we will accept it. Once it is accepted you will receive notification through your provider that it has been accepted and you can go to the link they provide and print out a copy and if necessary send it to the other parties.
- **SIGNATURE BLOCKS:** Please ensure that all Attorney and Pro-Se information is provided in the signature is provided in the signature block. A signature is required per TRCP either: /s/ plus name, digital signature or handwritten.
  - **\*For Attorneys the information required:** Full Name, Bar Number, Address, Phone Number, Address, Phone Number, and E-mail are required.
  - **\*For Pro-Se the information required:** Full Name, Address, Phone Number, and E-mail are required.

- **RETURN FOR CORRECTION (Most Common)**
    - ✓ Documents need to be filed as separate lead documents
    - ✓ Insufficient Fees
    - ✓ Incorrect formatting, illegible, unreadable
    - ✓ No Signature Block
    - ✓ Reasons for returning or rejecting documents are in the JCIT Technology Standards
- Although we will no longer return a subsequent filing for no email address, it is strongly encouraged that you include your email in each signature block as required by TRCP.**
- ❖ **SPECIFIC TO PROBATE:**
    - **ORDERS:** All orders must be filed in a separate envelope from any pleading due to fees with New Pleadings, Inventories, Annual Accounts, and Annual Reports.
    - **WILL/CODICIL:** ORIGINAL MUST be filed within 3 business days after e-filing the Application to Probate with the County Clerk. The Application to Probate will not be posted until the ORIGINAL is received.
    - **REQUEST FOR SETTING:** Please contact the Probate Auditor, Jason Krampitz, at 830-221-1185

## **FOR QUESTIONS**

- a) Technical Problems- (855) 839-3453
- b) Probate Questions- (830) 221-1240 Ext 3
- c) Civil Questions - (830) 221-1240 Ext 2

\*Please visit our County Clerk website for further information on e-filing in our court:

<http://www.co.comal.tx.us/CC.htm>

\*Our FAQ for E-filing can be found on our County Clerk website also:

[http://www.co.comal.tx.us/CCK/E-File\\_FAQ.pdf](http://www.co.comal.tx.us/CCK/E-File_FAQ.pdf)

\*For the latest Technology Standards on E-filing issued by JCIT please refer to:

<http://www.txcourts.gov/rules-forms/rules-standards.aspx>

\*For information and training on how to use EFILE.TEXAS.GOV go to:

[www.eFileTexas.gov](http://www.eFileTexas.gov)

\*For information on EFILE.TEXAS.GOV requirements please go to:

<http://www.efiletexas.gov/faqs.htm>