

**E-FILING PROCEDURES**  
**COMAL COUNTY – COUNTY CLERK**  
**BOBBIE KOEPP**

Technology Standards

Judicial Committee on Information Technology (JCIT)

Version 2.0 – Released: February 20, 2015

***INITIAL FILINGS:***

- Case Information Sheet is required and must be filed as an attachment.
- You can only select the filing code of Application or Petition once in initial filings.
- Requests for Citations, Services, Writs, jury demands, and copies are under Optional Services.
- Exhibits should be merged into a single document, filed as an attachment, be searchable and bookmarked.
- The email address of an attorney or unrepresented party who electronically files a document must be included on the document in all initial filings.

***SUBSEQUENT FILINGS:***

- Multiple lead documents per envelope are allowed.
- Orders must be filed as Proposed Order and as a separate lead document.
- Motions must be filed as separate lead documents.
- Documents that need a file stamp should be filed as a separate lead document.
- Exhibits should be merged into a single document, filed as an attachment, be searchable and bookmarked.
- If this is the first time a party has filed in the case, an email address must be included on the document.
- Non-Indexed filings are not accepted.

***GENERAL INFORMATION:***

- Please select the filing code that best suits your document. If you cannot find a code then select No Fee Document.
- Requests for Hearings, Fiats and Motions to Set must be separate lead documents; not attached to or on the back of the Motion.
- Attachments are primarily used for Exhibits, Case Information Sheet, and Cover Letters. Cover letters may also be filed as a lead document in a subsequent filing.
- Sensitive Data must be redacted prior to filing.
- Filings may be Returned for Correction according to the technology standards set forth by the Judicial Committee on Information technology (JCIT)