



Q. How do I know when the Judge signed the order?

A. Once the clerk receives the signed order, they will email a copy to the attorney of record. If there is no attorney of record, a copy will be mailed to pro se litigants.

Q. My document contains confidential information, how do I ensure it is not viewable to the public as required by Judicial Technology Standards?

A. When filing a document through eFile, selecting the document security "Contains sensitive data" will place a lock on this document. If copies are needed, please come in person or send a copy request form provided under each division of the [County Clerk](#) webpage. Additional helpful links are [Technology Standards](#) and [Order](#) adopting mandatory criminal eFiling.

Q. Which case type do I choose?

A. Search by the keyword of your document. Example: Motion, Petition, Request, Affidavit, or Certificate.

Q. Where do I add the optional services and fees to my filing?

A. Additional fees such as copy, citation, Constable and Sheriff Fees can be found under the Add Optional Service and Fees button. Optional Services and Fees are in the Filings Section under the Lead Document field and are available based on the filing code you have selected.

Q. Do I have to use an Electronic Filing Service Provider (EFSP)?

A. Yes, but you may file directly through eFile. [TXCourts.gov](#) or for a list of other providers and their services click on [www.efiletexas.gov](#). [Statewide Rule 1.2](#).

Q. May I include more than one document for filing per submission?

A. Yes, each document which needs a file mark must be added as a separate LEAD document within a submission (envelope). Attachments are considered and treated as exhibits to the lead document and are not file marked. See [Technology Standards](#) rule 1.3.

Q. How do I add an attachment?

A. Webinars can be located under training and user guides on the eFiling information page or at this link: [www.efiletexas.gov/filers/filer-training-videos.htm](#).

Q. Why does the clerk return my documents for correction?

A. Filing should comply with the Judicial Committee on Information [Technology Standards](#) or be returned for correction.

Q. My document has two cause numbers listed. Do I need to submit the document twice?

A. Yes, once for each cause number listed on the document.

Q. There is not a “filing code” which fits my document title exactly. What do I choose?

A. Choose the selection closest to the filing document title. Search by keyword of your document. Ex. Motion, Petition, Request, Affidavit, Certificate, etc.

Q. How do I view the “file”?

A. County Clerk records are electronic, and “documents” can be viewed on the computers available in the Law Library located in the Law Building at 121 N. Woodrow Ln., Suite 160, Denton Texas, 76209.

Criminal -

Q. What if my documents requires the signature of opposing counsel?

A. The filer may electronically file the paper document as a scanned image containing the opposing party’s signature. [Statewide Rule](#) 1.4 (c)

Q. I filed a wavier and it was returned because it had “sensitive data”. Why?

A. The statewide rules governing electronic filings in criminal cases provides privacy protection for filing documents. The rules provide instructions on filing documents that must contain sensitive data. [Statewide Rule](#) 4.1

Q. How do I file documents on unfiled cases?

A. Effective January 1, 2020, per standing order, the District Clerk’s office has been designated as the assigned clerk to the Magistrate Court for Denton County. Documents on an unfiled charge must be filed and will be maintained through the Denton County District Clerk. Documents filed prior to January 1, 2020 will remain in the district or county clerk’s offices they were originally filed in.

Q. Do I need to include my email address in my document?

A. Yes, per [Statewide Rules](#) Governing Electronic Filing in criminal cases. Please see rule 2.4.

Civil -

Q. What if I am filing a case with an Affidavit of Indigence, or I have been court appointed to represent a litigant? How are the fees handled?

A. You will have a “waiver” option for those instances where you are not required to make a payment. Please check with your Electronic Filing Service Provider (EFSP) to verify they provide the “wavier” option.

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

A. Please call the clerk prior to your submission. A “hold” is placed on the total funds at the time of submission. If the submission does to have the correct fees added the clerk will have to return the submission (envelope) for correction. [Technology Standards](#) 4.8.4