

## DENTON COUNTY DISTRICT CLERK CRIMINAL E-FILING TIPS

These TIPS are being provided to assist you with the filing and acceptance of efiled documents by the Denton County District Clerk's office. Some are suggestions but most are required based on our business practices within the office and with the district courts. Following these TIPS will ensure your document moves electronically through the district court system as quickly as possible.

**CONTACT INFORMATION:** When efiled into a case for the first time, please be sure and add your information in the "contacts" section.

**PARTY INFORMATION:** The State of Texas and the name of the defendant are listed in the Case Management System. Please do not add them again as this will cause a duplicate to be created.

**DOCUMENT:** e-filed Attachments

Attachments are treated as exhibits to the lead document. If you would not staple the document to the petition/motion/application if it were paper, then please do not add it as an attachment in the efiled program. Only true exhibits to a document should be added as an attachment. Cover letters, notices of hearings and proposed orders for possible signature should not be added as attachments when efiled.

When possible please file the pleading and attachments as one document and bookmarked. When exhibits to a pleading are submitted separate attachments, they come into to the case management system (CMS) as separate documents. Our CMS does not combine them therefore if the Judge needs to look at an exhibit/attachment he/she must open the documents separately to determine the exact document needed.

**DOCUMENT:** Subpoena Requests

Upload the application for subpoena as the lead document. If you have prepared the subpoena(s) for the clerk's signature, upload them as attachments. We will electronically date and sign and when accepted, you will be able to download and print them.

**DOCUMENT:** Notice of Hearing:

- File as a separate stand-alone lead document. If included within a motion/request or as an attachment to another document, the hearing information will not be completed.

The District Judges are signing orders within the e-filing program.

**DOCUMENT:** Proposed Orders

- Should be filed as a lead document
- Do not file as an attachment to a Cover Letter
- Do not submit the order if you are expecting to present it in person