

Denton County District Clerk

E-filing Business Processes

Returned for Correction Criteria

Submissions will be returned for correction by the District Clerk for the following reasons:

- Wrong jurisdiction Your document indicates a different county or the Denton County Clerk
- Incorrect or missing fees A “hold” is placed on the amount of funds based on your filing selection. If you had made an incorrect choice and the amount is actually higher, your submission will be returned for correction since the higher amount is not guaranteed.
- Poor quality of document The document is illegible, not properly rotated
- Document not allowed to be e-filed Statutes/rules prohibit the filing of the document. (Usually, discovery documents directed to case parties or documents which have designated as confidential)
- Separate submissions required Any document requiring additional information to be added – hearing dates and times, signatures – must be submitted **individually** as a **separate** filing.

The above list of returns is not all-inclusive.

If your filing is returned for correction for a reason not listed above, the clerk will add the reason in the return comment section.

Denton County Standing Orders (regarding Children, Property and Conduct of Parties) are required to be added as a part or as an attachment to the Petition on family suits before citations will be issued.

Motions needing hearing dates: (preferred method)

- Submit motion by e-file
- When accepted, call court and coordinate hearing date and time
- E-file notice of hearing with date/time of hearing information.

Fees: The correct statutory fees are to be added by the filer and are subject to rejection. If you are unsure of the correct fees, please call the District Clerk's office at 940-349-2200.

When a submission with fees is made, a "hold" will be placed on the amount of funds needed for the transaction.

- Actual fee(s) is less: clerk will correct and accept
- Actual fee(s) is more: clerk will return for correction since the funds are not guaranteed.

Issuance and County Service Fees (citations, notice, etc)

You may request issuance, pay for service and purchase copies for service documents through E-file Texas. The request for issuance forms and instructions are located on the e-filing webpage. Using the provided forms and instructions will help us serve you much more quickly and efficiently.

Please call the clerk's office at 940-349-2200 if you have any questions.

Agreed Motions and Orders:

- Submit motion and order as separate lead documents.
- Orders will be sent to the court for review
- If signed by the Court, the order will be faxed or emailed to you.

Proposed Orders

- Proposed order filed as a separate lead document
- Will be forward to the court for review
- Court Coordinator will forward order back to the clerk's office with a note with either "Printed for Submission" or "Will not be signed".
- The proposed order will be accepted with the note from the court
- Note: If the note is "Printed for Submission" once the order is signed, we will fax or email the order to you.

Courtesy Copies: Judges may request paper courtesy copies of any papers filed electronically. Attorneys will be informed of any special requirements by the individual judges.