

Denton District Clerk's Office website <http://dentoncounty.com/Departments/District-Clerk.aspx>
Forms & Additional Information <http://dentoncounty.com/Departments/District-Clerk/Request-Forms-and-Court-Support-Information.aspx>

DENTON COUNTY DISTRICT CLERK 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 filing a new suit or an appearance in a current suit, please be sure and add your information in the "contacts" section. If you are already listed in a current suit, please do not add yourself again as it will cause a duplication of information on the case.

PARTY INFORMATION: When entering a party for a new suit, please enter their name and information in sentence case and complete address when possible. Having complete information assists us with identifying the party should they already be listed in our case management system. (Party identifiers are not shared with the public on our courts record search.)

DOCUMENT: Original Petition (Civil)

When filing a Petition, we suggest filing it without any additional fees/services. Should the submission need to be returned for correction, your credit card will only be held for the minimum amount. Any additional services (citation, jury fee, etc) would then need to be submitted in a subsequent envelope once a cause number and court have been assigned.

DOCUMENT: e-filed Attachments

Attachments are exhibits. 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 efile program. Only true exhibits to a document should be added as an attachment. Case information sheets, cover letters, notices of hearings and proposed orders for possible signature should not be added as attachments when efileing.

DOCUMENT: Original Petition for Divorce

- When filing a Petition, please file it without any additional fees/services. Should it need to be returned for correction, your credit card will only be held for the minimum amount.
- Please make sure that a current copy of the Denton County Standing Orders are attached. For the most current orders please go to the Forms & Additional Information link above.
- If the Standing Orders are not attached, we will accept the petition but will be unable to issue any service until it is amended to include the current Standing Orders.

DOCUMENT: Motion to Modify and Motion to Enforce, (including Modifying/Enforcing Temporary Orders)

- Please make sure you select the proper event code to include the \$20 fee.

- Please make sure that a copy of the current Denton County Standing Orders are attached. If the Standing Orders are not attached, we will accept the petition/motion but will be unable to issue any service until it is amended to include the Standing Orders.

DOCUMENT: Standing Orders

- Applies in every divorce suit and every suit affecting the parent-child relationship, including a suit for modification or enforcement of a prior order.
- Citation will not issue until a petition is submitted with a copy of the Standing Orders attached.
- Only one copy of the Standing Orders is required in a pending action therefore they do not need to be included with a counter-petition or intervention.

DOCUMENT: Issuance Requests

Having the necessary information for issuance of anything requires we have particular information. It is preferred our Issuance Request forms be used but a letter requesting issuance will suffice if the relevant information is included. A link to the Issuance Request forms may be found on the District Clerk's webpage.

DOCUMENT: Notice of Hearing:

- File as a separate stand-alone lead document. If included within a pleading or as an attachment to another document, the hearing information will not be completed.
- Do not include with a new suit. The suit needs to be filed (accepted) in order for a court to be assigned. Once assigned, contact the court for a setting date and then submit a Notice of Hearing for completion.
- Issuance requests (as a separate lead document) and fees may be included in the same envelope submission.

The District Judges are signing orders within the e-filing program. If the Notice is filed with a pleading that has a filing fee, it will need to be printed and placed in the Coordinator's inbox for pick up. Once signed, it will be faxed to the e-filer who submitted it. We suggest:

For a faster return: Do not submit a notice of hearing with any type of filing or additional services fee. If it is the only document in the envelope, it will be forwarded to the Coordinator's e-filing queue. Upon review and completion by the court administrator or judge, the envelope will be accepted and a signed copy will be sent to you and the service contacts listed in the envelope.

DOCUMENT: Proposed Orders

- Should be filed as a lead document
- Do not file as an attachment to a Cover Letter
- Do not e-file with a pleading with filing fees
- Do not file with original petitions, file as a subsequent filing
- Do not file the order if you are expecting to present it in person

The District Judges are signing orders within e-filing program. If a Proposed Order is filed with a pleading that has a filing fee, it has to be printed and placed in the Coordinator's inbox for pick up. Once signed, it will be faxed to the e-filer who submitted it. We suggest:

For a faster return: Do not submit a proposed order with a fee of any kind. If it is the only document in the envelope, it will be forwarded to the Coordinator's e-filing queue. If signed by a judge,

the envelope will be accepted and a signed copy will be sent to you and the service contacts listed in the envelope.

DOCUMENT: Attachments

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.

E-SERVICE: When initiating a new case, under "Add/Select a Party" add your attorney and email. Also add your assistant/paralegal email information under "other service contacts". Checking the attorney and assistant/paralegal's email will ensure you both receive file-marked/signed pleadings and orders.

E-SERVICE: The person submitting a proposed order must check all parties and specific other contacts in order for a signed order be e-served to them. Any party or other contacts not checked will not receive the signed order by eservice and will be charged \$1.00 per page if/when requesting a copy from the clerk's office.