

Jurisdictional Questions

****Please be advised that some requirements have changed due to integration****

General Info

County Name: **JOHNSON COUNTY**

Office Type: **County Clerk**

EFSP Contact (Person that EFSP can call to ask court questions)

Name: **April Long or Juliana Vara**

Phone: **(817)556-6323 x 1302 (817)556-6323 x 1314**

Is Amex accepted? **No** Is your CMS integrated? **Integration is expected to occur before May 1, 2017. We are asking filers to comply with new requirements beginning immediately.**

Are attachments allowed? **Yes**

If so, do you want them as separate attachments, or combined into a single document?

Separate attachments

Are multiple lead documents allowed in one filing? **Yes**

Initial Filings

Should Case Info Sheet be submitted as an attachment to the petition or as a lead document? **Lead document**

Should any exhibits be submitted as attachments to petition or as separate filing? **Attachment**

Are citation requests, copies, etc., under Optional Services or as a Filing Code for a separate filing? **Optional Services**

If Citation Request form is required, from where can it be downloaded? **N/A (This may change in the future)**

When requesting citations, etc. do you allow filer to request copies (optional services) to attach to the citation? **Yes**

Do you require plaintiff or defendant addresses? **Yes**

When doing an original petition filing, should all parties be listed or just first plaintiff /first defendant? **All**

Do you want all exhibits uploaded as separate documents or merged into one document? **Merged into one if bookmarked. Otherwise filed as attachments.**

Subsequent Filings

Do Notices, Orders, etc., that should not be file stamped have to have a cover letter as the lead document? **No – These should be filed as Lead Documents under Proposed Orders – we will remove the file stamp before accepting them.**

Do you accept non-indexed case filings? **Yes**

What process should be used for e-filing proposed orders? **Upload as a Lead Document. If, as in a Probate Case you have more than one, upload the first as the lead and additional as attachments. They will be presented to the court. If a hearing is required the filer should contact the court coordinator for the proper court once they receive confirmation that we have accepted the filing in order to get the hearing set.**

What process should be used for e-filing motions? **They should be lead documents. If a hearing is required the filer should contact the court coordinator for the proper court once they have received confirmation that we have accepted the filing in order to get the hearing set.**

What process should be used for e-filing exhibits? **Upload as attachment unless part of a bookmarked document.**