

Johnson County Civil, Family, and Probate e-Filing Requirements

The Texas Supreme Court has mandated that all civil and probate cases must be filed electronically (e-filed). All future e-Filings will be automatically integrated from the e-File System into the case management system. In an effort to prepare for this new process new filing requirements have been established to support the integration of the e-filing process that coincide with the Supreme Court rules.

Document Requirements

- 1) Documents must be in a text-searchable PDF format using 300 DPI resolution and fonts specified in the Adobe PDF reference version 1.5 and should be generated directly from the originating software using a PDF distiller whenever possible.
- 2) Paper must be white with a page size of 8.5 x 11; content must be appropriately rotated. There must be a minimum of a one inch margin on top, bottom, and sides of page.
- 3) Spacing: Text must be double-spaced; footnotes, block quotations, short lists and issues or points of error may be single spaced. Typeface: A Document produced on a computer must be printed in conventional typeface of 14 point except for footnotes which must be 12 point.
- 4) Scanner setting must be black and white. Color or grayscale images will be accepted for photographs only.
- 5) Documents must contain filer's complete contact information in the signature block including name, address, phone number and email address.
- 6) Documents may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio or programing.
- 7) Documents must not contain any malware or viruses. The e-filing of a document constitutes certification by the e-filer that the document has been checked and is clear of any malware or viruses.
- 8) A Notice of Hearing and cannot be part of the pleading. It must be filed as a separate document and contain the name of the pleading to which it is associated. *For example, Notice of Hearing on Motion for Continuance.* It can be filed with the pleading as an attachment.
- 9) Documents may not contain multiple filings; each filing must be filed separately. *For example, you cannot file a combined Answer and Counterpetition (you must file 1 Answer and 1 Counterpetition) or a combined Application for Administration and Application to Determine Heirship. A separate document must be filed for each pleading.*
- 10) PDF packages and/or portfolios are not permitted. Multiple documents which pertain to a single filing must be combined into a single PDF. Bookmarks must be used to separate content appropriately. *For example, exhibits to pleadings are included in a single PDF but they must be bookmarked by exhibit.* Otherwise exhibits may be filed as attachments.
- 11) Documents must contain complete page numbering for the entire filing. When including one or more appendices to a filing, either 1) number appendices individually and then number the entire document as a whole, or 2) number the entire document as a whole including appendices.

- 12) The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- 13) A document that contains sensitive data as defined in T.R.C.P. 21(c) shall bear the statement "THIS DOCUMENT CONTAINS SENSITIVE DATA".

e-File Integration Requirements

Information entered in the portal's text boxes is imported into the case management database; therefore, certain requirements have also been established. It is **very** important that these requirements are followed.

- Text boxes must be completed in proper case. *For example, you may not enter the required information in all caps or in all lower case.*
- All documents requiring a file stamp must be filed as 'Lead Documents' (ie: Civil Case Cover Sheet; Original Petition/Application; correspondence requesting hearing/service; required certificates, etc.) Do not file any of these documents as 'Attachments' to another document. More than one 'Lead Document' can be uploaded on each e-File.
- All proposed orders or documents requiring action by the court shall be filed as "Proposed Orders" and as 'Lead Documents'. If, as in the case of proposed documents in a Probate Case, there are more than one the first one can be 'Lead' and any additional can be filed as 'Attachments'.

Reasons for Returning a Filing for Correction

To ensure your documents are accepted when submitted through the e-file portal, we recommend you review this list for reasons a document may be returned.

- **Insufficient Fees**- Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type.
- **Insufficient Funds**- Credit Card was declined. Please resubmit with a valid method of payment.
- **Document Addressed to Wrong Clerk**- The document is addressed to a court for which this clerk's office does not accept filings. Please correct or re-file with the appropriate clerk's office.
- **Incorrect/Incomplete Information**- Please resubmit using the correct:
 - Cause number
 - Case Type
 - Case Category
 - Filing Code
 - Party Names on document(s)
- **Incorrect Formatting**- Please resubmit the document
 - By rotating the document so that the file mark will appear in the upper right corner
 - In text searchable PDF

- Directly converted to PDF if possible
- With a 300dpi resolution
- With a page size of 8.5"x11"
- With no embedded fonts
- **PDF Documents Combined**- You have submitted multiple documents for filing in a single PDF. The file-mark will only appear on the documents submitted as lead documents. Please file all lead documents as separate PDF documents.
- **Illegible/Unreadable**- Please resubmit in a format that is legible.
- **Sensitive Data**- Please resubmit documents containing sensitive data (unless otherwise required by statute) in five (5) business days with all sensitive data redacted:
 - DL, SSN, Passport Number, Tax ID Number, Government Issued ID Number
 - Bank Account Number, Credit Card Number, Financial Account Number
 - Birth Date, Home Address and name of any person who was a minor when the suit was filed.

Supreme Court Judicial Committee Standards

Due to the requirements of the Judicial Committee Standards, not all possible case type filings are available to filers (for example in the Probate Case Category there is not a case type for 'Application to Determine Heirship w/o Administration' or for filing an ancillary civil case). In these type situations, please call and we will guide you through the procedures necessary to get your filing done.

Should you have any questions regarding these established requirements, you may contact one of the following clerks at 817-556-6323:

For Civil/Family Law cases: Carly Casey, Ext. 1308
Nicole Donovan, Ext. 1307
Janet Fick, Ext. 1309

For Probate/Guardianship cases: Deborah Allison, Ext. 1310
Amy Hall, Ext. 1306
Megan Braucht, Ext. 1311
Maleisha Owens, Ext. 1315

Supervisor: Juliana Vara, Ext. 1314

Chief Deputy: April Long, Ext. 1302