

Johnson County Local E-Filing Practices

General Info

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

Civil/Family Law:	Juliana Vara, Ext. 1314
Probate/Guardianship:	Deborah Allison, Ext. 1310
Misdemeanor:	Flor Ponce, Ext. 1323 Nikki Ortegon, Ext. 1328

- Is Amex accepted? **No**
- Are attachments allowed? **Yes, as separate attachments, do not combine all attachments into one document.**
- Are multiple lead documents allowed in one filing? **Yes**
- Why does my bank/credit card place a hold on my funds when e-filings are returned for corrections? **No, however your bank may place a hold on your funds. Since each institution has different business processes, contact your bank or credit card company.**

Initial Filings

- 1) Should any exhibits be submitted as attachments to petition or as a separate filing? **We will accept exhibits merged into the lead document for a single filing or as an attachment.**
- 2) How many numbers need to be redacted for sensitive data?
All numbers but the last 3 or 4 digits. Please refer to CPRC 30.014, EC 256.052(a), 257.051(a), and 301.052(a), TRCP 21c.
- 3) Are citation requests, copies, etc., under Optional services or as a Filing Code? **Citation requests are under the filing code, but copies are under optional services.**
 - a. If Citation Request form is required, from where can it be downloaded?
<http://www.johnsoncountytexas.org/government/county-clerk/court-section>
- 4) What documents need to be separated?
All documents that require a file mark at the time of filing should be Lead Documents (Applications, Motions, Answers, etc.). Proposed Orders or Documents requiring court action must be a separate lead document under "Proposed Orders". Notice of Hearings and correspondence should be Lead Documents. Exhibits to Lead Documents are filed as 'Attachments'.
- 5) Do you require plaintiff or defendant addresses? **Yes. Please refer to CPRC 30.015**

- 6) When filing an original petition, should all parties be listed or just first plaintiff/first defendant?
Yes

- 7) I don't see the case type or filing code I am looking for what do I do? ***Not all possible case types or filings are available due to JCIT Standards, for example the Probate Case Category for 'Application to Determine Heirship w/o Administration, however you can find it under All Other Estate Proceedings. Also filing an Ancillary Civil Case is not an option, you will need to contact the clerk's office and a clerk will walk you through the steps for this.***

- 8) My document, by statute is required to contain sensitive data, will it be accepted and will it be posted on the internet? ***Yes, if a document must contain sensitive data, you must notify the clerk by; designating the document as containing sensitive data when e-filing, or if not being electronically filed, by including on the upper left-hand side of the first page, the phrase: "NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA." Please refer to TRCP 21c(d) No documents containing sensitive data will not be posted on the internet.***

Subsequent Filings

- 1) Do Notices, Proposed 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.***

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