

## eFiling FAQ's – 110<sup>th</sup> District Court, Floyd County

### FAQS:

1. **Use number format - how to search?** When searching for a case in Floyd County, you will use the following case number format: 10731 (*no* hyphen or comma). If you have a case with a suffix, you will search using this format: 10731A. If you are not able to find a case that you know should be in the eFiling portal, please contact our office at 806-983-4923.
2. **Lead Documents vs. Attachments?** In the eFiling portal the “Attachment” feature is just like filing a paper pleading with attachments. The attachments become part of the original pleading. When the eFiling is integrated into the District Clerk's case management system, the lead document and it's attachments are combined into one pdf file. Each document that needs file marked will need to be uploaded as a separate lead document. On initial filings you can choose "No fee document" as the filing code for your [case information sheet](#) and [service request form](#).
3. **I forgot to attach a signature page or exhibit to my already accepted filing?** Once the clerk accepts a filing we are not able to alter or add to that document. If a page or other attachment is left off your filing you will need to amend and resubmit.
4. **What filing code do I use?** The filing codes that you see are mandated by the state - they are meant to be generic. If you do not see one specific to what you are filing, use the closest and the clerk will update to the correct filing code upon acceptance. Feel free to also contact our office at 806-983-4923 for clarification of filing codes.
5. **How to submit proposed orders?** Proposed orders should be submitted as a separate lead document using the "Proposed Order" filing code. If the proposed order is being filed subsequent to a motion or petition, submit your proposed order in the same envelope as the motion or petition. The envelope will be forwarded to the appropriate judge for a signature before acceptance.
6. **How to request Citation or other process through eFiling & pay for it?** To request a citation, select “issue citation” under the optional services. All issuance fees are located under optional services; you will select each one based on your need.
  - **By default we will eServe all process issued back to the filing attorney unless another method of service is requested and paid for. To complete the citation, print and make a copy. Mark one copy “Return”. Attach a file marked copy of the relevant pleadings to the other copy. Forward both copies to the process server.**
  - **If you would like a private process server to pick up the service packet in our office, you will need to pay for that service copy - \$1.00/page of each document to be attached to the process. *To avoid this fee, you may clearly indicate that you will mail or physically bring us a service copy.***
  - **If you request service by certified mail, you will need to pay \$1.00/page of each document to be attached to the process. *To avoid this fee, you may clearly indicate that you will mail or physically bring us a service copy.***

- **If you request sheriff service, you will need to pay \$1.00/page of each document to be attached to the process. *To avoid this fee, you may clearly indicate that you will mail or physically bring us a service copy.***
7. **My filing was returned for correction, will my original filing date be honored?** The only way we will know to honor the original filing date is if you tell us to in the resubmission. You will need to clearly indicate in the filing comments that this filing is a resubmission and give us the previous envelope # and filing date/ time.
  8. **My filing was returned for correction, will I be charged for that envelope?** If an envelope is returned for correction "rejected", no fees are collected *by our office*. When we reject the envelope it cuts that transaction preventing the clerk from processing that envelope any further. Depending on your financial institution, those funds could be pre-authorized/held for up to 3-5 business days - we have heard from some filers that it takes up to 2 weeks. You will need to contact your financial institution to have this pre-authorization removed if it is an issue. This does not mean that we are holding these funds or charging them from our office. Generally we have seen these pre-authorizations being an issue if you use your regular checking account or bank card as your payment account vs. a standard credit card.
  9. **Documents filed under seal pursuant to a protective order?** If filed, must be filed over the counter or by mail in a sealed envelope clearly marked:

**"THIS ENVELOPE CONTAINS CONFIDENTIAL DOCUMENTS COVERED BY A PROTECTIVE ORDER OF THE COURT AND IS SUBMITTED UNDER SEAL PURSUANT TO THAT PROTECTIVE ORDER."**

The [www.eFileTexas.gov](http://www.eFileTexas.gov) website has useful information about mandatory e-Filing schedules, EFSPs, active courts and frequently asked questions.