



NAVARRO COUNTY DISTRICT CLERK

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Navarro County District Clerk E-Filing

Thank you for choosing to E-File at the District Clerk's Office in Navarro County!

The Navarro County District Clerk's office began E-Filing on October 16, 2014. Although it is not mandatory for us to begin e-filing at this time, we chose to begin this process as soon as possible so that we could provide swift, hassle-free, uninterrupted service to our customers. Effective January 1st, 2016, e-filing will be mandatory for all practicing attorneys who wish to file civil and family cases, pursuant to Supreme Court Order 13-9092. Navarro County will be required to accept mandatory e-filing beginning, January 1, 2016.

E-filing in Navarro County is handled via EFileTexas.gov ; this guide is intended to answer commonly asked questions regarding e-filing within Navarro County using the State Sponsored E-filing Service Provider (EFSP). You may e-file using any EFSP you choose, but the information within this guide is specific to the state sponsored EFSP ONLY. (Certain information within this guide may be cross-compatible with other EFSPs, but the use of this information with other EFSPs is solely at the discretion of the filer.)

THERE IS NOT A STATUTORY/MANDATORY LAW AT THIS TIME FOR E-FILING OF CRIMINAL CASES.

Universal Guidelines

*The following guidelines apply for all filings, regardless of the EFSP used to file them; please keep the following in mind when e-filing: *E-filing documents are filed on a first-come first-serve basis IN THE ORDER they are received. If there is an EMERGENCY or time sensitive filing, please call the District Clerks Office before filing to ensure proper handling. These filings include: TRO's, Protective Orders, Motions to Quash, Motions to Stay, Injunctions, and Child Removal.*

IN ORDER FOR US TO RETURN DOCUMENTS AND MAINTAIN CORRESPONDENCE, YOU MUST INCLUDE A VALID EMAIL ADDRESS (THAT IS CHECKED DAILY). THIS WILL ALLOW US TO EXPAND OUR CONTACT DATABASE.

The first page of a Lead Document receives an Automatic file stamp. The first page of your document MUST be the first page of the document requiring a file stamp; (Ex.: When filing a Cover Letter, Motion or Petition, Application, Original Answer, etc., please file the Original Answer as the Lead Document, and any additional documents included in your answer as attachments. Also, file the Cover Letter as a NO FEE Lead Document, so that the Cover Letter will receive a file stamp automatically.

When filing an **Unsigned Order**, please file as the Lead Document. The order will be forwarded to the corresponding judges' or coordinators' que. It is file stamped on the day the Order is signed by the Judge.

If a Cover Letter, Motion or Petition, Application, etc. are filed, then the Proposed Unsigned Order, Cover Letter, Motion or Petition, Application, etc. are to be Lead Documents, and filed individually. This will allow us to apply the filemark on initial filings and the filemark on orders after the judges' signatures are attached.

When filing a new suit in Navarro County:

*Pursuant to Texas Rule of Civil Procedure 21(f) (5):

“Timely Filing: A document is considered timely filed if it is electronically filed at any time before midnight (in the court’s time zone) on the filing deadline. And electronic filed document is deemed filed when transmitted to the filing party’s electronic filing service provider, except:

1. (A) if a document is transmitted on a Saturday, Sunday, or legal holiday, it is deemed filed on the next day that is not; a Saturday, Sunday, or legal holiday; and
2. (B) if a document requires a motion and order allowing its filing. It is deemed filed on the date the motion is granted.”

Please include a Civil Case Information Sheet. This document is required for filing ALL new cases, as well as filings that re-open a disposed case. Please enter as much party information, especially address information as possible when filing so that our office may keep our records as up-to-date as possible.

The **JCIT Technology Standards** limit the types of documents that can be filed on the initial filing of a lawsuit. **Only original petitions, applications, and affidavits of indigency may be filed on a new case.** Once a case has an initial filing accepted, subsequent filings may be submitted. The Civil Case Information Sheet should be submitted as a subsequent filing using the “No Fee Documents” filing code.

The Navarro County District Clerk’s Office files both District AND County Court at Law cases: Every e-filed document is given an Envelope Number; we will need this to look up any filings for you that are still pending in EfileTexas.gov.

EFileTexas.gov Specifics

The Following information is specific to filing with EFileTexas.gov; our clerks have been trained to answer questions about e-filing using this system only, and we cannot guarantee that the information described here is compatible with any other EFSP.

Fees

The correct statutory filing fees are to be added by the filer and are subject to being returned, if in correct. If you are unsure of the correct fees, please visit our web page at http://www.co.navarro.tx.us/default.aspx?Navarro_County/District.Clerk or call the: Navarro County District Clerk’s Office at 903-654-3040 and we will be glad to assist you.

Issuance and County Service Fees (citations, notice, etc.)

Pursuant to Texas Rule of Civil Procedure 99(d): The party filing any pleading upon which citation is to be issued and served shall furnish the clerk with a sufficient number of copies thereof, for use in serving the parties, and when copies are so furnished, the clerk shall make no charge for the copies.

If issuance of citation is needed, you may pay for copies of your E-filed document that needs to be attached through the e-filing system. The documents will be sent back to you electronically.

Motions and Orders Needing Hearing Dates

- Submit all instruments SEPARATELY through the e-filing portal. The clerks will then forward to the appropriate Judge's Court Administrator to be set and signed.
- It will then be forwarded back to the clerks and we will then accept the filing, and you can request for \$1.00 per page of the file-marked copies with hearing information. (if you filed it electronically and it was returned to you, no copies should be needed)

Agreed Motions and Orders

- Submit all instruments SEPARATELY through the e-filing portal. The clerks will then forward to the appropriate Judge's Court Administrator to be set and signed.
- It will then be forwarded back to the clerks and we will then accept the filing, and you can request for \$1.00 per page of the file-marked copies with hearing information. (if you filed it electronically and it was returned to you, no copies should be needed)

Proposed Orders

- Filings will be forwarded to court by placing the filing into the corresponding Judge's que.
- The Judge will then grant or deny and return to the Clerk's Office. **SIGNED ORDERS WILL NOT BE HAND DELIVERED BY FILER.** They will be returned to the clerk by Judge or their staff. An electronic copy of the signed instrument will be sent back to the filer by the next business day.
- District Clerk will then accept the filing, and you can request for \$1.00 per page of the file-marked copies with hearing information. (if you filed it electronically and it was returned to you, no copies should be needed)

Filing Into a Non-E-Filed Case

At the time of this writing, a case not previously e-filed into using the EFileTexas.gov system will not show up when you perform a search; as such, if you are needing to file a subsequent pleading (such as an Original Answer or Discovery or a Motion) into a case that has not been e-filed into yet, you will need to docket the case into the e-filing system. In order to e-file into a non-e-filed case, you will need to perform a search using your cause number.

From the drop down box next to the red **NEW CASE** button, navigate through the list of Texas counties until you find Navarro County. When e-filing a District Court case, please select "District Court". When e-filing a County Court at Law case, please select "County Court at Law".

Next to the county drop down menu is a search bar; after selecting the appropriate court to search in, type in your cause number and hit “Go”. If your case has been filed into previously, it will show up in your search, and you may begin to file your documents in the same manner as the “Filings” portion of the Filing a “NEW CASE” section of this guide. If, however, your case has not been found, (as mentioned above), you will need to docket the case information into the EFileTexas.gov system.

Docketing an Existing Case

If you have ran your search and you’ve encountered the “not listed screen”: From this point, you can begin to docket the existing case into the e-filing system by clicking on the blue “File In Case Not Listed” button.

Upon clicking that button, you will be taken to a form that looks **nearly identical** to the “File a NEW CASE” screen; the process is the same up until you get to the “Filings” screen, (the only difference being that it doesn’t ask you for a cause number when filing a new case),

Upon entering your case information, adding the parties to the case (and filling in as much information as possible), you will move on to the Filings screen, and can begin to upload your documents and apply any necessary filing or service fees.

Filing Motions

- MOTIONS MUST BE FILED SEPARATE FROM ORDERS AND ALL OTHER INSTRUMENTS THAT REQUIRE SCHEDULING OR JUDGES ACTION.

In Texas, some document types have a filing fee. In all non-family cases, and family cases, filing a Motion to Modify, Motion for Contempt, Motion to Enforce, Motion to Transfer Out, Motion for New Trial, Cross Action/Counter Claim, Petition in Intervention, or a Third Party Petition, etc. have fees associated with them.

In our e-filing system, the filing codes associated with these fees are all listed with an automatic charge next to the filing code. In order to get the filing fee to the correct amount, you will need to select the appropriate schedule under the **Optional Services** menu.

For the most up-to-date fees list, please refer to our Filing Fee Sheet, available on the Navarro County District Clerk's Website.

Certain documents, however, do not require a filing fee; a “Motion to Compel” does not have a filing fee associated with it, the same as most motions that do not re-open a case do not have a fee attached. For those motions, they can be filed using the filing code Motion (No Fee).

Family Cases and Filing Fees

Certain motions have different filing fees when it comes to family cases; a Motion to Modify (non SAPCR), for example is \$45.00, where-as a Counter Petition is \$55.00. As explained above, in order to get the correct filing fee for these documents, you will need to select from the Optional Services menu. (only certain family motions have had their filing fees increased by statute)

Rejected Filings

Occasionally, a filing may come over our system that needs to be rejected. A filing will only be rejected if:

1. The filed documents are unreadable
2. The document comes over corrupted, or if the document was scanned poorly
3. Occasionally, an attorney or paralegal may get the page orientation of a document mixed up, and it comes over up-side-down. This becomes a problem with the automatic e-file stamp, as there is no way for our office to change the document's orientation from our end.
4. Each instrument is not filed as a lead document.
5. Fees for a requested service are not met.
6. If a document is filed as one PDF and the first page is a cover letter, or otherwise not the first page of the pleading to be file stamped, it will be rejected.
7. The pleading itself is not a Lead document; Application, Original Petition, Counter/Cross Petition, Motion, Answer, Order etc.
8. If the filing is styled for a different county or jurisdiction (not meant for this County):

THIS E-FILING USER GUIDE IS SUBJECT TO CHANGE WITH EVOLVING BUSINESS PRACTICES AND PROTOCOL

Helpful Links

- <http://efiletexas.gov/>

The State of Texas' E-Filing Portal with a list of E-filing Service Providers (EFSPs) as well as information on active e-filing counties and a helpful FAQ about e-filing.

- http://www.co.navarro.tx.us/default.aspx?Navarro_County/District.Clerk

The most up-to-date version of the Navarro County Civil Case Information Sheet and Fee Schedules

- <https://efile.txcourts.gov/>

Direct link to the State Sponsored E-Filing Service Provider

THANK YOU,

JOSHUA B. TACKETT, DISTRICT CLERK