
UPTON COUNTY

LOCAL RULES OF THE COUNTY AND DISTRICT COURTS

concerning the

ELECTRONIC FILING OF COURT DOCUMENTS

PART 1. GENERAL PROVISIONS

Rule 1.1 Purpose

These rules govern the electronic filing and service of court documents, by any method other than fax filing, in Upton County.

Rule 1.2 Authority

These rules are adopted pursuant to Rule 3a of the Texas Rules of Civil Procedure.

Rule 1.3 Title and Citation

These rules shall be known as the "Upton County Local Rules of the County and District Courts concerning the Electronic Filing of Court Documents. "

Rule 1.4 Effect on Existing Local Rules

These rules are adopted in addition to any other local rules of the county and district courts in Upton County. These rules do not supersede or replace any previously adopted local rules. These rules are in addition to current local rules, Part 4 electronic court documents (fax filing).

PART 2. DEFINITIONS

Rule 2.1 Specific Terms

The following definitions apply to these rules:

(a) *Convenience Fee* is a fee charged in connection with electronic filing that is in addition to regular filing fees. A Convenience Fee charged by the County/District Clerk will be considered as a court cost.

(b) *County/District Clerk* means the Upton County/District Clerk.

(c) *Document* means a pleading, plea, motion, application, request, exhibit, brief, memorandum of law, paper, or other instrument in paper form or electronic form.

(d) *Electronic Filing* is a process by which a filer files a court document with the county/district clerk's office by means of an online computer transmission of the document in electronic form. For purposes of these rules, the process does not include the filing of faxed documents which is described as the "electronic filing of documents" in Section 51.801, Government Code.

(e) *Electronic Filing Service Provider (EFSP)* is a business entity that provides electronic filing services and support to its customers (filers). An attorney or law firm may act as an EFSP.

(f) *Electronic Service* is a method of serving a document upon a party in a case by electronically transmitting the document to that party's e-mail address.

(g) *Electronically File* means to file a document by means of electronic filing.

(h) *Electronically Serve* means to serve a document by means of electronic service.

(i) *Filer* means a person who files a document, including an attorney.

(j) *Party* means a person appearing in any case or proceeding, whether represented or appearing *pro se*, or an attorney of record for a party in any case or proceeding.

(k) *Regular Filing Fees* are those filing fees charged in connection with traditional filing.

(l) Rules are the Upton County Local Rules of the County/District Courts concerning the Electronic Filing of Documents.

(m) Traditional Filing is a process by which a filer files a paper document with a clerk or a judge.

Rule 2.2 Application to Pro Se Litigants

The term “counsel” shall apply to an individual litigant in the event a party appears pro se.

PART 3. APPLICABILITY

Rule 3.1 Courts

- (1) These rules apply to the filing of documents in all non-juvenile civil cases, including cases that are appeals from lower courts, before the constitutional county court of Upton County.
- (2) These rules apply to the filing of documents in all non-juvenile civil cases, including cases that are appeals from lower courts, before the 83rd Judicial District Court and the 112th Judicial District Court with jurisdiction in Upton County.
- (3) These rules apply to the filing of documents in cases before the various county and district courts referred to in paragraphs (a) and (b) above that are subsequently assigned to associate judges or any other similar judicial authorities.

Rule 3.2 Clerks

These rules apply only to the filing of documents with the county/district clerk. These rules do not apply to the filing of documents directly with a judge as contemplated by **TEX. R. CIV. P. 74**.

Rule 3.3 Documents

- (1) A document that can be filed in a traditional manner with the county/district clerk may be electronically filed with the exception of the following documents:
 - 1) citations or writs bearing the seal of the court;
 - ii) returns of citation;
 - iii) bond;
 - iv) wills;
 - v) subpoenas;
 - vi) proof of service of subpoenas;
 - 7) documents to be presented to a court in camera, solely for the purpose of obtaining ruling on the discoverability of such documents;
 - viii) documents sealed pursuant to **TEX. R. CIV. P. 76a; and**
 - 8) documents to which access is otherwise restricted by law or court order, including a document filed in a proceeding under Chapter 33, *Notice of Abortion*, Family Code.
- (2) A motion to have a document sealed, as well as any response to such a motion, may be electronically filed.

Rule 3.4 Documents Containing Signatures

- (4) A document that is required to be verified, notarized, acknowledged, sworn to, or made under oath may be electronically filed only as a scanned image.
- (5) A document that requires the signatures of opposing parties (such as a Rule 11 agreement) may be electronically filed only as a scanned image.
- (6) Any affidavit or other paper described in Rule 3.4 (a) or (b) that is to be attached to an electronically-filed document may be scanned and electronically filed along with the underlying document
- (7) Where a filer has electronically filed a scanned image under this rule, the filer is required to maintain the document for at least two years after the final resolution of the action, including the final resolution of all appeals.

PART 4. FILING MECHANICS

Rule 4.1 TexasOnline

- (8) TexasOnline is a project of the TexasOnline Authority, a state entity charged with establishing a common electronic infrastructure through which state agencies and local governments may electronically send and receive documents and required payments.
- (9) To become registered to electronically file documents, filers must follow registration procedures outlined by TexasOnline. The procedure can be accessed from TexasOnline's website at "www.texasonline.com."
- (10) Filers do not electronically file documents directly with the county/district clerk. Rather, filers indirectly file a document with the county/district clerk by electronically transmitting the document to an electronic filing service provider (EFSP) which then electronically transmits the document to TexasOnline which then electronically transmits the document to the county/district clerk. A filer filing or serving a document must have a valid account with an EFSP and with TexasOnline.
- (11) Consistent with standards promulgated by the Judicial Committee on Information Technology (JCIT), TexasOnline will specify the permissible formats for documents that will be electronically filed and electronically served.
- (12) Filers who electronically file documents will pay regular filing fees to the county/district clerk indirectly through TexasOnline by a method set forth by TexasOnline.
- (13) An EFSP may charge filers a convenience fee to electronically file documents. This fee will be in addition to regular filing fees, credit card fees, or other fees.
- (14) TexasOnline will charge filers a convenience fee to electronically file documents. This fee will be in addition to regular filing fees and will be in an amount not to exceed the amount approved by the TexasOnline Authority.
- (15) The county/district clerk may charge filers a convenience fee to electronically file documents. This fee will be in addition to regular filing fees, credit card fees, or other fees.

Rule 4.2 Signatures

- (16) Upon completion of the initial registration procedures, each filer will be issued a confidential and unique electronic identifier. Each filer must use his or her identifier in order to electronically file documents. Use of the identifier to electronically file documents constitutes a **"digital signature" on the particular document.**
- (17) The attachment of a digital signature on an electronically filed document is deemed to constitute a signature on the document for purposes of signature requirements imposed by the Texas Rules of Civil Procedure or any other law. The person whose name appears first in the signature block of an initial pleading is deemed to be the attorney in charge for the purposes of Texas Rules of Civil Procedure 8, unless otherwise designated. The digital signature on any document filed is deemed to be the signature of the attorney whose name appears first in the signature block of the document for the purpose of Texas Rules of Civil Procedure 13 and 57.
- (18) A digital signature on an electronically filed document is deemed to constitute a signature by the filer for the purpose of authorizing the payment of document filing fees.

Rule 4.3 Time Document is Filed

- (19) A filer may electronically transmit a document through an EFSP to TexasOnline 24 hours per day each and every day of the year, except during brief periods of state-approved scheduled maintenance which will usually occur in the early hours of Sunday morning.
- (20) Upon sending an electronically transmitted document to a filer's EFSP, the filer is deemed to have delivered the document to the clerk and, subject to Rule 4.3(h), the document is deemed to be filed. If a document is electronically transmitted to the filer's EFSP and is electronically transmitted on or before the last day for filing the same, the document, if received by the clerk not more than ten days tardily, shall be filed by the clerk and deemed filed in time. A transmission report by the filer to the filer's EFSP shall be prima facia evidence of date and time of transmission.
- (3) On receipt of a filer's document, the filer's EFSP must send the document to Texas Online in the required electronic file format along with an indication of the time the filer sent the document to the EFSP and the filer's payment information. TexasOnline will electronically transmit to the filer an "acknowledgment" that the document has been

received by TexasOnline. The acknowledgment will note the date and time that the electronically transmitted document was received by TexasOnline.

- (4) Upon receiving a document from a filer's EFSP, TexasOnline shall electronically transmit the document to the county/district clerk. If the document was not properly formatted, TexasOnline will transmit a warning to the filer's EFSP.
- (5) Not later than the first business day after receiving a document from TexasOnline, the county/district clerk shall decide whether the document will be accepted for filing. The county/district clerk shall accept the document for filing provided that the document is not misdirected and complies with all filing requirements. The county/district clerk shall handle electronically transmitted documents that are filed in connection with an affidavit of inability to afford court costs in the manner required by TEX.R.CIV. P. 145. If the clerk fails to accept or reject a document within the time period, the document is deemed to have been accepted and filed.
- (6) If the document is accepted for filing, the county/district clerk shall note the date and time of filing which, with the exception of subsection (h) below, shall be the date and time that the filer transmitted the document to the filer's EFSP. The county/district clerk shall inform TexasOnline of its action the same day action is taken. TexasOnline shall, on that same day, electronically transmit to the filer's EFSP a "confirmation" that the document has been accepted for filing by the county/district clerk. The EFSP will electronically transmit the confirmation to the filer. This confirmation will include an electronically "file-marked" copy of the front page of the document showing the date and time the district clerk considers the document to have been filed.
- (7) If the document is not accepted for filing, the county/district clerk shall inform TexasOnline of its action, and the reason for such action, the same day action is taken. TexasOnline shall, on that same day, electronically transmit to the filer's **EFSP an "alert" that the document was not accepted along with the reason the document was not accepted. The EFSP will electronically transmit the alert to the filer.**
- (8) Except in cases of injunction, attachment, garnishment, sequestration, or distress proceedings, documents that serve to commence a civil suit will not be deemed to have been filed on Sunday when the document is electronically transmitted to the filer's EFSP, TexasOnline, or the Clerk on Sunday. Such documents will be deemed to have been filed on the succeeding Monday.

Rule 4.4 Risk of Electronic Transmission Failures

- (21) The filer is responsible for any difficulty in electronically transmitting a properly formatted document to TexasOnline.
- (22) Once a properly formatted document has been electronically transmitted to TexasOnline, the filer is not responsible for any problem TexasOnline may encounter in electronically transmitting the document to the county/district clerk.

Rule 4.5 Filing Deadlines not Altered

The electronic filing of a document does not alter any filing deadlines.

Rule 4.6 Multiple Documents

- (23) Except as provided by subsection (b) below, a filer may include only one document in an electronic transmission to TexasOnline.
- (24) A filer may electronically transmit a document to TexasOnline that includes another document as an attachment (*e.g.*, a motion to which is attached a brief in support of the motion).

Rule 4.7 Official Document

- (25) **The county/district clerk's file for a particular case may contain a combination of electronically filed documents and traditionally-filed documents. A document that is electronically filed serves as the official copy of that document.**
- (26) The county/district clerk may electronically scan a traditionally filed document. The scanned document may then serve as the official copy of that document. The clerk is not required to electronically scan documents to create an official electronic document. Electronic scanning of traditionally filed documents is at the option of the county/district clerk.

Rule 4.8 E-mail Address Required

In addition to the information required on a pleading by **TEX. R. CIV. P. 57**, a filer must include an e-mail address on any electronically filed document.

Rule 4.9 Document Format

(27) Electronically filed documents must be formatted as specified by TexasOnline.
See Rule 4.1(d) above.

(28) A properly formatted, electronically filed pleading is deemed to comply with **TEX. R. CIV. P. 45** which requires that pleadings be on paper measuring approximately 8-1/2 inches by 11 inches.

PART 5. SERVICE OF DOCUMENTS OTHER THAN CITATION

Rule 5.1 Electronic Service of Documents Permissible

(29) In addition to the methods of serving documents (other than the citation to be served upon the filing of a cause of action) set forth in **TEX. R. CIV. P. 21a**, a filer may serve documents upon another party in the case by electronically transmitting the document to that party at the party's e-mail address. Service in such a manner is known as "electronic service," and is permissible in the circumstances set out in paragraph (b) below.

(30) Documents may be electronically served upon a party only where that party has agreed, in writing, to receive electronic service in that case. The clerk shall adopt a standard form of agreement which provides that the party has agreed to electronically accept service, sets out the e-mail address where service should be sent, and informs the party of the right to rescind the agreement by subsequent notice to the court. The agreement must be filed with the court and the form must be served on all other parties.

(31) By virtue of electronically filing a document or serving a document or by agreeing to accept service, a filer additionally agrees to provide information regarding any change in his or her e-mail address to TexasOnline, the county/district clerk, and all parties in the case.

- (32) A party who electronically files a document is not required to electronically serve documents upon other parties. Electronic service of documents is an optional method of service.
- (33) A filer may electronically serve a document in instances where the document is traditionally filed as well as in instances where the document is electronically filed.

Rule 5.2 Completion of Service and Date of Service

- (34) Electronic service shall be complete upon transmission of the document to the party at the party's **e-mail address**.
- (35) Except as provided by subsection (c) below, the date of service shall be the date the electronic service is complete.
- (36) When electronic service is complete after 5:00 p.m. (recipient's time), **then the date of service shall be deemed to be the next day that is not a Saturday, Sunday or legal holiday**.

Rule 5.3 Time for Action After Service

Whenever a party has the right or is required to do some act within a prescribed period of time after service of a document upon the party and that document is electronically served, then three days shall be added to the prescribed period of time.

Rule 5.4 Certification of Service

- (37) Documents to be electronically served upon another party shall be sent before the time or at the same time that the document is filed.
- (38) A filer who electronically serves a document upon another party shall make a written certification of such service that shall accompany the document when that document is filed. The written certification shall include, in addition to any other requirements imposed by the Texas Rules of Civil Procedure, the following:

Rule 5.4 Certification of Service, continued

- (i) the filer's **e-mail address or telecopier (facsimile machine) number;**
- (ii) **the recipient's e-mail address;**
- (iii) **the date and time of electronic service; and**
- (iv) **a statement that the document was electronically served and that the electronic transmission was reported as complete.**

PART 6. ELECTRONIC ORDERS AND VIEWING OF ELECTRONICALLY FILED DOCUMENTS

Rule 6.1 Courts not Authorized to make Electronic Orders

- (39) Judges shall continue to sign paper copies of court orders, judgments, rulings, notices and other court-produced documents ("**court orders**").
- (40) The county/district clerk may electronically scan a court order. The scanned court order may then serve as the official copy of the court order. The county/district clerk is not required to electronically scan court orders in order to create official electronic court orders. Electronic scanning of court orders is at the option of the county/district clerk.

Rule 6.2 Viewing of Electronically filed Documents

- (41) The county/district clerk shall ensure that all the records of the court, except those made confidential or privileged by law or statute, may be viewed in some format by all persons free of charge.
- (42) Independent of the TexasOnline system and the requirement of viewing access described in subsection (a), the county/district clerk may choose to provide for both filers and the general public to electronically view documents or court orders that have been electronically filed or scanned. Where such provision has been made, persons may

electronically view documents or court orders that have been electronically filed or scanned.

- (43) Nothing in paragraph (b) above serves to allow for the electronic viewing of documents or court orders that are legally confidential (*e.g.*, papers in mental health proceedings).

PART 7. RESOLUTION OF DISPUTES

Rule 7.1 Assigned Court to Resolve Disputes

In the event a dispute should arise involving the application of these rules or various electronic filing issues, the court assigned in accordance with local assignment procedures shall decide any dispute.

Rule 7.2 Dispute Resolution Before Court is Assigned

If a dispute arises before a court is assigned to the case, the Presiding Judge of the Sixth Administrative Judicial Region shall assign a judge to decide the dispute.

Rule 7.3 Rule Guiding Interpretation

These rules are designed to govern the conduct of a pilot project. It is likely that these rules may not have contemplated each problem that may arise in the electronic filing or service of court documents. The application of the rules must be consistent with the understanding that the rules were written for the conduct of an initial pilot project, and must be made without undue prejudice to any person on account of using the electronic filing system or sending or receiving electronic service in good faith.

ADOPTION OF RULES

The foregoing Upton County Local Rules of the County/District Courts concerning the “Electronic Filing of Documents” are hereby approved and adopted on the dates indicated by the undersigned judges in and for Upton County. Said rules shall be submitted to the Supreme Court of Texas and, upon approval of said Court, shall be adopted as the Local Rules for the Upton County/District Court Electronic Filing of Court Documents.

/s/ Vikki Bradley

**Vikki Bradley
County Judge
Upton County, Texas**

Signed this the 25th day of November, 2002

/s/ Carl Pendergrass

**Carl Pendergrass
83rd Judicial District Court
Upton County, Texas**

Signed this the 10th day of December, 2002

/s/ Brock Jones

**Brock Jones
112th Judicial District Court
Upton County, Texas**

Signed this the 19th day of December, 2002