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El Paso County District Clerk
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System Requirements

This section describes the recommended system requirements to successfully use EFile.TXCourts.gov.

Browser Requirements - EFile.TXCourts.gov supports current versions of the Windows operating system using Internet Explorer 7 or above or Firefox. If your browser does not meet these minimum requirements, please contact your network administrator.

Connection Requirements - A high-speed Internet connection is recommended.

Minimum Screen Resolution - For best results, a setting of 1024x768 or better is highly recommended. If necessary, users can set their monitors to 800x600 pixels, but doing so may compromise the graphic display.

Document Format - PDF is the only format allowed for attaching documents when using EFile.TXCourts.gov.

DISTRICT CLERK REQUIREMENTS

Pleadings filed with the District Clerk's Office must first be entered in the EFile.TXCourts.gov portal either directly through the EFile.TXCourts.gov web access or through your e-filing service provider. The pleadings are then imported directly into the clerk's electronic case management system. In order to make this process as efficient as possible and reduce processing time and user error, the following requirements and guidelines have been implemented:

All information entered into the EFile.TXCourts.gov portal must be completed in all caps! Please do not use lower or mixed case letters.

All parties including the attorney to the case must be added with complete address information.

A case information sheet should not be combined with the lead document. The case information sheet should be filed as a lead document in order to receive a file stamp. A case information sheet can also be filed as separate subsequent filing.

A case screening instrument should be filed with all family cases. This should not be combined with the lead document. The case screening instrument should be filed as a lead document in order to receive a file stamp. A case screening instrument can also be filed as separate subsequent filing.

The SAPCR form must be filed with all initial family cases involving children. The SAPCR form must be filed as an attachment and cannot be filed as a lead document. The SAPCR form is for DRO purposes only.

Documents that may not be electronically filed.

A document that can be filed in a traditional manner with the District Clerk may be electronically filed with the exception of the following documents:

- Citations or writs bearing the seal of the court
- Bonds
- Subpoenas
- Proof of Service of Subpoenas
- Documents presented to a court in camera, solely for the purpose of obtaining a ruling on the discoverability such as documents;
- Documents sealed pursuant to TEX. R. CIV. P. 76a; and
- Documents to which access is otherwise restricted by law or court order, including a document filed in a proceeding under Chapter 33, Family Code.

Rejection Criteria

If the District Clerk's Office "rejects" a filing, you will be notified in the form of one of the following reasons. Please take a moment to review the list below and ensure you and your staff are familiar with them to avoid rejections.

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|---|--|
| • Wrong Jurisdiction | Your document indicates a different county, the El Paso County Clerk Office, or a Justice of the Peace Court. |
| • Poor quality of document | The document is illegible, not properly rotated |
| • Document not allowed to be e-filed | Statutes/rules prohibits the electronic filing of the document. |
| • Incorrect case number | |
| • Incorrect case type | |
| • Incorrect lead document | |

- **Missing attorney information**
- **Missing party information**
- **Missing SAPCR form**
- **Missing Cover Sheet**
- **Filer requested rejection**
- **Rejected /other** **Is a free form field that the clerk will use to reject a filing for an unusual reason**
- **Case style does not match**
- **Proposed Order** **The District Clerk's Office will not accept proposed orders please check with each court for their individual procedures**

Filer's and Public's Access to Pleadings

As per usual, pleadings will be available for copies to attorneys and the public through the District Clerk's Office's customer service division located on the 1st floor of the County Courthouse or by telephone by contacting the Correspondence clerk at 915-546-2021 EXT 3772.

Fees

The correct statutory fees are to be added by the filer and are subject to change. If you are unsure of the appropriate fees, please visit the District Clerk's website at www.epcounty.com/districtclerk .

Orders

Orders will depend on each court's process. Please check with each individual court on their procedures.

Citations

Currently, the District Clerk's Office will issue and process citation returns in the traditional manner. There are 3 options in requesting and paying for citations.

1. You may request and pay for a citation through the efilings system. If you do not bring in copies of the petition and/or other documents that are being served you will be charge \$0.50 a page for our office to make the copies for you.
2. You may request and pay for citations through the efilings system. You may leave a comment notifying the clerk that the copies needed for the citation will be dropped off at our office.
3. You may request, pay, and provide the necessary documents in the traditional manner through the District Clerk's Office's customer service division located on the 1st floor of the County Courthouse.

Support Line for eFileTexas.gov

Filers needing assistance may contact the eFileTexas.gov Filer Support line at 1-855-839-3453.