



NOTICE OF PROCESS CHANGE E-FILING

Effective Mon., March 6, 2023 the Jefferson County Clerk - Civil, Probate and Criminal Division will be implementing the newest filing standards determined by the Judicial Committee on Information Technology (JCIT), Technology Standards and the Jeff. Co. Local Rules posted on the OCA website per Texas Rule of Civil Procedure 3a, Texas Rule of Appellate Procedure 1.2, and Texas Rule of Judicial Administration 10.

<https://topics.txcourts.gov/>

Technology Standards (Version 7, Adopted November 2021)
<https://www.txcourts.gov/media/1435816/technology-standards.pdf>

LOCAL E-FILING PRACTICES:

General Information

- Courts are integrated with efile.txcourts.gov – accepted filings are instantly entered in local case management system.
- Multiple Filing Codes per filing submission are suggested.
- Documents submitted as Attachments will NOT be file marked. Documents submitted as multiple Lead Documents under the same Filing Code will not be file marked.

Initial & Subsequent Filings

- Exhibits that are meant to be filed with a pleading should **not** be submitted as Attachments – they should be scanned with the pleading in which they are referenced.
- Requests for citations, copies, service, etc. are available under Optional Services. A Request form should be filed for all request to prepare issuance and citation TRCP 99(a)
- The addresses of the parties in all civil, probate and guardianship actions are required under §30.015, Civil Practice & Remedies Code.
- Each document should be submitted as a separate Filing Code & Lead Document so that they will be properly indexed in the local case management system. After filing each document you will have to select NEW FILING for each additional document.
- The Filing Description and Lead Document Description should be indexed the same by the submitter using Proper Case
 - Example: **FILING CODE=** Application **FILING DESCRIPTION=** Application for Ad Litem **DOCUMENT DESCRIPTION=** Application for Ad Litem
- Proposed orders shall be filed as PROPOSED ORDER as the Filing Code, and indexed as the Filing & Document Description.

We appreciate the opportunity to serve you.

Clerk of Court
Roxanne Acosta-Hellberg, County Clerk
Jefferson County Texas