



Fisher County District Clerk, Electronic Filing Information

The Fisher County District Clerk began mandatory efileing on July 1, 2014. All civil and family related documents are required to be efiled with very limited exceptions. Efileing exceptions for civil and criminal documents are listed in the Supreme Court Rules.

Efile Support:

Technical Support:

Tyler Technologies
support@efiletexas.gov
855-839-3453

Clerk Support:

Gina Pasley
Fc_districtclerk@yahoo.com
325-776-2279

FAQS:

1. **How to upload exhibits to my petition?** All exhibits/attachments to the petition should be combined as one lead document with that petition. If you separate each exhibit as a separate lead document the filing will be returned so you can combine it as one PDF.
2. **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.
3. **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 325-776-2279 for clarification of filing codes.
4. **How to submit proposed orders?** All proposed orders must be submitted in an envelope by itself using the "Proposed Order" filing code. If the proposed order is being filed subsequent to a motion or petition, you will first submit your motion or petition, wait for that to be accepted *then* submit your proposed order by itself as a lead document.

5. **How to request Citation or other process through eFiling & pay for it?** You will need to complete a Civil Process Request (service request) form. This form is located on our website. All issuance fees are located under optional services; you will select each one based on your need.

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.***

6. **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.

7. **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 website has useful information about mandatory e-Filing schedules, EFSPs, active courts and frequently asked questions.