



LOCAL COUNTY EFILING PRACTICES

Compiled by the Office of Court Administration

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Austin County – District Clerk

Clerk Information

Sue Murphy

1 East Main

Bellville, Texas 77418

http://www.austincounty.com/default.aspx?Austin_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (filer's choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed as **an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bandera County – District Clerk

Clerk Information

Tammy Knueper

3360 State Hwy. 173 North, Suite 100

Bandera, TX 78003-2688

http://www.banderacounty.org/departments/district_clerk.htm

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment if referenced in the petition, otherwise a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from **the Clerk's website**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should should not** have a cover letter as the lead document.
- Proposed orders should be **presented to the judge for signature**.
- Motions should be filed **as the lead document**.
- Exhibits should be filed **as an attachment with an appropriate lead document**.

Bastrop County – County Clerk

Clerk Information

Rose Pietsch
803 Pine, Room 112
P.O. Box 577
Bastrop, TX 78602
<http://www.co.bastrop.tx.us/site/content/countyclerk>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (Filer's Choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment to an appropriate lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bell County – County Clerk

Clerk Information

Shelly Coston

1201 Huey Road

Belton, Texas 76513

http://www.bellcountytexas.com/county_government/county_clerk/

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **first plaintiff/first defendant** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Bell County – District Clerk

Clerk Information

Shelia Norman
1201 Huey Road
Belton, TX 76513
<http://www.co.bell.tx.us/php/BDC/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from **the Clerk's website**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document**
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bell County – JP 1-1

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (filer's choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bell County – JP 2-1

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Bell County – JP 3-1

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment or as a separate filing (filer's choice)**.
- **Exhibits** should be submitted as **an attachment or as a separate filing (filer's choice)**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (filer's choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bell County – JP 3-2

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bell County – JP 4-2

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Bexar County – County Clerk

Clerk Information

Gerry Rickoff
100 Dolorosa, #104
San Antonio, Texas 78205
<https://gov.propertyinfo.com/TX-Bexar/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- If the **Citation Request** is required, it can be downloaded from **the clerk's website**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment to an appropriate motion as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as attachments to an appropriate lead document**.

Bexar County – District Clerk

Clerk Information

Donna Kay McKinney
101 W Nueva, Suite 217
San Antonio, TX 78205-3411
<http://gov.bexar.org/dc/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from
http://gov.bexar.org/dc/Downloads/Request_ProcessForm.pdf
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should should not** have a cover letter as the lead document.
- Non indexed case filings **are are not** accepted.
- Proposed orders should be **presented directly to the judge and not eFiled**.
- Motions should be filed **as a lead document**.

Brazos County – County Clerk

Clerk Information

Karen McQueen
300 E 26th St, Ste 120
Bryan, TX 77803
<http://www.brazoscountytexas.gov/>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Brazos County – District Clerk

Clerk Information

Marc Hamlin
300 E. 26th St., Ste.216
Bryan, TX 77803
<http://www.brazoscountytexas.gov/index.aspx?NID=135>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from the clerk's website (<http://www.brazoscountytexas.gov/index.aspx?NID=210>)
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately if they're different. If all the same, merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **normally. A "Received" stamp will be used instead of a "Filed" stamp**.
- Motions should be filed **like any other pleading**.
- Exhibits should be filed **like any other pleading**.

Brooks County – District Clerk

Clerk Information

Noe Guerra, Jr.

P.O. Box 534

Falfurrias, Tx 78355

http://www.co.brooks.tx.us/default.aspx?Brooks_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **with a cover letter as the lead document and the proposed order as an attachment**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Burnet County – County Clerk

Clerk Information

Janet Parker

220 S Pierce

Burnet, TX 78611 3136

<http://www.burnetcountytexas.org/default.aspx?name=cclerk.home>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment or a separate filing (Filer's Choice)**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **a lead document**.

Cameron County – County Clerk

Clerk Information

Joe Rivera
964 E. Harrison Street
Second Floor Administration Bldg.
Brownsville, TX 78520
<http://www.co.cameron.tx.us/countyclerk/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from
<http://www.co.cameron.tx.us/countyclerk/docs/REQUESTFORM.pdf>
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document with a cover letter**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Cass County –District Clerk

Clerk Information

Becky Wilbanks

P. O. Box 510

Linden, Texas 75563

http://www.co.cass.tx.us/default.aspx?Cass_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **first plaintiff/first defendant** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **with a cover letter and the proposed order behind the cover letter**.
- Motions should be filed **as a separate lead document**.
- Exhibits should be filed **with a cover letter, merged together in a single document behind the cover letter**.

Chambers County – County Clerk

Clerk Information

Heather Hawthorne

P O Box 728

Anahuac, TX 77514 0728

<http://www.co.chambers.tx.us/default.aspx?name=county.clerk>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Collin County – County Clerk

Clerk Information

Stacey Kemp
Collin County Administration Building
2300 Bloomdale Rd., Suite 2106
McKinney, TX 75071
http://www.co.collin.tx.us/county_clerk/

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are not** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **the end pages of a lead document (bookmarked)**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document and filed as the end of an appropriate lead document (bookmarked)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as a lead document**
- Motions should be filed **as a lead document**
- Exhibits should be filed **as the end of an appropriate lead document (bookmarked)**

Collin County – JP Courts

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (filer's choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- If the **Citation Request** is required, it can be downloaded from http://co.collin.tx.us/justices_peace/index.jsp
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment to an appropriate lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Dallas County – County Clerk

Clerk Information

John Warren
509 Main Street, 2nd Floor, Suite 200
Dallas, Texas 75202
<http://www.dallascounty.org/countyclerk/countyclerk.php>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a filestamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **with a cover as the lead document and the proposed order as an attachment**.
- Motions should be filed **as the lead document, with an order and letter as attachments**.
- Exhibits should be filed **merged into a single document numbered with bookmarks**.
- If Exhibits exceed the 35Mb filing limit, they can be split into separate filings.

Dallas County – District Clerk

Clerk Information

Gary Fitzsimmons

600 Commerce Street, Suite 103

Dallas, Texas 75202

http://www.dallascounty.org/districtclerk/districtclerk_index.html

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment or as a separate filing (filer's choice)**.
- **Citation Requests, Copies and the like** are under **Optional Services and as Filing Codes as a separate filing**.
- If the **Citation Request** is required, it can be downloaded from <http://www.dallascounty.org/departments/districtclerk/downloadableforms.html>
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Dallas County- Probate

Clerk Information

John Warren

509 Main Street, 2nd Floor, Suite 200

Dallas, Texas 75202

<http://www.dallascounty.org/countyclerk/countyclerk.php>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes** as **a separate filing**.
- If the **Citation Request** is required, it can be **as a cover letter to request**. **All party information including addresses must be provided**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **with a cover letter as the lead document and the proposed order as an attachment**.
- Motions should be filed **as an attachment with the lead document**.
- Exhibits should be filed **as an attachment with the lead document**.

Denton County – County Clerk

Clerk Information

Cynthia Mitchell

1450 E. McKinney St.

Denton, TX 76209-4524

<http://dentoncounty.com/dept/main.asp?Dept=17>

General Information

- Amex **is not** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment or a separate filing**.
- **Exhibits** should be submitted as **a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services** or as **Filing Codes** as a **separate filing**.
- If the **Citation Request** is required, it can be downloaded from **the clerk's website**.
- The filer **can cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document**.

Subsequent Filings

- Items not needing a filestamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a separate lead document**.
- Motions should be filed **as a separate lead document**.
- Exhibits should be filed **as a separate lead document**.

DeWitt County – District Clerk

Clerk Information

Tabeth Gardner

P.O. Box 845

Cuero, Texas 77954

http://www.co.dewitt.tx.us/default.aspx?Dewitt_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties or first plaintiff/first defendant (filer's choice)** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as a lead document**
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

El Paso County – County Clerk

Clerk Information

Delia Briones
500 E. San Antonio, Suite 105
El Paso, Texas 79901
<http://www.epcounty.com/clerk/>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **only for exhibits**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services or Filing Codes** as a **separate filing**.
- If the **Citation Request** is required, it can be **requested by email from the Clerk's office**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required. **But both are encouraged**.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not be eFiled**.
- Non indexed case filings **are not** accepted.
- Proposed orders should be **taken to court and not eFiled**.
- Motions should be file **as a lead document**
- Exhibits should be filed **as attachments to the appropriate lead document**.

El Paso County – District Clerk

Clerk Information

Norma Favela

500 E. San Antonio, Suite 103

El Paso, Texas 79901

<http://www.epcounty.com/districtclerk/>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment or as a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services (Copies) and Filing Codes as a separate filing (Citation Request)**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **directly with the court and not eFiled**.
- Motions should be filed **as the lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

El Paso County – JP Courts

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Ellis County – District Clerk

Clerk Information

Cindy Polley
P O Box 250
Waxahachie, TX 75168
<http://www.co.ellis.tx.us/>

General Information

- Amex **is** accepted.
- Court**is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from www.co.ellis.tx.us under the District Clerk
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Fannin County – District Clerk

Clerk Information

Nancy Young
101 E Sam Rayburn Dr, Ste 201
Bonham, TX 75418 4346
<http://www.co.fannin.tx.us/dclerk.html>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment or a separate filing (Filer's Choice)**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately merged into a single document**.

Subsequent Filings

- Non indexed case filings **are not** accepted.
- Proposed orders should **not** be filed.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Fayette County –District Clerk

Clerk Information

Virginia Wied

151 North Washington St., Room 102

La Grange, TX 78945

http://www.co.fayette.tx.us/default.aspx?Fayette_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, **file a letter requesting it**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as attachments to an appropriate lead document**

Galveston County – County Clerk

Clerk Information

Dwight Sullivan

722 Moody Avenue Galveston, Texas 77550

<http://www.galvestoncountytexas.gov/cc/Pages/default.aspx>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are not** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted **behind the petition in the same document**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document and filed behind the petition**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as the end pages of an appropriate lead document (motion, petition). If separate, as a lead document.**

Galveston County – District Clerk

Clerk Information

John Kinard
600 59th Street, Rm. 4001
Galveston, TX 77551
<http://www.galvestoncountytexas.gov/dc/Pages/default.aspx>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are not** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted **behind the petition**. If size limits are met, it can be submitted as a **separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services (Copies) and Filing Codes as a separate filing (Citations)**.
- If the **Citation Request** is required, it can be downloaded from <http://www.galvestoncountytexas.gov/dc/Pages/DCForms.aspx>
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **behind the petition**. If size limits are met, it can be submitted as a **separate filing**.

Goliad County – County and District Clerk

Clerk Information

Mary Ellen Flores

P.O. Box 50

Goliad, TX 77963

http://www.co.goliad.tx.us/default.aspx?Goliad_County/County.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee. Attachments
- **are** allowed **as separate documents**. Multiple lead
- documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Grayson County – County Clerk

Clerk Information

Wilma Bush
100 W Houston St, Ste 17
Sherman, TX 75090 5958
<http://www.co.grayson.tx.us/default.aspx?name=cclerk.home>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (Filer's Choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Grayson County – District Clerk

Clerk Information

Kelly Ashmore

200 S Crockett, Ste 120A

Sherman, TX 75090

<http://www.co.grayson.tx.us/default.aspx?name=dclk.home>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Gregg County – District Clerk

Clerk Information

Barbara Duncan
101 E. Methvin, Suite 334
Longview, TX 75601

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed **with a cover letter as the lead document and the proposed order as the attachment**.
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Guadalupe County – County Clerk

Clerk Information

Teresa Kiel
211 W. Court Street
Seguin, Texas 78155
http://www.co.guadalupe.tx.us/guadalupe2010/home.php?content=co_clerk

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties first** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Guadalupe County – District Clerk

Clerk Information

Debi Crow

101 E. Court Street

Suite 308

Seguin, Texas 78155

http://www.co.guadalupe.tx.us/guadalupe2010/home.php?content=dist_Clerk

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services Filing**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should should not** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Guadalupe County – JP Courts

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are **under Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as a lead document**
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**

Hale County – District Clerk

Clerk Information

Carla Cannon
225 Broadway, Suite 4
Plainview, TX 79072

http://www.halecounty.org/district_offices/district_clerk.php

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- If the **Citation Request** is required, it can be downloaded from
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Harris County – County Clerk

Clerk Information

Stan Stanart
201 Caroline
Houston, TX 77002
<http://www.cclerk.hctx.net/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment or as a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment if accompanying a motion as the lead document. As a lead document if filed after a motion.**
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document. Or separately as a lead document.**

Harris County – District Clerk

Clerk Information

Chris Daniel
201 Caroline
Houston, TX 77002

<http://www.hcdistrictclerk.com/Common/Default.aspx>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from the clerk's website
<http://www.hcdistrictclerk.com/Common/Forms/forms.aspx>
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Henderson County – District Clerk

Clerk Information

Jean Brittain

100 E. Tyler Street, Rm 203

Athens, TX 75751

<http://www.henderson-county.com/departments/district-clerk>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services Filing Codes**.
- If the **Citation Request** is required, it can be downloaded from **the Clerk's website**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed...
- Motions should be filed as a separate lead document.
- Exhibits should be filed separately from Original Petition or Attached (filers preference)

Hidalgo County – County Clerk

Clerk Information

Arturo Guajardo, Jr.

100 N. Closner - 1st Floor Edinburg, TX 78539

<http://www.co.hidalgo.tx.us/index.aspx?nid=161>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (filer's choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing (cover letter as the request)**.
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (filer's choice)**

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Hidalgo County – District Clerk

Clerk Information

Laura Hinojosa

100 N. Closner

Edinburg, TX 78539

<http://www.co.hidalgo.tx.us/index.aspx?nid=192>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment or a separate filing (filer's choice)**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed as a lead document using the "**Orders Filed**" filing type
- Motions should be filed as a lead document.
- Exhibits should be filed as an attachment to an appropriate lead document.

Hill County – District Clerk

Clerk Information

Angelia Orr
P O Box 634
Hillsboro, TX 76645 0634
http://www.co.hill.tx.us/default.aspx?Hill_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted **a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Hood County – County Clerk

Clerk Information

Mary Burnett
1200 W. Pearl Street
Granbury, TX 76048
<http://www.co.hood.tx.us/index.aspx?nid=211>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (filer's choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services AND Filing Codes as a separate filing**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (filer's choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**

Hutchinson County – County Clerk

Clerk Information

Jan Barnes

P O Box 1186

Stinnett, TX 79083 1186

http://www.co.hutchinson.tx.us/default.aspx?Hutchinson_County/County.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Hutchinson County – District Clerk

Clerk Information

Robin Stroud

P O Box 580

Stinnett, TX 79083 0580

http://www.co.hutchinson.tx.us/default.aspx?Hutchinson_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (Filer's Choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **a separate filing**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed as **a lead document an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Jackson County – District Clerk

Clerk Information

Sharon Mathis

115 West Main, Room 203

Edna, Texas 77957

http://www.co.jackson.tx.us/default.aspx?Jackson_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee. Attachments **are**
- allowed **as separate documents**. Multiple lead
- documents per filing **are are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **with a cover letter as the lead document and the proposed order as an attachment**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Jefferson County – County Clerk

Clerk Information

Carolyn Guidry

P O Box 1151

Beaumont, TX 77704 1151

<http://www.co.jefferson.tx.us/cclerk/clerk.htm>

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment or a separate filing (Filer's Choice)**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Jefferson County – District Clerk

Clerk Information

Jane Birge
1001 Pearl St, Ste 203
Beaumont, TX 77701 3553
http://www.co.jefferson.tx.us/dclerk/dc_home.htm

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment or a separate filing (Filer's Choice)**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from
www.co.jefferson.tx.us/dclerk/dc_home.htm
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Johnson County – County Clerk

Clerk Information

Becky Williams
204 S Buffalo Ave
Cleburne, TX 76033

<http://www.johnsoncountytexas.org/courts/county/clerk>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Kaufman County – District Clerk

Clerk Information

Rhonda Hughey
100 W Mulberry
Kaufman, TX 75142 2087
<http://www.kaufmancounty.net/dc.html>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Kerr County – County Clerk

Clerk Information

Jannett Pieper

700 Main Street -Suite 122

Kerrville, Texas 78028

<http://www.co.kerr.tx.us/cclerk/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee. Attachments
- **are** allowed as **separate documents**. Multiple lead
- documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes** as a **separate filing**.
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **first plaintiff/first defendant** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment with the cover letter as a lead document**.
- Motions should be filed as **a lead document**
- Exhibits should be filed as **attachments to an appropriate lead document**.

Kerr County – District Clerk

Clerk Information

Robin Burlew
700 Main Street Kerrville,
Texas 78028
<http://www.co.kerr.tx.us/dclerk/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (filer's choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (filer's choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Liberty County – County Clerk

Clerk Information

Paulette Shivers Williams

1923 Sam Houston

Liberty, Texas 77575

http://www.co.liberty.tx.us/default.aspx?Liberty_County/County.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee. Attachments
- **are** allowed **as separate documents**. Multiple lead
- documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Filing Codes as a separate filing**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **with a cover letter as the lead document and proposed order as an attachment**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Liberty County – District Clerk

Clerk Information

Donna Brown

1923 Sam Houston - Rm. 115

Liberty, Texas 77575

http://www.co.liberty.tx.us/default.aspx?Liberty_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services** and as a **Filing Codes** as a **separate filing**.
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

McLennan County – County Clerk

Clerk Information

J. Harwell
P O Box 1727
Waco, TX 76703 1727
<http://www.co.mclennan.tx.us/cclerk/index.aspx>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (Filer's Choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Montgomery County – District Clerk

Clerk Information

Barbara Gladden Adamick

P O Box 2985

Conroe, TX 77305 2985

http://www.co.montgomery.tx.us/dept/departments_d/district_clerk/index.html

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are not** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from the clerk's website.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **a lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Moore County – District Clerk

Clerk Information

Diane Hoefling

715 S. Dumas Avenue, Room 109

Dumas, Texas 79029

http://www.co.moore.tx.us/default.aspx?Moore_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **with a cover letter as the lead document and the proposed order as an attachment**
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as attachments to an appropriate lead document**.

Nacogdoches County – County Clerk

Clerk Information

Carol Wilson

101 W Main, Rm 110

Nacogdoches, TX 75961

<http://www.co.nacogdoches.tx.us/countyoffices/countyclerk.asp>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **an attachment**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Nacogdoches County – District Clerk

Clerk Information

Loretta Cammack
101 W Main, Rm 120
Nacogdoches, TX 75961 4832
<http://www.co.nacogdoches.tx.us/districtcourt/districtclerk.asp>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **cannot** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **a lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Orange County – County Clerk

Clerk Information

Karen Jo Vance
123 S 6th St
Orange, TX 77630 6302
<http://www.co.orange.tx.us/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (Filer's Choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **a lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Orange County – District Clerk

Clerk Information

Vickie Edgerly
801 W Division
Orange, TX 77630 6364
<http://www.co.orange.tx.us/>

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

Potter County – District Clerk

Clerk Information

Caroline Woodburn
501 S. Fillmore Suite 1B
Amarillo, TX 79101

<http://w5.co.potter.tx.us/districtclerk/index.html>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from **the Clerk's website**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Non indexed case filings **are** accepted.
- Proposed orders should be **presented directly to the court**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment with an appropriate lead document**.

Randall County – County Clerk

Clerk Information

Renee Calhoun
2309 Russell Long Blvd, Ste 101
Canyon, TX 79015 3182
<http://www.randallcounty.org/cclerk/default.htm>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (Filer's Choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed as **an attachment to an appropriate lead document**.

San Patricio County – District Clerk

Clerk Information

Laura Miller

P O Box 1084

Sinton, TX 78387 1084

[http://www.co.san-patricio.tx.us/default.aspx?San-Patricio_County/District.](http://www.co.san-patricio.tx.us/default.aspx?San-Patricio_County/District)

General Information

- Amex **is NOT** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Smith County – County Clerk

Clerk Information

Karen Phillips

200 E. Ferguson Suite 300

Tyler, Texas 75702

<http://www.smith-county.com/government/electedofficials/countyclerk/Default.aspx>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment with an appropriate lead document**.

Smith County – District Clerk

Clerk Information

Lois Rogers

100 North Broadway Room 204

Tyler, Texas 75702

<http://www.smith-county.com/government/electedofficials/DistrictClerk/Default.aspx>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Tarrant County – County Clerk

Clerk Information

Mary Louise Garcia

100 W Weatherford, Rm 130

Fort Worth, TX 76196 0401

<http://www.tarrantcounty.com/eCountyClerk/site/default.asp>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are not** allowed.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.

Tarrant County – District Clerk

Clerk Information

Tom Wilder
401 W. Belknap, 3rd Floor
Fort Worth, TX 76196
<http://www.tarrantcounty.com/edistrictclerk/site/default.asp>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **the last page of a petition or a separate filing**.
- **Exhibits** should be submitted **merged into the lead document**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from
http://www.tarrantcounty.com/edistrictclerk/lib/edistrictclerk/efile_service_request_form.pdf
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Tom Green County – County Clerk

Clerk Information

Elizabeth McGill

124 W Beauregard

San Angelo, TX 76903 5835

http://www.co.tom-green.tx.us/default.aspx?Tom-Green_County/County.Clerk

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as a **separate filing**.
- **Exhibits** should be submitted as **an attachment or as a separate filing (Filer's Choice)**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Travis County – District Clerk

Clerk Information

Amalia Rodriguez-Mendoza
1000 Guadalupe St., Room 103
Austin, TX 78701

http://www.co.travis.tx.us/district_clerk/

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can **requested by contacting the Clerk's Office**
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **all parties or first plaintiff/first defendant (filer's choice)** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **with a cover as the lead document and the proposed order as an attachment**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Tyler County – District Clerk

Clerk Information

Kim Nagypal

100 W Bluff, Rm 203

Woodville, TX 75979 5220

http://www.co.tyler.tx.us/default.aspx?Tyler_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document or as separate documents (Filer's Choice)**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Upton County – District Clerk

Clerk Information

LaWanda McMurray

205 East 10th Street Rankin, Texas 79778

http://www.co.upton.tx.us/default.aspx?Upton_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **with a cover letter as the lead document and the proposed order as an attachment**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Victoria County – District Clerk

Clerk Information

Cathy Stuart
115 N. Bridge St., Rm 330
Victoria, TX 77901

<http://www.victoriacountytx.org/index.php/en/county-departments?id=97>

General Information

- Amex **is** accepted.
- Court **is** integrated.
- Court **is is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be **in the form of a request letter (no specific form)**.
- The filer **can** request copies as an optional service to be attached to the citation. **Mandatory**
- The addresses of the plaintiff **is** required. The address of the defendant **is** required. **Only if service is requested**.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document **unless there is a need to communicate additional information**.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **with a cover letter. It will receive a file stamp once signed and filed by the judge**.
- Motions should be filed **like any other pleading**
- Exhibits should be filed **attached to the lead document**

Waller County – District Clerk

Clerk Information

Patricia Spadachene

836 Austin Street, Suite 318

Hempstead, Texas 77445

http://www.co.waller.tx.us/default.aspx?Waller_County/District.Clerk

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee. Attachments
- **are** allowed **as separate documents**. Multiple lead
- documents per filing **are not** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Webb County – District Clerk

Clerk Information

Esther Degollado
1110 Victoria St. Suite 203
Laredo, TX 78040
<http://www.webbcountytexas.gov/DistrictClerk/>

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **a separate filing**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is not** required. The address of the defendant **is not** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed **as a lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as a lead document**.

Wichita County – County Clerk

Clerk Information

Lori Bohannon

P O Box 1679

Wichita Falls, TX 76307 1679

http://www.co.wichita.tx.us/county_clerk.htm

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Wichita County – District Clerk

Clerk Information

Patti Flores
900 7th St, Rm 303
Wichita Falls, TX 76301 2483
http://www.co.wichita.tx.us/District_Clerk/index.html

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is NOT** charging \$2 cost recovery fee.
- Attachments **are** allowed **combined into single document**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **a separate filing**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from the clerk's website.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **merged into a single document**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are** accepted.
- Proposed orders should be filed as **an attachment to an appropriate lead document**.
- Motions should be filed as **a lead document**.
- Exhibits should be filed **an attachment to an appropriate lead document**.

Williamson County – JP 1

General Information

- Amex **is** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment or as a separate filing (filer's choice)**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately or merged into a single document (filer's choice)**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should should not** have a cover letter as the lead document.
- Non indexed case filings **are are not** accepted.
- Proposed orders should be filed **as an attachment to the motion**
- Motions should be filed **as a lead document**
- Exhibits should be filed **as an attachment to an appropriate lead document**.

Wilson County – District Clerk

Clerk Information

Deborah Bryan
1103 4th Street Suite 12
Floresville, TX 78114

http://www.co.wilson.tx.us/default.aspx?Wilson_County/District.Clerk

General Information

- Amex **is NOT** accepted.
- Court **is NOT** integrated.
- Court **is** charging \$2 cost recovery fee.
- Attachments **are** allowed **as separate documents**.
- Multiple lead documents per filing **are** allowed.

Initial Filings

- **Case Information Sheet** should be submitted as **an attachment**.
- **Exhibits** should be submitted as **an attachment**.
- **Citation Requests, Copies and the like** are under **Optional Services**.
- If the **Citation Request** is required, it can be downloaded from **the clerk's website**.
- The filer **can** request copies as an optional service to be attached to the citation.
- The addresses of the plaintiff **is** required. The address of the defendant **is** required.
- In preparing an Original Petition **all parties** should be listed.
- All exhibits should be **uploaded separately**.

Subsequent Filings

- Items not needing a file stamp (proposed orders, notices, etc) **should** have a cover letter as the lead document.
- Non indexed case filings **are not** accepted.
- Proposed orders should be filed **as an attachment with a cover letter as the lead document**.
- Motions should be filed **as a lead document**.
- Exhibits should be filed **as an attachment to an appropriate lead document**.