

# Bell County District Clerk

## E-filing Business Processes

**\*Bell County is now an Integrated County\***

### **Envelope Number**

Unique identifier number in E-filing. Always have this number when contacting the District Clerk's Office.

### **Submissions Will Be Returned By The District Clerk For The Following Reasons**

If your submitted filing is rejected, you have 3 business days to correct the filing and re-submit using the original (rejected) envelope. This ensures the original filing date is retained. NO EXCEPTIONS.

- Wrong Jurisdiction                      Your document indicates a different county or the incorrect department (ex: County Court of Law; JP)
  
- Incorrect or Missing Fees              A "hold" is placed on the amount of funds based on your filing selection. If an incorrect choice is made and the actual is higher, your submission will be returned due to the higher amount not being guaranteed
  
- Poor Quality                              Document is illegible or not properly rotated/skewed
  
- Missing Standing Order              Bell County Standing Order Regarding Children, Property and Conduct of the Parties as part of the petition
  
- Sealed Documents                      Any document that is sealed (ex: In Camera Inspections)
  
- Incorrect/Incomplete information      The document must have the correct cause number, case type, case category, filing code and party names. Blank pages should be deleted from the e-filed documentation before submission.
  
- Submission Failed                      The e-filing system was unable to process your filing successfully: Filing does not meet required technology standards, see the EFILETEXAS.gov website for more information. Some of the common reasons for this failure are:
  - Page size is not 8.5x11 inches
  - Resolution is higher than 300dpi
  - Unintelligible images were used
  - Original PDF document has password protection on
  - URLs or shortcuts were included in the filing
  - PDF producers other than Adobe Acrobat or Microsoft Word were used

The above list of returns is not all-inclusive.

If your filing is returned for a reason not listed above, the clerk will state the reason in the comment section.

### **General E-filing Directions:**

#### **Lead Documents:**

All filings submitted through efiletexas.gov should be e-filed as **separate lead documents**.

#### **Exhibits:**

If an exhibit is referenced in your pleading, it is preferred that the exhibit/attachments be filed with that pleading as one document.

#### **Fees:**

The correct statutory fees are to be added by the filer and are subject to being returned. If you are unsure of the correct fees, please call the District Clerk's Office at 254.933.5191.

When a submission with fees is made, a "hold" will be placed on the amount of funds needed for the transaction.

- Actual fee(s) less: clerk will correct and accept
- Actual fee(s) is more: clerk will return filing due to funds not being guaranteed

#### **Issuance and County Service Fees (citations, notice, etc.)**

Request for Issuance forms are available on the District Clerk website. Please use these forms as they provide the District Clerk's Office with all the information needed to fulfill your request.

If issuance of citation is needed, you must pay for copies of the document through the e-filing system at the time of your request.

#### **Motions Needing Hearing Dates**

- Submit motion by e-file
- Once submitted contact court/coordinator via email or by phone and coordinate hearing date/time
- Clerk will forward document to court via e-filing
- Court will forward documents back to district clerk so when clerk accepts the filing you will receive file-marked copies with hearing information

#### **Agreed Motions and Orders**

- Submit motion and order as **separate lead documents**
- Clerk will forward document to court via e-filing
- Court will forward documents back to district clerk so when clerk accepts the filing you will receive file-marked copies with signature

#### **Proposed Orders**

- Filings will be forwarded to court via e-filing
- Once signed and received from Court, clerk will accept the filing and you will receive file-marked copies with signature

**E-File Party Information:**

**Entering Parties:**

Each party, including children must be properly identified with the full name and complete address on the “Parties” page of efiletexas.gov.

**Party responsible for Fees:**

In efiletexas.gov the “Party Responsible for Fees” is always the attorney’s client, never the attorney or the opposing party.