

Justice of the Peace – Digital Form Submission Instructions

Tarrant County has partnered with DocuSign to enable the submission of these forms electronically – no printing, faxing, mailing or hand-delivery required.

To complete your form electronically, click the on the form you would like to submit under **Submit Your Form Online (DocuSign)**.

SUBMIT YOUR FORM ONLINE (DOCUSIGN)

You must have an active E-mail account

Answer

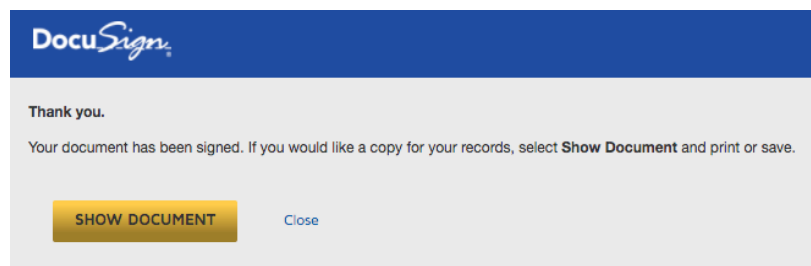
**Plaintiff's Motion for Dismissal
Plea Form**

Follow the steps below to complete your application. **Please note** that if you are unable to fill out all of the required fields in a **timely manner**, the form **will time out** and you will need to begin the process again.

- 1) Enter your own first and last name and email address in the role.
- 2) Once the name and email information is completed, click “Begin Signing” to fill in the remainder of the form.
- 3) If prompted, click the checkbox pictured below and continue in order to agree to submit your record electronically.



- 4) Complete as many fields as required on the document in question. Fields outlined in **red** are **REQUIRED** and the document cannot be submitted without filling them in. Fields outlined in **grey** are **OPTIONAL** but should be completed if the information is known.
- 5) Click **Finish** when you have completed the required fields. The following screen will be shown after completion, which will allow you to **view the document** you just filled in and **save a copy for your records** if desired. You will also receive an **email from DocuSign** notifying you when the document is **completed**.



- 6) Please follow up with the Justice of the Peace staff if you have any questions about the process or the status of your submission. It is our sincere hope that this new process will offer a better, more convenient method for submitting the required information.