

# **Tarrant County Criminal E-Filing Frequently Asked Questions**

## **Contact Information**

District Clerk Criminal – 817-884-3107

817-884-2666

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## **General Questions**

### **When will Tarrant County E-Filing begin?**

Tarrant County will begin E-Filing all Subsequent Documents for Criminal cases on January 1, 2018.

### **Do I need an E-Filing account or service provider?**

Yes, in order to E-File a Criminal document you will need to setup an account with an Electronic Filing Service Provider (EFSP). For additional information on approved EFSP's visit <http://www.efiletexas.gov/service-providers.htm>.

### **Are there fees associated with E-Filing Criminal documents like there are with Civil and Family filings?**

There are no fees associated with E-Filing of Criminal documents.

### **What are the requirements for an E-Filed document to be accepted on a Criminal case?**

Please visit <http://www.txcourts.gov/jcit/electronic-filing/> to view the statewide eFiling Rules for Criminal Cases. Missing items that may prevent acceptance of a document are Case Number, Attorney Name, Attorney Address, Attorney Phone Number, Attorney Email Address etc.

### **Do Proposed Orders (Orders unsigned by the Judge as part of a Motion) require a cover letter as a lead document?**

Yes, please file any Proposed Orders as an Attachment to the Lead document or within the Lead document behind the Motion.

### **What is the format for E-Filing a Criminal document?**

When E-Filing a Criminal document, please refer to the statewide eFiling Rules for Criminal Cases at <http://www.txcourts.gov/jcit/electronic-filing/>. All E-Filed documents should be in Text Searchable PDF format.

### **Are there documents that are not required to be E-Filed?**

Certain documents will continue to be filed in current form. Examples are Letters of Representation (Atty Rep Letters), Plea Papers and Initial Case Filings.

### **Are there Kiosks inside County offices to E-File Criminal documents?**

Yes, we have Public E-Filing Kiosks with scanners located in the following areas in multiple County buildings.

Tim Curry Justice Center – 3<sup>rd</sup> floor District Clerk – Felony/Civil section

Tom Vandergriff Civil Courts – 2<sup>nd</sup> floor District Clerk – Civil section

Family Law Center – 3<sup>rd</sup> floor District Clerk – Records section

### **How are sensitive documents handled?**

Please refer to the statewide eFiling Rules for Criminal Cases at <http://www.txcourts.gov/jcit/electronic-filing/> for information regarding the filing of sealed and/or sensitive data.