**General Information**

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

**FREQUENTLY ASKED QUESTIONS**

**1. Do I have to e**‐**file?**

* Yes, pursuant to the Supreme Court Order dated December 11, 2012 ‐ directed to attorneys. Electronic filing requirements and exceptions are listed in the Supreme Court e-filing rules. **Clay County** is mandated to E-file beginning **July 1, 2016**.

**2. Do I have to file a Civil Case Information Sheet?**

* Yes, according to TRCP 76(a), a Civil Case Information Sheet must be filed with a new case/Petition. **This may be filed as an attachment or separate document and not the first page of the pleading.**

**3. Do I need to e**‐**file my cover letter separately?**

* No. A cover letter is not required, but if submitting one in **Clay County**, you may file it as an attachment.

**4. Do I need to file a Request for Process form?**

* Different counties may require a Request for Process form to be filed. This will vary from county to county related on their business practices. **Clay County** does not require a Process form, however, instructions for Process should be provided in the comment/memo field.

**5. When requesting service/issuance (ex. Citation, Precept, Show Cause, Temporary Restraining Order), how do I provide the copy of the Petition/Document that is to be attached to the Process?**

* This may vary from county to county as business processes will differ.

Options:

1. Pay for a copy to be attached to the process.
2. Request the service be submitted back to you electronically, and you may print the service and document and forward to the process server, constable or sheriff.

**6. How do I pay for a copy of the pleading to be attached?**

* The fee for a copy of a pleading on file is 50 cents per page. If you choose to pay for the copy while you are filing the pleading requiring service, you should follow the procedures as set forth by your chosen EFSP. If a citation or process is requested and copies are not paid for at the time of filing, your service may be returned to you electronically for processing.

**7. What if I need service by a Constable/Sheriff?**

* A: If service is required by one or multiple Clay County Constables/Sheriff, choose a generic Constable/Sheriff as set forth by your chosen EFSP. The clerk will make the necessary changes to reflect the appropriate Constable(s) prior to acceptance.

**8. What if I file a document and choose an improper filing code and do not pay the proper filing fee?**

* If the actual fee is less, the clerk will change to the appropriate filing code assessing the lesser, correct amount and accept the filing. If the actual fee is more, the clerk will return the document for correction and will notify the filer of the proper fees due. This may vary from county to county depending on their business practices.

**9. How is a pleading handled that requires immediate attention (ex. Temporary Restraining Order or Protective Order)?**

* Pleadings submitted using proper filing types as set out by the Technology Standards and service types will be processed as a priority. It is not necessary for you to personally present a TRO or PO. If there are questions, the court will contact you. If signed, the clerk will enter the order under the appropriate filing code using the date of the Judge’s signature. Proper service will be issued and processed as instructed by the filer. If you do not get confirmation back of the process being completed in a timely fashion, call the clerk’s office.

**10. How do I submit proposed orders?**

* Use filing code “Proposed Order”. The file mark on the proposed order will be removed by the clerk and presented to the Judge for review. If signed, the clerk will enter the order under the appropriate filing code using the date signed by the Judge and will have available to the filer either by notification or providing access to the order.

**11. My motion requires a hearing date and time (setting). How is that handled?**

* The Motion and proposed Order must be e‐filed **in separate envelopes**. The proposed Order will be forwarded to the Judge for completion. If a hearing is necessary, the court coordinator will schedule the hearing and send notice. If there are any questions regarding your request, you will be contacted.

**12. Do I file an exhibit as an attachment or a lead document?**

* If you want the exhibit to have a file mark, then file it as a lead document. If it is an exhibit that needs to be attached to a lead document, then file it with the lead document or as an attachment to the lead document.

**APPROVED: MAY 2016**