

ARANSAS COUNTY E-FILING INFORMATION

PAM HEARD, DISTRICT CLERK



Thank you for E-Filing with the Aransas County District Clerk's Office!

The Aransas County District Clerk's office began E-Filing on October 6, 2014. Effective January 1st, 2016, E-Filing is mandatory in the Aransas County District Clerk's Office, for all practicing attorneys who wish to file Civil and Family and County Court at Law (Family) cases. [E-FILE YOUR CRIMINAL CASES AS OF NOVEMBER 1, 2015.](#)

E-filing in our Aransas County is handled via EFileTexas.gov; this guide is intended to answer commonly asked questions regarding e-filing within Aransas County using the State Sponsored E-filing Service Provider (EFSP); you may e-file using any EFSP you choose, but the information within this guide is specific to the state sponsored EFSP ONLY. *(Certain information within this guide may be cross-compatible with other EFSPs, but the use of this information with other EFSPs is solely at the discretion of the filer.)*

The Aransas County District Clerk's Office files both District AND County Court at Law-(Family) cases:

When e-filing a District Court case, please select "Aransas DC Civil Filing – District Court" or DC Family Filings-District Court".

When e-filing a County Court at Law case, please select "Aransas CCL Family Filings-County Court at Law".

When searching for a case, use on the numbers in the case leaving out the "A" or the "CV" and "A", "B", or "C", please use the following style formats:

For district family cases prior to 1994 please call us for proper format, otherwise your format is YR + 0001.

For district civil cases prior to 1994 please call us for proper format, otherwise your format is 15-0001.

For county court at law family cases post prior to 1994 please call us for proper format, otherwise your format is 15-7000.

Every e-filed document is given an Envelope Number; if you have a question about a filing we will need that number to look up any filings for you.

Pursuant to [Texas Rule of Civil Procedure 99\(d\)](#): The party filing any pleading upon which a citation is to be issued and served shall furnish the clerk with a sufficient number of copies thereof for use in serving the parties to be served, and when copies are so furnished the clerk shall make no charge for the copies.

When filing a new suit in Aransas county:

*Pursuant to Texas Rule of Civil Procedure 21(f) (5):

“Timely Filing: A document is considered timely filed if it is electronically filed at any time before midnight (in the court’s time zone) on the filing deadline. And electronic filed document is deemed filed when transmitted to the filing party’s electronic filing service provider, except:

1. (A) if a document is transmitted on a Saturday, Sunday, or legal holiday, it is deemed filed on the next day that is not; a Saturday, Sunday, or legal holiday; and
2. (B) if a document requires a motion and order allowing its filing. It is deemed filed on the date the motion is granted.”

General Information

Amex **is** accepted.

Court **is** integrated.

Court **is** charging \$2 cost recovery fee.

Attachments **are** allowed combined into a single document.

Multiple lead documents per filing **are** allowed.

Initial Filings

Case Information Sheet should be submitted as **a separate lead 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 for your use from **the Aransas County District Clerk's website under the FORMS tab----E-File Service Request and Fees Lead Document**.

The filer **can** request copies (of filed document) as an *optional service* to be attached to the citation.

The addresses of the plaintiff **is** required. The address of the defendant **is** required. Or Where ever they may be located/found language.

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**.

Motions and Orders Needing Hearing Dates

You must call the Judge’s Court Administrator(s), in Sinton at 361.364.9310 and get a setting.

Request for Issuance of Service

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.

Rejected Filings

TECHNOLOGY STANDARDS JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY, Version 2.5 Released: August 14, 2015

Technology Standards v2.5

4.6.2 REQUEST FOR CORRECTION

A clerk may request a filer to correct an e-filed document only for the following reasons. The request must state the reason and reference any supporting authority as follows:

Category	Reason	Authority
Insufficient Fees	Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type. <provide short summary as to what fees were not included>	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
Insufficient Funds	Credit Card was declined. Please resubmit with a valid method of payment.	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
Document Addressed to Wrong Clerk	The document is addressed to a court for which this clerk's office does not accept filings. Please correct or re-file with the appropriate clerk's office.	
Incorrect/Incomplete Information	Please resubmit using the correct <ul style="list-style-type: none">• Cause number• Case Type	

	<ul style="list-style-type: none"> ● Case Category ● Filing Code ● Party names on document(s) ● Attorney/Party email address(es) 	
	<p>Please resubmit the document</p> <ul style="list-style-type: none"> ● By rotating the document so that the file mark will appear in the upper right corner ● In text searchable PDF ● Directly converted to PDF if possible. ● With a 300dpi resolution ● With a page size of 8.5"x11" ● With no embedded fonts 	TRCP 21 (f)(8)
PDF Documents Combined	You have submitted multiple documents for filing in a single PDF. The file-mark will only appear on documents submitted as lead documents. Please file all lead documents as separate PDF documents.	
Illegible/Unreadable	Please resubmit in a format that is legible.	
Sensitive Data	<p>Please resubmit in five (5) business days with all sensitive data redacted:</p> <ul style="list-style-type: none"> ● DL, SSN, Passport Number, Tax ID Number, Government Issued ID Number ● Bank Account Number, Credit Card Number, Financial Account Number ● Birth Date, Home Address and name of any person who was a minor when the suit was filed. 	TRCP 21c (a-f) NOTE: Family Code §102.008 and §105.006 require identification of children by name
Filer's Request	The filer requested that this filing be returned.	

Occasionally, a filing may come over our system that needs to be rejected. With the new e-filing system, the rejection reasons our old system faced are no longer a problem; from our end, our office will not edit service and filing fees, except in a case that you owe less than paid.

[Helpful Links](#)

- <http://efiletxas.gov/>

The State of Texas' E-Filing Portal with a list of E-filing Service Providers (EFSPs) as well as information on active e-filing counties and a helpful FAQ about e-filing.

- http://www.aransascountytx.gov/districtclerk/e-docs/CivilCase_InfoSheet.pdf

The most up-to-date version of the Aransas County Civil Case Information Sheet

- <https://efile.txcourts.gov/>

Direct link to the State Sponsored E-Filing Service Provider



, first-time users will need to [download the free Adobe Acrobat Reader](#)

