

# Hood County District Clerk

## E-filing Business Processes

### Returned for Correction Criteria

Submissions will be returned for correction by the District Clerk for the following reasons:

- Wrong Jurisdiction      Your document indicates a different county or the Hood County Clerk.
- Incorrect or Missing Fees      A “hold” is placed on the amount of funds based on your filing selection. If you had made an incorrect choice and the amount is actually higher, your submission will be returned for correction since the higher amount is not guaranteed.
- Poor Quality of Document      The document is illegible, not properly rotated.
- Document not Allowed to be E-filed      Statutes/rules prohibit the filing of the document. (Usually, discovery documents directed to case parties or documents which have been designated as confidential).
- Separate Submissions Required      Any document requiring additional information to be added -- hearing dates and times, signatures – must be submitted **individually** as a **separate lead** filing.
- Email Required      Filer must have the correct Attorney/Party email address(es).

The above list of returns is not all-inclusive. See latest release of Supreme Court JCIT Standards for a conclusive list.

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

### Motions needing hearing dates: (preferred method)

- Submit Motion and Order Setting Hearing as ‘**separate**’ lead documents.
- Order Setting Hearing will be accepted only if it is filed as a ‘Proposed Order’ filing code. The order is then sent to Court for assignment of date, time and signature. If signed by the Judge, it will be e-served back to you.

**Fees: The correct statutory fees are to be added by the filer and are subject to rejection.** If you are unsure of the correct fees, please refer to the fee section of our District Clerk website. When a submission with fees is made, a “hold” will be placed on the amount of funds needed for the transaction.

Actual fee(s) is more or less than submitted: clerk will return for correction.

### **Issuance and County Service Fees**

You may request issuance, pay for service, and purchase copies for service documents through E-file Texas.

If a document cannot be e-served, you must add the “Copies – Non-Certified (\$1.00) per page” and enter the number of pages the clerk needs to print. (Ex: Petition is **5** pages, **3** citations are requested:  $5 \times 3 = 15$  pages will need to be printed by the clerk)

Some forms are available for specific types of issuance on the webpage for use.

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

Submit Motion and the Order as separate lead documents.

Orders will need to be filed using ‘Proposed Order’ filing code. Once accepted they will be sent to the court for review.

If signed by the Court, the order will be sent back to you through the ‘service’ functionality in EfileTexas.

### **Proposed Orders**

File as a separate lead document with filing code ‘Proposed Order’.

The Proposed Order will be accepted without a file mark and forwarded to the court for review.

Once the order is signed, we will file mark the order and send back to the filer through the ‘service’ functionality in EfileTexas.

### **Note:**

Courtesy Copies: Judges may request paper courtesy copies of any papers filed electronically from the attorney. Unless told otherwise by Judge’s office, bring all original orders to Court. Fee related documents filed the date of hearing will not be available to the Court. Efile all fee related documents prior to hearing date.