

NUECES COUNTY E-FILING GUIDELINES

- The first page of a **lead document** receives an automatic file stamp.
 - The first page of your document **MUST** be the first page of the document requiring a file stamp; (*Ex.: When filing an Original Answer and Cover Letter, please file the Original Answer as the **Lead Document**, and the Cover Letter as an **attachment**, so that the Original Answer will receive a file stamp automatically.*)
 - These documents include (but are not limited to) new Petitions, Applications, Original Answers, Motions, Discovery, Civil Case Information Sheets, Service Request Information Sheets, and BVS Forms. It is possible to file multiple lead documents in an e-filing, please consult your E-filing Service Provider for information on this process.
 - When filing an **unsigned/proposed order**, it must be filed as a lead document.
- When filing a **new suit** in Nueces county:
 - Please include a Civil Case Information Sheet filed as an **Additional Lead Document**. This form is **REQUIRED filing for ALL new cases**, and for all **Motions** that **reopen** a disposed case (*ex: Petition to Modify, Motion for Enforcement, etc.*)
 - When requesting the issuance of a citation, writ, or any other type of service document, please be sure to include a Nueces County Civil Process Request Form, filed as an **Additional Lead Document**, with all of the required information filled out. (*Please use the forms hyperlinked above when filing, as they are the most up to date.*)
 - Please enter as much party information as possible when filing new cases so that our office may process filings faster. If you have no information other than party names, please leave the address fields blank.
 - If filing a case that involves Minor Children, please add them as parties to the case.
 - The Office of Court Administration (OCA) issued a set of Technology Standards on March 21st, 2014 that aimed to standardize the filing code system across the state; because of this, when filing a new case, the filer will only be able to see four filing codes, which are **Affidavit of Indigency, Application, Petition and Transfer (County Use Only)**. When filing a new case, please select either **Application** or **Petition** as the filing code for all of your documents.
 - In the “description” box of your filings, please enter the full title of the document being filed, proper Title Case preferred; please do this for every filing, not just in new suits, as this helps speed up the reviewing process.
 - **DO NOT LIST THE DEFENDANTS/RESPONDENTS AS BEING “PRO-SE” WHEN FILING A NEW CASE, LEAVE THE BOX FOR THEIR ATTORNEY BLANK.**
- The Nueces County District Clerk’s Office files both District AND County cases;
 - When e-filing a District court case, please select “**Nueces County – District Court**”
 - When e-filing a County court case, please select “**Nueces County – County Court**”
 - The same applies when doing a search for your case to file into.

- Every e-filed document is given an **Envelope Number**; we will need this to look up any filings for you. Many E-Filing Service Providers call this number by a different name, including but not limited to: Order Number, Order ID, Transaction Number, and Transaction ID. *(For the time being, the number should either be seven digits long, or formatted like "004497612-0" for example.)*
- **ALL PROPOSED/UNSIGNED ORDERS MUST BE FILED AS A LEAD DOCUMENT;** Proposed/Unsigned Orders **MUST** be filed as additional lead documents in order to generate a notice to the court that an order has been filed. Any orders filed as an attachment, as the last page of another document, or behind a cover letter will be rejected.
- An e-filed document will automatically be file stamped for the exact date and time that the filer filed it, regardless of when our office reviews and accepts it, provided that the filing is filed before 11:59PM Friday; any document filed between 11:59PM Friday and 11:59PM Sunday will automatically be file stamped for 12:00AM Monday.
- **IF YOUR DOCUMENT IS RETURNED FOR CORRECTIONS:**
 - You will have **SEVEN CALENDAR DAYS** from the date of the filing being **RETURNED** to correct the filing and resubmit it in order to retain the original filing date. *Please* reference the original envelope number in the comments section of your resubmission, so that our office may review the returned envelope to ensure that the necessary corrections were made and to obtain the original filing date and time. Failure to do so will result in your document being filed for the date and time it was resubmitted.
 - If your filing is listed as a **DRAFT**, or shows a status of **SUBMISSION FAILED**, your filing is not eligible to be backdated to the time the filing was initially created, or to when the submission attempt was first made. *(If your filing ends up with a status of Submission Failed, it is usually because a document in your filing does not meet the JCIT's Technology Standards)*
- **PROTECTIVE ORDERS/TEMPORARY RESTRAINING ORDERS/URGENT ORDERS THAT NEED IMMEDIATE ATTENTION/WITH REQUESTS FOR CITATIONS:** When filing a document with a Protective Order or a Temporary Restraining Order or any sort of urgent filing that you are requesting the issuance of a citation or show cause or other instrument on, please contact our office and inform our Review clerks of the *envelope number* so that our office may walk the order to court and to our service department after the order is signed. If our office is not notified of a submitted Protective Order/Temporary Restraining Order/Urgent Order, there will be a delay in the acceptance of the filing, and a delay in the issuance of the requested services.
- **Our office does not create any e-filing financial accounts, nor do we hold funds from returned filings.** When a filing is returned for corrections, our office receives no funds; depending on your credit card or bank, it can take approximately three days or more for the rejected funds to be placed back into your account.

- **When a filing is returned for corrections, no part of the filing is held onto by our office.** Your resubmitted envelope must include everything that was originally filed, except with the requested corrections made.
- Please ensure that if your filing requires a fee, that you select the appropriate **FILING CODE** with the correct fee next to it. (*Ex: When filing a Motion to Modify in a Family case, the fee is \$20.00, so you would select "Motion to Modify (\$20.00)" as the filing code.*)
- **REQUESTS FOR SERVICE:**
 - When requesting the issuance of a Citation or other service, you must include a Nueces County Civil Process Request Sheet filed as a Lead Document, and also include the appropriate issuance fee, as well as the appropriate number of issuance fees.
 - If you request that our office serves the citation via the local Constable/Sheriff, via certified mail, or by local publication/courthouse posting, please ensure that you add the appropriate Service Fee, in addition to the Issuance Fee.
 - **REGARDING COPIES OF DOCUMENTS FOR SERVICE:** Our office requires file stamped copies of the documents being served to attach to the Citation/service instrument; copies of the document(s) **MUST** be paid for through the e-filing system at the cost of **\$1.00 per page** (PLEASE NOTE: Do not e-file a file stamped copy of a document for service, or file two copies of the same document to be served in an attempt to bypass our office's guidelines regarding service copies; any attempts to bypass these procedures will be rejected.)
- **FOR AN UPDATED LIST OF OUR OFFICE'S FILING AND ISSUANCE AND SERVICE FEES, PLEASE CLICK [HERE](#).**
- **FILING AN EXPUNCTION CASE:**
 - When filing an Expunction, you must add every **Agency** that you wish to have served with an Expunction Notice as a party in the e-filing system, and you must include their full **Mailing Addresses**, taking special care to include any **Suite or Room Numbers**.
 - If you are requesting the issuance of Expunction Notices when initially filing an Expunction, you must include some form of **Notice of Hearing** to be signed by a **Judge**, filed as an additional lead document.
 - The fee for the issuance of an Expunction Notice is \$12.00 per agency being served.
- **DO NOT ADD EXISTING PARTIES TO A CASE;** if you are filing a document that changes an existing party's information or attorney, our office will make the necessary changes to the party upon the acceptance of your filings.

- **DOCUMENTS THAT CANNOT BE E-FILED:**

- **Copy Requests** – Requests for copies of documents should be made through our Records Management department; (361) 888-0550; any e-filed Copy Requests will be rejected.
- **Information on Suit Affecting the Family Relationship (Excluding Adoptions)**
Bureau of Vital Statistics form; this document cannot be e-filed because it cannot be filed of record into a case.