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Revised
District Clerk Procedures Regarding Electronic Filing

This letter is directed to all Local and Out-of-County Law Firms regarding e-filing with the Lexis Nexis System in Jefferson County. Below are some standard procedures that will assist in accuracy when e-filing a document.

1. New Suits

- a. Effective February 1st, 2011, all Civil District Courts will become E-Filing Courts. Due to Administrative Procedures, all Original Petitions must still be paper filed in the District Clerk's Office.
- b. Tax Suits, Seizures and a few Pro Se cases will not be assigned. *Note-Once a pro se pleading is filed, the case is removed from electronic-file status. However, should an attorney subsequently make an appearance for the pro se party, the case will return to electronic filing status.
- c. A few days may pass before the case can be viewed in the Lexis Nexis System.
- d. If the new law suit has more than ten plaintiffs or defendants or combination of both, please provide a 3 ½ diskette that holds a listing of all of the parties, with those parties' names and mailing addresses. This diskette must be provided at the time of filing so that the parties with their addresses can be automatically downloaded into the District Clerk's computer system. The Diskette should hold the requested information in Excel Format as shown below:

Example of Excel Worksheet:

A	B	C	D	E	F	G	H	I	J	K	L
1	Smith, Joe	P	NA	20927400							
2	Smith, Barry Estate	P	NA	20937400							
3	Smith, Jerry III	P	NA	20937400							
4	Smith, Mary A	P	NA	20927400							
5	Smith, Sue	P	NA	20927400							
6	Exxon Mobil	D	CM			123 South Street		Houston	Tx	77657	
6	Chevron	D	CM			123 South Street		Houston	Tx	77657	

Column A: Enter Record number beginning with the number 1 and ending with the number indicating the number of parties in the filing. Alias are to use the same record number.

Column B: Enter the party name (up to fifty characters) as it appears on the filing. Individual’s names are entered as LAST NAME, “COMMA”, FIRST NAME. BUSINESS PARTY NAMES SHOULD CONTAIN NO PUNCTUATION.

Column C: Enter the side of the party entered in that row:

- P = Petitioner
- D = Defendant
- I = Intervenor

Column D: Enter the type of service to be issued to the party entered in that row:

- NA = None
- SER = Citation served by a local constable
- OUT = Citation served outside of Jefferson County or by a non-county agent
- CM = Citation by certified mail
- BP = Citation by publication
- PST = Posted citation
- OUT = Service to be issued, but provided by an out of county agent

Column E: Enter Bar code of Attorney associated with party record.

NOTE: When filing a plaintiff’s original petition it is only necessary to key the attorney bar code after the first plaintiff record. The bar code entered here will be assumed for all plaintiffs. Omit entry when the party’s attorney is not known.

Column F: When filing a Third Party Petition, Amended Petition or Intervention, key the letter “R” to indicate parties to be removed and the letter “A” to indicate parties to be added. Leave columns even if you don’t need it.

Column G: Street address line 1: required for all parties to be issued service. Maximum entry is 30 characters.

Column H: Street address line 2: optional, as needed, for all parties to be issued service. Maximum entry is 30 characters.

Column I: City address: required for all parties to be issued service. Maximum entry is 30 characters.

Column J: State address: required for all parties to be issued service. Maximum entry is 2 characters.

Column K: Zip code: required for all parties to be issued service. Maximum entry is 5

Column L: Zip code suffix: optional, as needed, for all parties to be issued service. Maximum entry is 4

3. Naming the Document Title

- a. Match the title of the document for display.
- b. Any detailing should be put in parentheses after the title.
- c. Do not put the style and case number within the document title.
- d. Do not abbreviate.

4. Selecting the Correct Document Type

- a. Ask the question, “What kind of document is it?” This is the document type.
- b. Example 1: Motion for Continuance. **Do not** select Continuance. Select Motion.
- c. Example 2: Motion for Summary Judgment. **Do not** select Summary Judgment. Select Motion.
- d. Example 3: Motion for Dismissal. **Do not** select Dismissal. Select Motion.

5. Selecting the Correct Document Type and Document Title regarding Letters of Discovery

- a. Always select the document type as Discovery on any kind of Discovery Letter.
- b. Display the document title as (Letter) Response to Request for Disclosure ect. This will help to differentiate between Submittal/Filing Letters and Discovery.

6. Attaching Documents

- a. Do not “Gang File” multiple documents together.
- b. Attach all documents separately. Lexis Nexis now has a file marking system for this County. **Each complete document requires the Jefferson County District Clerk’s file mark** which will now appear on the front right corner of the first page. Attaching all documents separately assists in file marking accuracy regarding cases that could possibly be appealed. It also assists the District Clerk’s Office with certifying copies for the public.

- c. Example: Transmittal Letter
Motion for Summary Judgment
Proposed Order Granting Summary Judgment
Notice of Hearing

7. Scanning Documents

- a. **ALWAYS** upload from the computer.
- b. Efile scanned documents **ONLY** when necessary.
- c. If documents need to be scanned, please scan and attach documents separately. (See #6 Attaching Documents)
- d. Do not scan in anything that the Judge needs to sign onto Lexis Nexis. Otherwise, the Court Clerk has to print out the document, have the Judge manually sign it, and then it's sent to the District Clerk's Office to be re-scanned again.

8. Efiling Partial Dispositions

- a. Specify in the document title as to which party or claim. This assists the Judge's Clerk with an "At a Glance View"

9. Incorrectly Efiling a Document under the wrong case number

- a. Please notify the District Clerk's Office when a document has been incorrectly Efiled under the wrong cause number so that proper corrections can be made.

10. Issued Citations

- a. Citations are issued manually from the District Clerk's Office.
- b. A notification of efile is attached to the citation so that the defendant's attorney will know to file their answer electronically.
- c. After service has been perfected, **the original citations are to be returned to the District Clerk's Office for bookkeeping purposes regarding taxable court costs.**

11. Deposition Certificates

- a. **All deposition certificates are to be sent to the District Clerk's Office for bookkeeping purposes regarding taxable court costs.**

12. Notice of Intents to Take Depositions

- a. All Notices of Intents to Take Depositions need to be Efiled by the attorney through Lexis Nexis File and Serve as third party entities are not accepted.

13. Paying Taxable Court Costs

- a. All court costs are to be paid directly to the District Clerk's Office. The District Clerk's bookkeeping system is not set up through Lexis Nexis.
- b. Send a letter indicating the filing i.d. number as a reference and enclose payment.

- c. Any costs owing to Lexis Nexis as a subscriber and/or their services will need to be paid directly to them.

14. The Lexis Nexis Inbox

- a. The Inbox displays not only the transaction receipts, but also comments with edits from recently efiled documents. Please check this Inbox periodically to read what has been edited. This will assist in learning how the document should be displayed.

Any further questions regarding efilings can be directed to either Celia @ (409) 835-8581 or Casi @ (409) 835-8580 ext 7830.

Lolita Ramos, District Clerk