

**Jefferson County  
District Clerk's Office**

1085 Pearl Street, Room 203  
Beaumont, TX 77701  
**409-835-8580**  
409-835-8527 Fax



**Family Law Division**

1001 Pearl Street  
Beaumont, TX 77704  
409-835-8653

**Child Support**

1001 Pearl Street  
Beaumont, TX 77704  
409-835-8425

**JAMIE SMITH  
District Clerk**

The Texas Supreme Court has mandated that all civil and family cases (with the exception of Juvenile cases) be filed electronically (e-filed) effective January 1, 2014. The following is a list of Frequently Asked Questions as well as some requirements the District Clerk has established to support the e-filing filing process that coincide with the Supreme Court Rules.

**General Information:**

- Document must be in text-searchable PDF when possible.
- All Parties Information must be entered including addresses.
- American Express will NOT be accepted as a form of payment.
- Make sure the attorney's email address is on all the Pleadings.
- When filing Answers with Counterclaims make sure those are filed as separate pleadings.
- Citations and Subpoenas that are issued by the Court need to be returned to the District Clerk's Office.

**Do I have to e-file?** Yes, e-filing is mandated for almost all documents filed by attorneys. Exceptions are listed in the Supreme Court Order that was adopted December 13, 2013. No paper documents will be accepted and there will no longer be "court files."

**Will I be allowed to  
"walk through" any  
filings?**

No, pleadings will have to be e-filed and once you receive confirmation that the case has been accepted and a cause number issued, you will need to contact the proper court to set up your hearing and once the court has set your hearing you will need to contact Family Law to notify us the hearing has been set and service can be prepared **(Specific to Family Law Cases)**

**Will documents be accepted by mail?** Unless it is a Pro-Se Filing any documents sent by mail and postmarked on or after May 1, 2014 (for Civil) and July 1, 2014 (for Family) will be returned unfiled and instructions on how to properly file the pleading will be attached.

**How will I receive a file marked copy?** Once a document is accepted the filer will receive a file marked copy through their E-Filing Service Provider.

**How are proposed orders submitted?** Proposed orders and Proposed Judgments will be e-filed as attachments so they can be directly routed to the Courts.

**How will attorneys obtain a certified copy of a decree?** The office will be available to fill certified copy requests, or when e-filing, this option may be selected and proper payment applied and copies will be mailed or placed in the attorneys' folder for pick up. **(Specific to Family Law)**

**Is a new envelope necessary for every document?** No, multiple filings may be filed using the same envelope provided the documents are being filed into the same case during the same transaction and each separate document is filed as a lead document. Once an envelope has been filed and accepted no new filings will be able to be filed into that envelope. You may file into the same cause number but a new envelope will be generated, and documents filed must include the cause number.

**Will a civil case information sheet have to be filed?** Yes according to TRCP 76 (a), a Civil Case Information sheet must be filed with a new case/petition; it will be filed as an attachment.

**Are e-filed documents considered to be the court's original copy?** Any electronically filed document is deemed the original upon acceptance.

**Why was my document rejected or returned?**

According to the Technology Standards that were released on March 21, 2014, reasons for rejecting or returning a document are Sealed Documents; Vexatious Litigant; Insufficient Fees; Insufficient Funds; Document Addressed to Wrong Clerk; Incorrect/Incomplete Information; Incorrect Formatting; PDF documents combined; Illegible/Unreadable; Sensitive Data.

**Can a Motion and Order be filed as a lead document?**

No, the Motion will be the lead document and the order will be an attachment.

**How do I consolidate a case?**

The motion and order to consolidate will need to be filed under the case that is being consolidated into the other case. Ex: PCR consolidated into a Divorce the pleading to consolidate will be filed under the PCR. **(Specific to Family Law)**

**How will service be handled?**

There are several options:

1. A copy of the document which is to be served can be brought to the office with the cause number, court number and marked "copy for service".
2. A copy can be purchased with the initial e-filing.

**Options 2&3 will be used for Constable Service or Certified Mail.**

**Will Notice of Hearing be filed with the Petition?**

No, anything that requires a hearing date or the Judge's signature will have to be filed separately as an attachment and file a cover letter as the lead document.

**Will there be a form available to request citations and service?**

Yes, click on the following link, [http://co.jefferson.tx.us/dclerk/dc\\_home.htm](http://co.jefferson.tx.us/dclerk/dc_home.htm) and a Request for Process Form will be available to download, print and e-file.

**How many days do I have to re-submit a document that has been rejected?**

Two days; include the following in the Filing Comments Field: Resubmission, original envelope number, date and time of the original filing.

**How are exhibits to  
A lead document to be  
Submitted?**

Exhibits to the lead document should be attached to the document and filed as one PDF.

**NEW INFORMATION FOR FAMILY LAW FILINGS**

THE SUPREME COURT OF TEXAS HAS MADE SOME CHANGES TO E-FILING:

THERE HAVE BEEN ADDITIONS TO THE CASE CATEGORIES AND FILING TYPES AND NOW OPTIONAL SERVICES ARE TITLED ADDITIONAL SERVICES

YOU WILL NO LONGER NEED TO ADD THE \$15.00 FAMILY PROTECTION FEE AND THE \$1.00 JUDGMENT/DIVORCE FEE THESE ARE NOW INCLUDED IN THE FILING FEE.

ADOPTIONS: YOU WILL HAVE TO PAY THE \$300.00 SOCIAL STUDY FEE WHEN FILING IF THE JUDGE SIGNS AND ORDER WAIVING THIS FEE THEN YOU WILL BE REFUNDED THE \$300.00, YOU WILL NO LONGER HAVE THIS AS AN OPTION, And THE CENTRAL ADOPTION REGISTRY IS ALSO ALREADY INCLUDED IN THE FEE SO THIS WILL NOT HAVE TO BE ADDED.

CITATION BY PUBLICATION WITH CHILDREN WILL NOW BE PUBLISHED IN THE EXAMINER.

**WHEN CHOSING SERVICE UNDER ADDITIONAL SERVICES**

SERVICE-CONSTABLE - PERSONAL SERVICE (\$70.00) IS FOR SERVING A CITATION

SERVICE-CONSTABLE-ALL OTHER (\$75.00) IS FOR SERVING A "NOTICE TO SHOW, ORDER SETTING HEARING, OR NOTICE SETTING HEARING

FOR SERVICE BY POSTING YOU WILL HAVE TO CHOOSE IN ADDITION TO THE ISSUE CITATION (\$8.00) SERVICE CONSTABLE-POSTING (\$70.00). FOR SERVICE BY PUBLICATION (WITH CHILDREN) YOU WILL CHOOSE IN ADDTION TO ISSUE CITATION (\$8.00), SERVICE –CONSTABLE-PUBLICATION \$70.00 AND SERVICE-PUBLICATION \$70.00

**CHILD SUPPORT INFORMATION WILL STILL NEED TO BE TURNED INTO THE JEFFERSON COUNTY CHILD SUPPORT OFFICE FOR CASES TO BE ENTERED INTO THE TEXAS CHILD SUPPORT DISBURSEMENT UNIT. THE PHONE NUMBER FOR THE CHILD SUPPORT OFFICE IS 409-835-8425**

Revised 3/2016