

Dallas County Clerk Civil Division Helpful Hints

The Texas Supreme Court has issued a mandate for e-filing affected January 1st, 2014. Please view the mandate here [to Supreme Court Order 13-9092](#). There have been current revisions to The Texas Supreme Court Oder 13-9092, these revisions are in Misc. Docket No. 14-9079

We have currently updated our helpful hints to reflect these changes.

- 1.) All filings are required to be e-filed if you are represented by an Attorney. If the document is sealed or requires a video please contact our office by phone at 214-653-7121 to be informed of our process for these documents.
- 2.) When entering your parties, and addresses into your Electronic Service Provider please ensure that all party names, and address information is completed and is in ALL CAPS.
- 3.) Please add Services that Include other parties, business and address information Examples listed below.
 - a. Serve through Registered Agent
 - b. Serve through President, Vice President, or Branch Manager
 - c. Serve through Owner

Example: Smith Factory
Serve through Registered Agent
CT Corporation System
350 N. St. Paul Street, Suite 900
Dallas, Texas 75202
- 4.) Please ensure that all Attorney and Pro-Se information is provided in the signature block. A signature is required per the Mandate either: /s/plus name, digital signature or handwritten
 - a.) For Attorneys the information required: Full Name, Bar Number, Address, Phone Number, and E-mail are required.
 - b.) For Pro-Se the information required: Full Name, Address, Phone Number, and E-mail required.
- 5.) A Civil Case Information Sheet is required with all New Lawsuits.
 - a) Civil Case Information Sheet must be an additional lead document
- 6.) When filing a new lawsuit please make sure that you include all fees. If you are requesting issuance make sure you select the appropriate fee associated with the document.

- 7.) **Make sure that you pay the \$1.00 per page for the copy charge** if you want your citation completed when it is filed. Otherwise, if you so choose you may bring in over the counter or mail in a **FILE MARKED COPY** of the petition in order for us to complete the issuance process.

Additional Copies required:

- a.) **2 copies are required when filing or requesting issuance to:** Writ of Garnishment, Secretary of State, Highway Commission, Chair Highway Transportation, Department of Public Safety
- b.) **3 copies are required when filing or requesting issuance to:** Texas Department of Insurance

- 8.) **All Documents requesting issuance must go under the file type of REQUEST.**

Please submit a cover letter requesting all issuance if you did not pay for them at the time of your original filing. For Abstract, Writ of Possession, Writ of Execution and Order of Sale, you may use our form.

You must select REQUEST for the issuance of:

Citations
All Writs: Garnishment, Attachment
Temporary Restraining
Notice-Show Cause
Subpoena
Writ of Executions
Order of Sale
Writ of Possession
Non-Property Possession
Letters Rogatory

- 9.) **Request for Abstract of Judgments, Writ of Execution, Writ of Possession and Order of Sale or Certified Copies on Open Cases.**

These documents are required to be e-filed. You may print our request form that we have provided our website at www.dallascounty.org under the County Clerk Online Forums. You may also submit in a cover letter requesting these types of issuances listed above with the appropriate fees applied.

The document can be mailed back to you if requested, and if you are requesting your Abstract of Judgment to be recorded it will need to be submitted to:

Recording the Abstract
Separate Check \$26.00
John Warren County Clerk
Dallas County Recording Division
509 Main 2nd Floor Records Building
Dallas, Texas 75202

10.) Submitting Several Documents That Include Additional Fees

If your document is a counter-claim or involving additional fees please include your specifications in a cover letter regarding fees at the end of your pleading.

Example: “Defendant’s Third-Party, Cross-Action and Counter claim”

Leading document is the Third Party. Also submit a cover sheet as a leading document for the Cross-Action and a cover sheet as leading document with the Counter-claim. There is a \$60.00 charge for each of these documents.

11.) Documents must be a single PDF. A court may require that multiple PDF’s documents be combined into a single document and bookmarks used to separate content appropriately.

12.) When submitting a subsequent filing: Motions, Answers, Depositions, etc. The cover letter should be inserted at the END OF YOUR PLEADING.

13.) All pleadings that require a file stamp should be the LEAD DOCUMENT. You can have multiple lead documents in a single envelope.

14) If submitting a Proposed Order as a single document without an attached motion please submit the Order with a cover letter as the lead document.