



DALLAS COUNTY DISTRICT CLERK NEW STATEWIDE RULES FOR E-FILING

The e-filing mandate issued by the Supreme Court goes into effect on January 1, 2014. In an effort to prepare for the mandate, the Dallas County District Clerk's Office will go live with TexFile on November 13, 2013. Listed below are highlights of the new requirements for electronic filing in Texas. Please see the District Clerk's website www.dallascounty.org/districtclerk/efiling to review the rule issued by the Supreme Court and JCIT:

1. Documents must be in text-searchable PDF format on 8.5 x 11 page with the content appropriately rotated.
2. Documents should be generated directly from originating software using a PDF distiller whenever possible. Most word processing software packages now "print" to PDF; older versions may not have that capability. Scanning your completed pleadings should be avoided when possible because it creates larger file sizes with text images of lesser quality.
3. A scanned document must be made text searchable using optical-character-recognition software (OCR), which you may have to purchase. Some scanners and scanning software may have that capability. All scanned documents must have a text resolution of 300 dots per inch (dpi) for black and white documents. Any documents filed with color images must have a minimum resolution of 600 dpi.
4. Documents must include the filer's contact information in the signature block including name, address, phone number and email address.
5. Documents may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
6. Document file names should contain only alphanumeric characters that are part of the Latin1_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters.

7. Multiple documents pertaining to a single filing must be combined into a single PDF with bookmarks separating the content, unless the resulting document exceeds the EFM's size limit for documents. For example, the lead document and attachments must be combined into one PDF; and/or pleadings with exhibits must be combined into one PDF. The contents of the one PDF document that includes exhibits or appendices must contain bookmarks to each exhibit or appendix item. The bookmarks should be clearly labeled so as to identify the exhibit or appendix item. Whenever possible, scanning of exhibits should be avoided. **Please note this TexFile requirement goes into effect on November 13th, 2013.**
8. Documents must contain page numbering for the entire filing. When including one or more appendices to a filing, each will be numbered individually and then the entire document will be numbered as a whole.
9. An e-filed document may contain hyperlinks to another part of the same document, an attachment or exhibit contained within the same computer file.
10. An e-filed document must not contain a virus or malware. The e-filing of a document constitutes a certification by the e-filer that the document has been checked for viruses and malware.
11. In order to get the most out of eFiling, filers are encouraged to upgrade their existing word processing and document management software in order to facilitate compliance with the new requirements and standards conveniently and easily. Filers may also consider purchasing software products specifically designed to manage PDF files. Filers who become comfortable using more advanced document processing features will be able to avoid additional transaction fees by filing directly through the TexFile portal.
12. Filers who are uncomfortable with using more robust word processing and document preparation functionality are encouraged to "shop around" for an eFiling Service Provider which offers document management and preparation services.

TEXFILE REQUIREMENTS

Pleadings filed with the District Clerk's Office must first be entered in the TexFile portal either directly through the TexFile web access or through your e-filing service provider. The pleadings are then imported directly into the clerk's electronic case management system. In order to make this process as efficient as possible and reduce processing time and user error, the following requirements and guidelines have been implemented:

- **All information entered into the TexFile portal must be completed in all caps!** Please do not use lower or mixed case letters.
- All parties to the case must be added with complete address information.

- Documents may not contain multiple filings in the same document. Each filing must be filed separately; for example:
 1. The filing of a motion with the order at the bottom of the motion. You must file a motion as one document and a proposed order as a separate document.
 2. Proposed orders must contain a cover letter or transmittal as the lead document with the proposed order as the attachment.
 3. The filing of an answer and counterclaim. You must file the answer as one document and the counterclaim as a separate document.
 4. A fiat should be filed as a separate Notice of Hearing and should not be part of the pleading, but should contain the name of the pleading associated to it. For example, Notice of Hearing on Motion for Continuance.
 5. A case cover sheet should be filed as a separate document from the lead document and not as an attachment to the lead document.
 6. Multiple documents pertaining to a single filing must be combined into a single PDF with bookmarks separating the content. See e-filing requirement number 7 above.

REASONS FOR REJECTION

If the District Clerk's Office "rejects" a filing, you will be notified in the form of one of the following pre-determined reasons. Please take a moment to review the list below and ensure you and your staff are familiar with them to avoid future inconvenience. Most are not new and self-evident, but others represent new standards:

Document May Not Be E-filed
 Documents Must be Separated
 Duplicate filing
 Exhibits Not Bookmarked
 Incomplete Filer Contact Information
 Incorrect Case Number
 Incorrect Case Type
 Incorrect Document Format
 Incorrect Filing Code
 Incorrect Jurisdiction
 Incorrect Lead Document
 Incorrect or Missing Fees
 Incorrect Party Names
 Missing Cover Sheet
 Missing Items
 Party/Party Addresses Not Provided
 Poor Quality Document

Rejected/Other:

Rejection Requested by Attorney

Selected Discovery May Not be E-Filed

Separate Submissions Required

Service Address Not Provided

“Rejected/Other” is a free-form field that the clerk will use to reject a filing for an unusual instance.

As we begin this transformation, we would greatly appreciate your feedback on how the system can be improved to ensure it is as convenient for you and your staff as possible. That’s the whole purpose of electronic filing. Please let us know if you have any questions or comments about these requirements now and in the months ahead. There may be some rough patches to come as we roll out the eFiling mandate and the new TexFile service, but we are confident that within a short period of time you will be very happy with the new system.

Please submit your questions or comments to:

Dallas County District Clerk’s Office

Phone: 214/653-7149

E-mail: TexFileDistrictClerk@dallascounty.org

You may also contact the District Clerk directly at 214-653-7301 or email at Felicia.Pitre@dallascounty.org. The Chief Deputy District Clerk is also available to assist you at 214-653-7196 or email at Nina.Mountique@dallascounty.org.