



**BOBBIE DAVIS**  
COUNTY CLERK  
PANOLA COUNTY

**Notice**

**E-File Mandate effective January 1, 2016 for Panola County**

Per the Texas Supreme Court mandate miscellaneous order MD 12-9208, all documents that are part of civil matters, including probate cases, must be e-filed.

Mailed documents will only be accepted by Pro-Se filers as they do not fall under the mandate issued by the Supreme Court. Documents mailed by attorneys will be returned unfiled so they may be e-filed.

Paper documents brought into the Panola County Clerk's Office will **only** be accepted by Pro-Se filers. Original orders from the Judge or paper documents that were accepted as bench filing with the proper date/time stamp by the Judge will be accepted as per statute. NO FAX FILINGS will be accepted by this office. No paper documents from attorneys will be accepted over the counter for filing in the County Clerk's Office, unless they fall under the exceptions listed below.

***This mandate does not apply to individuals who are not represented by attorneys.***

**Exceptions to E-filing:**

Wills filed in a probate case are not required to be filed electronically. If a will is filed electronically, the original must be presented to the County Clerk's office within three (3) business days after the application is filed.

The following documents must **not** be filed electronically:

- Documents filed under seal ; or
- Documents to which access is otherwise restricted by law or court order.

Please visit [www.efiletexas.gov](http://www.efiletexas.gov) for registration information and for additional information to assist with electronic filing.

Respectfully,

Bobbie Davis  
Panola County Clerk