



District Clerk

Electronic Filing

The Panola County District Clerk began accepting documents by e-filing in October, 2014. E-filing has been permissive, but as of **January 1, 2016**, it will be mandatory for attorneys to e-file on all civil and family cases in Panola County. This is pursuant to Supreme Court Order 13-9165. Visit the websites listed below on this page for training opportunities. E-filing guides and other helpful information are also available at: www.efiletexas.gov.

Most Common User Questions

1. **Do I have to efile?** Yes, with very limited exceptions. E-filing is mandated for almost all documents filed by attorneys. Exceptions are listed in the Supreme Court rules.
2. **Do I have to use an Electronic Filing Service Provider (EFSP)?** Yes. For a list of approved EFSP's and the services they offer, go to www.efiletexas.gov.
3. **What if I am filing a case with an Affidavit of Indigency? Or I have been court appointed to represent a litigant? How are the fees handled?** You will have a "waiver" option for those instances where you are not required to make a payment.
4. **May I include more than one document for filing per submission?** Yes. Each document which needs a file-mark must be added as a separate LEAD document within a submission (envelope). Attachments are considered, and treated as, exhibits to lead documents and are not file-marked.
5. **My document has two cause numbers listed. Do I need to submit the document twice?** Yes. Once for each cause number listed on the document.
6. **My motion needs the hearing date and time entered. How is that completed?** It will not be. When accepted, your document is entered directly into the Case Management System and may not be altered. Your Notice of Hearing will need to be a separate e-filed submission.
7. **How do I submit proposed orders?** You will need to select "Proposed Order" as your filing code. Your submission will be forwarded to the court for review. Court staff will add a note to the document regarding whether the proposed order will be submitted to the court for signature or will not be signed for some reason. The District Clerk's office will "accept"

the document which will provide you with the information regarding your submission. If the proposed order is signed by the court, a copy will be emailed to you. **Please do not e-file orders on a case with a hearing – you will need to present your order to the judge at the hearing.**

8. There is not a “filing code” which fits my document title exactly. What do I choose? Search by the keyword of your document. Ex: Motion, Petition, Request, Affidavit, Certificate, etc. The clerk will modify your selection to reflect the closest title match for entry into the case management system.

9. What if I am not sure if my document requires a filing fee? Please call the clerk prior to your submission. A “hold” is placed on the total funds at the time of submission. Although the clerk may have the authority to add the additional fees, the amount is not guaranteed, therefore your submission will probably be rejected.

eFile Support

Technical Support: (855) 839-3453 or support@eFileTexas.gov

District Clerk Support: (903) 693-0306

Training and User Guides for TexFile are available at www.efiletexas.gov.

To view PDF files, first-time users will need to download the free Adobe Acrobat Reader.