

## **Panola County Clerk E-Filing Business Processes**

### Filing Fees

Upon review of an e-filed envelope, if Clerk Staff finds that the fees selected by the filer are insufficient, the envelope may be rejected, and the filer informed of the correct fee amount in the rejection comment. If Clerk Staff finds that the fees selected are *more* than required, Clerk Staff may adjust the fee accordingly and accept the envelope as submitted.

### Proposed Orders

In many cases, proposed orders *may* be filed in an envelope with other documents, as a separate lead document, and will be forwarded to the Court for review.

***However, if a proposed order is submitted with the initial filing documents in a case, County Clerk staff will reject the proposed order and ask that the proposed order be submitted after the case is filed, within thirty (30) days of a scheduled hearing, if one is required.*** Hearings are scheduled by phone through the County Court at Law Court Coordinator at 903-693-0396. Once a hearing is scheduled, you may e-file an Order Setting Hearing for the Court's approval and filing.

### Requesting Issuance

We ask that you use the E-Filing Request for Issuance form on the Panola County website. After completing the form, please submit it through the e-file queue as a lead document, choosing "No Fee Document" as the Filing Code. In optional services, choose the number and type of issuance. If requesting service by certified mail or through the Panola County Sheriff's Office, select the number of citations at \$8.00 each, the type of service with appropriate fee, and select the number of cop(ies) at \$1.00 per page for service, if the clerk's office will be attaching copies. If you are using a private process server, you may attach your own copies to the citation.

### Instructions for Probate Cases

Upon the initial filing of the Application and Will (a copy may be e-filed, and the original sent by mail within three business days), clerk staff will issue citation. The Applicant's attorney should schedule a hearing with the Court Coordinator (see Proposed Orders above). Orders Admitting Will to Probate should be e-filed, and will be signed by the Court during the hearing. ***The County Clerk will make every effort to have staff available in the courtroom to attest signatures and file paper copies of the Proof and Oath (for Oath, to comply with Estates Code 305.003) in court.*** The paper documents will be scanned into the Court's case management system and returned to the attorney. If an Inventory and Order Approving Inventory are required, they may be e-filed together subsequently.

For a list of e-filing service providers, training and user guides, visit [www.efiletexas.gov](http://www.efiletexas.gov)

For technical support, contact eFileTexas at 855-839-3453 or [support@efiletexas.gov](mailto:support@efiletexas.gov)