

# Panola County District Clerk

## E-filing Business Processes

### Returned for Correction Criteria

Submissions will be returned for correction by the District Clerk for the following reasons:

- Wrong jurisdiction                      Your document indicates a different county, or the Panola County Clerk
- Incorrect or missing fees              A "hold" is placed on the amount of funds based on your filing selection. If you had made an incorrect choice and the amount is actually higher, your submission will be returned for correction since the higher amount is not guaranteed.
- Poor quality of document
- Document not allowed to be e-filed                      Statutes/rules prohibit the filing of the document. (Usually, discovery documents directed to case parties or documents which are designated as confidential)
- Separate submissions required                      Any document requiring additional information to be added - hearing dates and times, signatures - must be submitted **individually** in a **separate 'envelope'**.

The above list of returns is not all-inclusive.

If your filing is returned for correction for a reason not listed above, the clerk will add the reason in the return comment section.

### Motions needing hearing dates: (preferred method)

- Submit motion by e-file
- When accepted, call court and coordinate hearing date and time
- E-file notice of hearing with date/time of hearing information.

**Fees: The correct statutory fees are to be added by the filer and are subject to rejection.** If you are unsure of the correct fees, please call the District Clerk's office at (903) 693-0306.

When a submission with fees is made, a "hold" will be placed on the amount of funds needed for the transaction.

- Actual fee(s) is less: clerk will correct and accept
- Actual fee(s) is more: clerk will return for correction since the funds are not guaranteed.

**Agreed Motions and Orders:**

- Submit motion and order as separate lead documents
- Orders will be sent to the court for review
- If signed by the court, the order will be emailed to you

**Proposed Orders:**

- Proposed order filed as a separate lead document
- Will be forwarded to the court for review
- Court staff will forward order back to the clerk's office with a note with either "Printed for Submission" or "Will not be signed".
- The proposed order will be accepted with 'process notes' from the court
- Note: If the note is "Printed for Submission" once the order is signed, we will email the order to you.

**Courtesy Copies:** Judges may request paper courtesy copies during a hearing of any papers filed electronically.