

E-FILING PROCEDURES
COMAL COUNTY – COUNTY CLERK
BOBBIE KOEPP

Technology Standards

Judicial Committee on Information Technology (JCIT)

Version 7.0 – Released: November 2021

INITIAL FILINGS:

- You can only select the filing code of Application or Petition once in initial filings.
- Requests for Citations, Services, Writs and copies are under Optional Services
- Exhibits should be merged into a single document, filed as an attachment, be searchable and bookmarked.
- The email address of an attorney or unrepresented party who electronically files a document must be included on the document in all initial filings.

SUBSEQUENT FILINGS:

- Multiple lead documents per envelope are allowed.
- Orders must be filed as Proposed Order and as a separate lead document.
- Motions must be filed as separate lead documents.
- Documents that need a file stamp should be filed as a separate lead document.
- Exhibits should be merged into a single document, filed as an attachment, be searchable and bookmarked.
- If this is the first time a party has filed in the case, an email address must be included on the document.
- Non-Indexed filings are not accepted.

GENERAL INFORMATION:

- Please select the filing code that best suits your document. If you cannot find a code then select No Fee Document.
- Requests for Hearings, Fiats and Motions to Set must be separate lead documents; not attached to or on the back of the Motion. Do not file with blanks for dates. Talk to the Court Administrators first, get a date and then submit your Motion Or Notice.
- Attachments are primarily used for Exhibits, and Cover Letters. Cover letters may also be filed as a lead document in a subsequent filing.
- Sensitive Data must be redacted prior to filing.
- Filings may be Returned for Correction according to the technology standards set forth by the Judicial Committee on Information technology (JCIT)