

Comal County
County Court At Law
Civil and Probate
E-Filing Requirement

The Texas Supreme Court has mandated that all Civil and Probate cases must be filed electronically (e-filed). In Comal County, the mandated date was January 1st 2015. Comal County has been accepting e-filing in Civil and Probate matters since September 2009. Criminal E-filing has been mandated since July 2018.

Document Requirements

An electronically filed document must be in a text-searchable portable document format (PDF); be directly converted to PDF rather than scanned (if possible), not be locked; and otherwise comply with the Technology Standards promulgated by the Judicial Committee on Information Technology and approved by the Supreme Court Administrative Order 21-9151 approved 12/07/2021.

1. Document must contain filer's complete contact information in the signature block including name, (bar # if applicable) address, Phone number and **email address. (TRCP 21(f)(2).**
2. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated.
3. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.
4. Documents must not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio or programing. Documents must not contain any malware or viruses. The e-filing of a document constitutes certification by e-filer that the document has been checked and is clear of any malware or viruses.
5. Bookmarks must be used to separate content appropriately. The content of the document should not depend on bookmarks.
6. Any e-file document filename should contain only alphanumeric characters that are part of the Latin1_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters.
7. A Cover Letter should accompany each e-file envelope for a new case and must contain instructions for citations and service. They may be filed either as a lead document or as an attachment to the petition.
8. Any document you want file stamped must be filed as a separate lead document and not as an attachment to the original document. Any document requiring separate action such as a proposed Order or Request for Hearing must be filed as a separate lead document and **NOT** as an attachment.

9. Pleadings cannot be combined. Each pleading must be filed separately, for example you cannot file a Petition with an Application, they must be separate lead documents.
10. Any Notice of Hearing or Fiat must be filed as a separate lead document and must contain the name of the pleading it is associated with; for example: Notice of Hearing on Summary Judgment. Do not leave blanks for the dates, for the Court Administrator to fill out. Contact the Court Administrator first and get the hearing date and then submit your paperwork. Any Notices for Hearings with blanks will be Returned for Correction, by request of the Judge.
11. Orders must be filed as separate documents and not added as the last page of a Motion or as an attachment or exhibit. It must also reference the pleading it is associated with. Please use the filing code "Proposed Order".
12. Each pleading must have an email address TRCP 21(f)(2) and a signature TRCP 21 (f)(7) in the signature block.
13. Information entered when filing a new case is important and imported into the case management database; therefore please be detailed, succinct and accurate as possible. Please include addresses when filling out Party information.
14. If you cannot find the filing code you are looking for please select the code that most closely fits your document. Do not select Motion – No Fee if your document is clearly not a Motion. Use the Filing Description field to enter the title of your document that you are filing.
15. If your document requires a fee and you select a filing code that does not require a fee your document will be Returned for Correction. If your document requires a fee you could probably select "*Filing Action Other Than Original*" and it would be correct.
16. **Occupational Licenses:**
 - a) Submit the Petition/Application as a new filing by itself, with no other documents.
 - b) After the Petition has been accepted and fees processed, you will receive e-file notification from your provider that the e-file has been accepted and given the new case number and which court it was assigned to.
 - c) Submit the following documents as separate lead documents under subsequent filings: SR22, Occupational License Information Sheet, Ignition Interlock Contract (if applicable) and the Proposed Order and any additional documents needed. If there is not a filing code for these documents select "No Fee Document".
 - d) Do Not E-file a Criminal History Report – you must contact the Court Administrator and send it to her directly. It contains privileged data that is not supposed to be filed in a public file.
 - e) Once the Proposed Order is filed it will be forwarded to the Judge's staff. If signed by the Judge in E-file you will automatically get a copy once it's been accepted. If not you will be contacted when it's ready for pick up.
17. Reasons for Rejection. Sealed Documents or Vexatious Litigants

18. **Reasons for Returns for Corrections** - to minimize the possibility that your document is returned for correction, we recommend you review the list of reasons below before submitting your documents.
- a) Incomplete Filer Contact Information including email address or signature.
 - b) Incorrect or insufficient fees or credit card declined.
 - c) Incorrect / incomplete information – including not filling out party addresses or entering the wrong cause number or style of the case.
 - d) Incorrect Jurisdiction
 - e) Documents need to be filed as separate Lead documents.
 - f) Illegible, unreadable or missing items
 - g) e-filer's or Judge's request

For the latest Technology Standards on E-filing issued by JCIT please refer to:

[Http://www.txcourts.gov/rules-forms/rules-standards.aspx](http://www.txcourts.gov/rules-forms/rules-standards.aspx) - Technology Standards

For E-file filer Training Information go to: [Training Videos for Filers | eFile.TXCourts.Gov \(efiletexas.gov\)](#)