

Re: Criminal E-filing

Dear Attorneys and Legal Staff:

Although not mandated, the Rains County District Clerk's Office is proud to announce we have begun Criminal E-filing and would like to take this opportunity to offer our assistance in making your experience as smooth as possible.

If your office is not currently e-filing with our office, we strongly encourage and welcome you to begin as early as possible. This allows time to adjust to the process without being under the stress and pressure of being mandated.

First and foremost, please ensure email addresses are contained in the pleadings. If there is a return email address that is preferred and it is not in the pleading, please ensure it is noted in comments or contained in any cover letters.

Only some fields are required. The "Filing Description" and "Reference Number" may be completed at your discretion.

Upload the primary pleading as the *initial* lead document. Upload any exhibits and/or affidavits *with* the pleading in lieu of using the attachment option. Cover letters and Civil Case Information Sheets, along with any other document in need of a file-stamp, should follow and be a separate lead document. *Attachments do not receive a file-stamp.*

A Notice of Hearing or Order Setting Hearing should be uploaded as a separate lead document within the same envelope. Upon review, the entire envelope is forwarded to the Judge for a hearing to be scheduled. File-stamped copies of the submission is returned to the filer's e-mail through the e-filetexas.gov portal upon acceptance by the Clerk.

Please submit proposed orders, either granting or denying a motion, in a *separate* envelope, this will ensure the filing of other pleadings are not delayed. If an order has to be forwarded to the Judge for signing, it puts the entire envelope and its contents in suspense until the Judge returns signed order.

Ensure the "Service Contacts" is completed so the Prosecuting Attorney's Office receives a copy of the submitted document.

Any instructions, requests, or contact information would greatly benefit this office. You may use the "Filing Comments" to include them with your filing.

This office looks forward to working with you and assisting your office any way possible with questions concerning your e-filing.

If you have any questions, please do not hesitate contact me at (903)473-5000 ext. 101.

Sincerely,

Laura Pate
Deputy