



Collin County Civil, Family, and Probate e-Filing Requirements

The Texas Supreme Court has mandated that all civil and probate cases must be filed electronically (e-file) effective January 1, 2014. In an effort to prepare for this new process, Collin County began accepting e-filings for civil and probate cases on October 8, 2013, in advance of the mandate. In addition to providing early e-filing capability, the County Clerk and District Clerk have established requirements to support the e-filing process that coincide with the Supreme Court rules.

Document Requirements

- 1) Documents must be in a text-searchable PDF format using 300 DPI resolution and fonts specified in the Adobe PDF reference version 1.5 and should be generated directly from the originating software using a PDF distiller whenever possible.
- 2) Paper must be white with a page size of 8.5 x 11; content must be appropriately rotated. There must be a minimum of a one inch margin on top, bottom and sides of page.
- 3) Spacing: Text must be double-spaced; footnotes, block quotations, short lists and issues or points of error may be single spaced. Typeface: A document produced on a computer must be printed in conventional typeface of 14 point except for footnotes which must be 12 point.
- 4) Scanner setting must be black and white. Color or grayscale images will be accepted for photographs only.
- 5) Documents must contain filer's complete contact information in the signature block including name, address, phone number and email address.
- 6) Documents may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio or programming.
- 7) 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.

Document Requirements Continued

- 8) A fiat must be filed as a separate Notice of Hearing and cannot be part of the pleading. It must contain the name of the pleading to which it is associated. *For example, Notice of Hearing on Motion for Continuance.*
- 9) Documents may not contain multiple filings; each filing must be filed separately. *For example, you cannot file a combined Answer and Counterpetition, you must file 1 Answer and 1 Counterpetition.*
- 10) PDF packages and/or portfolios are not permitted. Multiple documents which pertain to a single filing must be combined into a single PDF. Bookmarks must be used to separate content appropriately. *For example, exhibits to pleadings are included in a single PDF but they must be bookmarked by exhibit.*
- 11) Documents must contain complete page numbering for the entire filing. When including one or more appendices to a filing, either 1) number appendices individually and then number the entire document as a whole, or 2) number the entire document as a whole including appendices.
- 12) The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- 13) No document may be filed that contains sensitive data as defined in T.R.C.P. 21(c).

eFileTexas Requirements

Information entered in the eFileTexas portal's text boxes is imported into the case management database; therefore, certain requirements have also been established for the eFileTexas portal.

- Text boxes within eFileTexas must be completed in proper case. *For example, you may not enter the required information in all caps or in all lower case.*
- Constable service requests must be verified through the Collin County Interactive Map, Precinct Finder at <http://gismaps.collincountytx.gov>
- Use "Filing Description" field within eFileTexas for typing continuation of document title.

Reasons for Returning a Filing

To ensure your documents are accepted when submitted through the e-file portal, we recommend you review this list for reasons a document may be returned.

- Attorney Requested Return
- Documents Not Separated
- Exhibits Must be Bookmarked
- Filing cannot contain attachments
- Incomplete Filer Contact Information
- Incomplete "Filing Description"
- Incorrect Case Number
- Incorrect Case Type
- Incorrect Constable Chosen
- Incorrect County
- Incorrect Filing Code Chosen
- Incorrect Document Format
- Incorrect Jurisdiction
- Incorrect Party Name(s)
- Incorrect Payment Amount
- Incorrect eFileTexas Format
- Missing Cover Sheet
- No Physical Address Listed for Service
- Other – With Explanation

Should you have any questions regarding these established requirements, you may contact one of the following offices:

Collin County – County Court at Law Office (Civil)

Phone: 972-548-6451 (eFile Hotline)
Email: efile-cclclerks@collincountytx.gov
Office Hours: 8:00 a.m. – 4:30 p.m.

Collin County – District Clerk Office (Civil and Family)

Phone: 972-548-5655 (eFile Hotline)
Email: efile-districtclerk@collincountytx.gov
Office Hours: 8:00 a.m. – 4:30 p.m.

Collin County – County Court at Law Office (Probate)

Phone: 972-548-6495 (eFile Hotline)
Email: efile-probate@collincountytx.gov
Office Hours: 8:00 a.m. – 4:30 p.m.

For technical assistance please contact the eFileTexas Hotline at 1-855-839-3453.