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DALLAS COUNTY DISTRICT CLERK

HELPFUL TIPS FOR E-FILING!

**LENDING A HELPING HAND SO
YOU DON'T HAVE YOUR FILING RETURNED!**

- 👉 Training is available online at www.EFileTexas.gov.
- 👉 American Express is not accepted as a form of payment!
- 👉 When requesting service by the Sheriff's Office, Certified mail, Registered mail, publication or posting, copies must be paid for in advance. If copy fees are not included, your filing will be returned due to insufficient fees.
- 👉 Want to see a file-marked copy of your filing?
 - You can view a file-marked copy of your filing online via our public access portal or through your respective EFSP once it has been accepted.
 - File-marked copies are also available in your confirmation e-mail notification.
- 👉 A case is unavailable for filing electronically?
 - Check your case! Cases coded as Confidential or those ordered Sealed are NOT available for subsequent filings online.
 - You may e-file a brand new confidential case. However, once it is accepted, it will be coded as confidential, and you will not be able to file subsequent filings into the case.
- 👉 Filed a case but didn't get an envelope number?

- Check with your respective EFSP. If you did not get envelope number, then we have NOT received your filing!
- 👉 **When filing into an existing case there is no need to add the parties; they already exist on the case. Filers only need to add NEW parties to a case.**
- 👉 **Have an envelope that exceeds the 35 megabyte limit?**
 - Break up your filing into smaller sizes and file multiple envelopes using the same filing code. Make sure that the filing code does not contain a fee. If so, then use one of the non-fee filing codes. In the comments, indicate the description of your filing and number your filing by including the language “part one of two”, part “two of two”, etc. Since there are several clerks processing e-filed documents, it is recommended that you contact the clerk of the designated court to inform them that you will be e-filing your documents in multiple envelopes. This will help avoid confusion and ensure that your envelopes are processed in order at the same time by one person.
- 👉 **Confused about which drop down to use?**
 - **Case categories:**
 - Are now standard across the State. Please review the JCIT Technology Standards under the e-Filing Section of our website.
 - **OAG USE ONLY –**
 - Case types and filing codes indicating OAG USE ONLY are to be used only by the Attorney General’s Office.