

# Bell County District Clerk

## E-filing Business Processes

### **Bell County is Non-Integrated County**

If you search a case number and get no results select “*File into an Existing Case*”.

### **Envelope Number**

Unique identifier number in E-filing. Always have this number when contacting the District Clerk’s Office.

### **Submissions Will Be Returned By The District Clerk For The Following Reasons**

- Wrong Jurisdiction      Your document indicates a different county or the incorrect department (ex: County Court of Law; JP)
- Incorrect or Missing Fees      A “hold” is placed on the amount of funds based on your filing selection. If an incorrect choice is made and the actual is higher, your submission will be returned due to the higher amount not being guaranteed.
- Poor Quality      Document is illegible or not properly rotated/skewed
- Separate Filing      Any document that must be file-marked must be submitted separately as a lead document. Select “*add additional filing*” this will only charge the \$2.00 fee one time.
- Missing Standing Order      Bell County Standing Order Regarding Children, Property and Conduct of the Parties as part of or as attachment to the Petition
- Sealed Documents      Any document that is sealed (ex: In Camera Inspections)

The above list of returns is not all-inclusive.

If your filing is returned for a reason not listed above, the clerk will state the reason in the comment section.

### **Fees:**

The correct statutory fees are to be added by the filer and are subject to being returned. If you are unsure of the correct fees, please call the District Clerk's Office at 254-933-5191.

When a submission with fees is made, a "hold" will be placed on the amount of funds needed for the transaction.

- Actual fee(s) less: clerk will correct and accept
- Actual fee(s) is more: clerk will return filing due to funds not being guaranteed

### **Issuance and County Service Fees (citations, notice, etc.)**

Request for Issuance forms are available on the District Clerk website. Please use these forms as they provide the District Clerk's Office with all the information needed to fulfill your request.

If issuance of citation is needed, you may pay for copies of the document through the e-filing system at the time of your request.

### **Motions Needing Hearing Dates**

- Submit motion by e-file
- Once submitted contact court/coordinator via email or by phone and coordinate hearing date/time
- Clerk will forward document to court via e-filing
- Court will forward documents back to district clerk so when clerk accepts the filing you will receive file-marked copies with hearing information

### **Agreed Motions and Orders**

- Submit motion and order as separate e-filings
- Clerk will forward document to court via e-filing
- Court will forward documents back to district clerk so when clerk accepts the filing you will receive file-marked copies with signature

### **Proposed Orders**

- Filings will be forwarded to court via e-filing
- Once signed and received from Court, clerk will fax/email to counsel and/or litigants

### **E-filing Locations in Courthouse**

- Law Library
- Attorney workroom –at the county court coordinator