

Johnson County Local E-Filing Practices

General Info

For questions regarding these requirements, please contact the necessary department at 817-556-6323:

Civil/Family Law:	Ext. 1314
Probate/Guardianship:	Ext. 1304
Misdemeanor:	Ext. 1323/1328

- Is Amex accepted?
No.
- Are attachments allowed?
Yes. However, each attachment must be a separate document. Do not combine all attachments into one document.
- Are multiple lead documents allowed in one filing?
Yes
- Why does my bank/credit card place a hold on my funds when e-filings are returned for corrections?
Each institution has different business processes, contact your bank or credit card company.

Initial Filings

- 1) What documents need to be separated and filed as a Lead Document?
All documents that require a file mark at the time of filing.
Proposed Orders or Documents requiring court action.
Notice of Hearings and Correspondence.
- 2) Should exhibits be submitted as attachments to petition or as a separate filing?
We will accept exhibits merged into the lead document for a single filing or as an attachment.
- 3) How many numbers need to be redacted for sensitive data?
All numbers but the last 4 digits. Please refer to CPRC 30.014, EC 256.052(a), 257.051(a), and 301.052(a), TRCP 21c.
- 4) Are citation requests, copies, etc., under Optional Services or as a Filing Code?
Citation requests are under the filing code, but copies are under optional services.
 - a. If Citation Request form is required, from where can it be downloaded?
<http://www.johnsoncountytexas.org/government/county-clerk/court-section>
- 5) Do you require plaintiff or defendant addresses?
Yes. Please refer to CPRC 30.015

6) When filing an original petition, should all parties be listed or just first plaintiff/first defendant?
All parties should be listed.

7) I don't see the case type or filing code I am looking for. What do I do?
All possible case types or filings are not available due to JCIT Standards.

For example, there is not a Probate Case Category for "Application to Determine Heirship w/o Administration," however, you can find it under All Other Estate Proceedings.

Also, there is not an option to file an Ancillary Civil Case. You will need to contact the Clerk's Office and a Clerk will assist you with this type of filing.

8) My document, by statute, is required to contain sensitive data, will it be accepted and will it be posted on the internet?
Yes, it will be accepted. If a document must contain sensitive data, you must notify the Clerk by either, designating the document as containing sensitive data when e-filing, or if not being electronically filed, by including on the upper left-hand side of the first page, the phrase: "NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA." Please refer to TRCP 21c(d)

No documents containing sensitive data will not be posted on the internet.

Subsequent Filings

1) Do Notices, Proposed Orders, etc., that should not be file stamped have to have a cover letter as the lead document?
No.

2) Do you accept non-indexed case filings?
Yes.