

Bexar County, Texas

eFiling Guide



December 2023



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Important Links

[Fourth Administrative Judicial Region](#)

[District Courts of Bexar County](#)

[Local Rules for District Courts of Bexar County](#)

[Mandatory eFiling Courts: District Court, County Court, Probate Court](#)

[Statewide Rules Governing Electronic Filing in Criminal Cases](#)

[Texas Rules of Civil Procedure](#)

[re:SearchTX \(Statewide Access to Public Records\)](#)



eFiling Deadline

Unless a document must be filed by a certain time of day, a document is considered timely filed if it is electronically filed at **any time before midnight (in the court's time zone)** on the filing deadline.

T.R.C.P. Rule 21 (f)(5)

Signature and Formatting Requirements

Electronic Signature:

A document can be electronically signed if "/s/" and a name are typed where the signature would appear, or an electronic image or scanned image of the signature is on the document.

Format - T.R.C.P. Rule 21 (f)(8):

(a) Electronically-filed documents must be computer-formatted as specified by TexasOnline. Electronically filed documents must also be formatted for printing on 8.5 by 11-inch paper. (b) An electronically filed pleading is deemed to comply with TEX. R. CIV. P. 45.

A Bexar eFiled document must:

- be in text-searchable portable document format (PDF);
- be directly converted to PDF rather than scanned, if possible;
- not be locked;
- otherwise comply with the Technology Standards set by the Judicial Committee on Information Technology and approved by the Supreme Court and the Court of Criminal Appeals.

Electronic Filing Requirements by the Court

Pursuant to Supreme Court of Texas, Misc. Docket No. 23-9071:

Electronic filing must be done through the electronic filing manager established by the Office of Court Administration and an electronic filing service provider certified by the Office of Court Administration.

The electronic filing manager will send a filing confirmation notice to the filing party.

In Civil Cases - T.R.C.P. 21 (f)(10):

The clerk must send orders, notices, or other communications about the case documents to the parties electronically through an electronic filing service provider certified by the Office of Court Administration or an electronic filing system approved by the Supreme Court. A court seal may be electronic.

The clerk need not send orders, notices, or other documents electronically: (a) when sealed or when access is otherwise restricted by law or court order; or (b) when an unrepresented party has not provided an e-mail address.

In Criminal Cases (Rule 2.7 of the Statewide Rules Governing Electronic Filing in Criminal Cases):

The clerk may electronically send notices and other documents to the parties. A court seal may be electronic.

The clerk must send orders to the parties electronically through an electronic filing service provider certified by the Office of Court Administration or an electronic filing system approved by the Supreme Court. A court seal may be electronic.

The clerk need not send orders electronically: (a) when sealed or when access is otherwise restricted by law or court order; or (b) when an unrepresented party has not provided an e-mail address.

If Civil eFilings are Returned - T.R.C.P. 21 (f)(11):

Non-Conforming Documents. The clerk may not refuse to file a document that fails to conform with this rule. But the clerk may identify the error to be corrected and state a deadline for the party to resubmit the document in a conforming format.

If Criminal eFilings are Returned (Rule 2.6 of the Statewide Rules Governing Electronic Filing in Criminal Cases):

Non-Conforming Documents. The clerk may not refuse a document that fails to conform to these rules. But the clerk may identify the error to be corrected and state a deadline for the party to resubmit the document in a conforming format.



Bexar County Court Contact Information

[Bexar County District Clerk](#)

[Bexar County Courts](#)

[Bexar County Civil eFiling Resources](#)

[Bexar County Criminal eFiling Resource](#)

eFiling Tools and Training

[EFileTexas.org FAQs](#)

[Bexar County Civil eFiling Resources](#)

[Bexar County Clerk eFiling FAQs](#)

[Bexar County Criminal eFiling Resource](#)



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Book a demo or schedule a call with a Rapid Legal team member today.

Information on this PDF guide is current as of December 2023. Please consult the **District Courts of Bexar County** to get the most up-to-date information about electronic filing for the Court.