

Harris County, Texas

eFiling Guide - November 2023



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Helpful Links



Eleventh Administrative Judicial Region



District Courts of Harris County



Local Rules for District Courts of Harris 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)

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 Signatures - T.R.C.P. Rule 21 (f)(7):

A document that is electronically served, filed, or issued by a court or clerk is considered signed if the document includes:

A "/s/" and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or

An electronic image or scanned image of the signature.

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

A Harris County 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.





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.

For information and requirements to file criminal documents online, **please click here.**



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.



Harris County Court Contact Information

Harris County
District Clerk

Harris County
Court

Harris County District
Clerk Civil and Criminal
eFiling

Harris County
Probate Court

eFiling Tools and Training

Mastering the Basics
of eFiling 1 of 2

Mastering the Basics of
eFiling 2 of 2

A video presentation update from the Harris
County District Clerk from December of 2021.

A Criminal e-filing Overview seminar that includes
tips on how to avoid common errors, send a file
and Harris County Clerk's new Attorney Kiosk page.

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



Rapid Legal is a premium legal technology company that automates the processing of legal documents for law firms. Headquartered in Chino Hills, California, the company is a leading certified eFiling service provider for all California and Texas eFiling courts. Combining deep industry expertise, superior performance, and innovative technology, Rapid Legal is transforming the way the legal community exchanges electronic documents, information, and payments, to streamline how law firms manage work, and for the effective and expeditious administration of justice. For more information, please visit **rapidlegal.com** and connect with us on **LinkedIn** and **Facebook**.

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