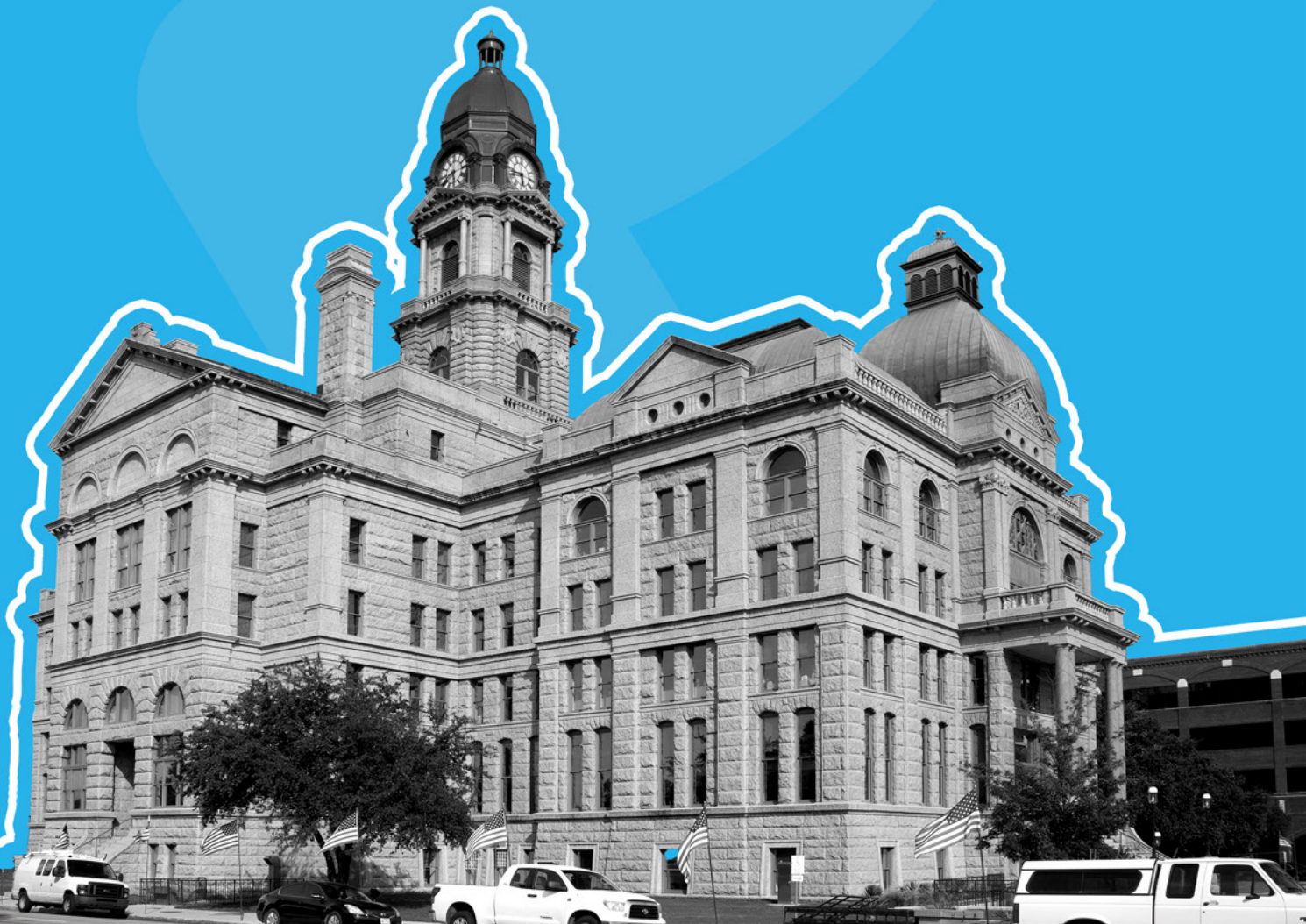


# Tarrant County, Texas

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eFiling Guide - June 2024



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## Essential Links

-  [Eighth Administrative Judicial Region](#)
-  [District Courts of Tarrant County](#)
-  [Local Rules of Civil Courts of Tarrant County](#)
-  [Mandatory eFiling Courts: Civil, Probate, and Criminal cases](#)
-  [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 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 Tarrant 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.

**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.



## Travis County Court Contact Information

[Tarrant County  
District Clerk](#)

[Tarrant County  
Courts](#)

[Tarrant County  
Probate Court](#)

## eFiling Tools and Training

[EFileTexas.org  
FAQs](#)

[Tarrant County Civil  
eFiling Resources](#)

Information in this PDF guide is current as of February 2024. Please consult the **District Courts of Tarrant County** to get the most up-to-date information about electronic filing for the Court.



## We're Ready to Help

Rapid Legal is an approved electronic filing service provider (EFSP) for all Texas and California eFiling courts. For questions and help with eFiling, contact a Rapid Legal account manager to schedule a call or book a demo today.

Learn More at  
[www.rapidlegal.com](http://www.rapidlegal.com)