



Kaufman County Probate E-Filing Requirements

The Texas Supreme Court has mandated that all civil and probate cases must be filed electronically (e-file), effective July 1, 2016. In an effort to prepare for this new mandate, Kaufman County began accepting E-filings for probate cases on June 18, 2014, in advance of the mandate. In addition to providing early e-filing capability, the County Clerk has adopted the following requirements to support the e-filing process that coincide with the Supreme Court rules.

Document Requirements

- 1) Documents must be in a text-searchable PDF format using 300 DPI resolution and fonts specified in the Adobe PDF reference version 1.5 and should be generated directly from the originating software using a PDF distiller whenever possible.
- 2) Paper must be white with a page size of 8.5 x 11; content must be appropriately rotated. There must be a minimum of a one inch margin on top, bottom and sides of page.
- 3) Spacing: Text must be double-spaced; footnotes, block quotations, short lists and issues or points of error may be single spaced. Typeface: A document produced on a computer must be printed in conventional typeface of 14 point except for footnotes which must be 12 point.
- 4) Scanner setting must be black and white. Color or grayscale images will be accepted for photographs only.
- 5) Documents must contain filer's complete contact information in the signature block including name, address, phone number and email address.
- 6) Documents may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio or programming.
- 7) Documents must not contain any malware or viruses. The e-filing of a document constitutes certification by e-filer that the document has been checked and is clear of any malware or viruses.



Document Requirements Continued

- 8) A Fiat must be filed as a separate Notice of Hearing and cannot be part of the pleading. It must contain the name of the pleading to which it is associated. For example, Notice of Hearing on Motion for Continuance.
- 9) Documents may not contain multiple filings; each filing must be filed separately. For example, **you cannot file a combined Answer and Counterpetition, you must file 1 Answer and 1 Counterpetition.**
- 10) PDF packages and/or portfolios are not permitted. Multiple documents which pertain to a single filing must be combined into a single PDF. Each document should be submitted as a "Lead Document" when filing multiple documents.
- 11) Documents must contain complete page numbering for the entire filing. When including one or more appendices to a filing, either 1) number appendices individually and then number the entire document as a whole, or 2) number the entire document as a whole including appendices.
- 12) The document filename must contain only alphanumeric characters. No special characters are allowed. The length of the filename should be restricted to 50 characters.
- 13) No document may be filed that contains sensitive data as defined in T.R.C.P. 21(c).

eFileTexas Requirements

Information entered in the eFileTexas portal's text boxes is imported into the case management database; therefore, certain requirements have also been established for the eFileTexas portal.

- Text boxes within eFileTexas must be completed in proper case. For example, you may not enter the required information in all caps or in all lower case.
- Use "Filing Description" field within eFileTexas for typing continuation of document title.



Reasons for Returning a Filing

To ensure your documents are accepted when submitted through the e-file portal, we recommend you review this list for reasons a document may be returned.

- Attorney Requested Return
- Documents Not Separated
- Exhibits Must be Bookmarked
- Incomplete Filer Contact Information
- Incomplete "Filing Description"
- Incorrect Case Number
- Incorrect Case Type
- Incorrect Constable Chosen
- Incorrect County
- Incorrect Filing Code Chosen
- Incorrect Document Format
- Incorrect Jurisdiction
- Incorrect Party Name(s)
- Incorrect Payment Amount
- Incorrect eFileTexas Format
- Missing Cover Sheet
- No Physical Address Listed for Service
- Other – With Explanation
- Email address not included

Should you have any questions regarding these established requirements, you may contact the County Clerk's Office:

Kaufman County Clerks Office
Probate/Civil Dept.
(972)932-4331 Ext. 1110 Or Ext. 1201

For technical assistance, please contact the eFileTexas Hotline at 1-855-839-3453.



Helpful Links for training and Additional Q & A Information:

Efile Texas offers regularly scheduled online training sessions for the Efile Texas application. Visit the efile Texas portal at <https://filer.efiletexas.gov> and click the Web Conference Training Sessions link under the Train section on your home page. You can also click the Info link at the top of your screen, and locate your court from the list provided to view the current training options in your area.

1. How does e-filing work?

Electronic filing or e-filing enables filers and courts to efficiently process documents and fees online.

Efile Texas manages the flow of information among filers, clerks, court personnel, and judges:

Filer Submits Documents:

After selecting a certified electronic filing service provider (EFSP), filers log on to their providers website to file case-related documents online to any participating court in Texas.

EFSP Delivers Documents to the Court:

EFSPs check submissions for completeness, calculate filing fees and court costs, and electronically deliver the submitted documents to participating courts.

Clerks Accept or Reject Submissions:

Court clerks receive the electronically filed documents and associated fees for processing and acceptance, review the documents, accept or reject the filings, and provide an electronic timestamp notification to the filer for the accepted documents.

2. What is an EFSP?

E-filing in Texas is facilitated by electronic filing service providers (EFSP), that is, web portals operated by independent companies that collect filings from filers and transmit them to efileTexas.gov.

3. Is e-filing secure?

Yes. The efile Texas system adheres to state and federal security regulations and meets Payment Card Industry Security Standards to protect filer and transaction information.



4. What is e-service?

E-service is a feature provided by Tyler Technologies where documents are electronically served to other parties in a case. Using this option, you can track when each party received and opened the filing. Note: Transaction and service fees will apply.

5. How do I serve other individuals with my e-filed documents?

The filers are responsible for accomplishing service of all filings as required by the applicable court rules. For this purpose, filers may use the mail service, serve by hand delivery, send an e-mail, or use efile Texas as it offers the option of electronic service of each filing to the designated service contact. Note: Transaction and service fees will apply.

6. Can I use e-service without filing a document with the court?

Yes, efile Texas may be used to exchange documents between parties without filing the documents through the courts. Note: Transaction and service fees will apply.

7. How is the efile Texas system different from the one currently in place?

The new platform will reduce costs for filers by up to 94%, and will provide for expanded e-filing in Texas using a proven system already operational in several States. The cost reduction is made possible by a shift in the funding mechanism for e-filing, from a transaction-based model to a small (\$5-20), one-time fee paid per civil, justice, and criminal case.

8. What is the timetable for transitioning to efile Texas?

The efile Texas system will be implemented using a phased approach beginning September 1, 2013, and continuing through February 28, 2014. During this time, the 52 counties currently offering electronic filing through the efileTexas.gov e-filing system and any counties affected by the Supreme Court's January 1, 2014 mandate will be transitioned to efile Texas.

The system will be available to remaining counties following this phased approach.



9. What is the schedule for mandatory filing?

E-filing will be mandatory in civil cases in the district courts, statutory county courts, constitutional county courts and statutory probate courts according to the following implementation schedule based upon the counties 2010 Federal Census population. Courts in counties with a population of:

500,000 or more January 1, 2014
200,000 to 499,999 July 1, 2014
100,000 to 199,999 January 1, 2015
50,000 to 99,999 July 1, 2015
20,000 to 49,999 January 1, 2016
20,000 July 1, 2016

10. When can I use efile Texas?

Efile Texas is available 24 hours a day, seven days a week. Note: The system may be temporarily offline from time to time for maintenance purposes.

11. When I need to file with a specific court, how will I know whether the county has transitioned to the new system?

The list of courts currently accepting filings through the efile Texas system is available on the Participating Courts Web page.

12. Do I have to register to use efile Texas?

Yes, all users must register prior to using efile Texas.

13. Is support available for the efile Texas system?

Yes, for customer support, contact the Help Desk at 800.297.5377 from 7 a.m. to 9 p.m. (CT), Monday through Friday.



14. Is documentation available for using efile Texas?

Yes, the efile Texas User Guide, Quick Reference Guide, and Frequently Asked Questions (FAQs) are available on the website for your reference.

15. Is training available for using efile Texas?

Yes, efile Texas offers regularly scheduled online training sessions for the efile Texas application. Visit the efile Texas portal at <https://filer.efiletexas.gov> and click the Web Conference Training Sessions link under the Train section on your home page. You can also click the Info link at the top of your screen, and locate your court from the list provided to view the current training options in your area.

16. What are the computer requirements for using efile Texas?

Efile Texas is a web-based system, it is designed to be compatible with typical office workstations. No special setup or software installations are required to use efile Texas. See the recommended computer settings below.

Note: First-time users to efile Texas may be prompted to download and install Microsoft® Silverlight.

The recommended settings for your workstation are as follows:

Web Browser Requirements: efile Texas is supported by current versions of the Windows operating system using Internet Explorer 7 or above or Firefox.

Connection Requirements: High-speed connection is recommended.

Minimum Screen Resolution: For best results, a setting of 1024x768 is recommended.

17. Can I use efile Texas if I am a pro per or pro se?

Pro per and pro se parties are currently not eligible to use the e-filing system. Pro se parties will receive documents from the court and other parties using the currently applicable paper process, whether it is by personal service or by mail.

If pro se parties request a copy of a court record, they would also use current paper methods request and pay for a paper copy of the document either by mail or by coming to the Records Center for a copy.



18. Can efile Texas be used to initiate cases or to file into existing cases?

Yes, efile Texas can be used to initiate cases, e-file into existing cases, or serve documents. Both attorneys and support staff can use the system under their own user names.

19. Is there a fee to use efile Texas?

Yes, there are fees associated with filing documents electronically on the efile Texas system:

Standard court filing fees

Contact your local court for information on filing fees

Service provider fees

Most EFSPs charge fees for e-filing and related services. These fees vary by EFSP and transaction.

20. What is the convenience fee?

A convenience fee is assessed to cover the credit card processing fees and may vary by service provider.