

Probate Division

Electronic Filing FAQs

1. **What is electronic filing?** Electronic filing is the process of using the internet to file your documents with the Clerk's office.
2. **Is it required that I electronically submit my filing?** Yes, with very limited exceptions. E-filing is mandated for almost all documents filed by attorneys. Exceptions will be listed in the [Supreme Court rules](#) , which are not yet finalized. Pro se filers are not required to electronically submit their documents; however, they may choose to do so.
3. **Do I have to use an Electronic Filing Service Provider (EFSP)?** Yes, you may obtain a list of OCA approved EFSP's on [TexFile's website](#). Each EFSP may offer different additional services which might interest you.

Please follow the below URL to get a current listing of the Electronic Filing Service Providers (EFSP) that are TexFile certified.

<http://www.textfile.com/filers-get-started.htm>

4. **What if I am filing a case with an Affidavit of Indigence, or I have been court appointed to represent a litigant? How are the fees handled?** You will have a "waiver" option for those instances where you are not required to make a payment. (Please check with your EFSP provider to verify they provide the "waiver" option.)
5. **May I include more than one document for filing per submission?** Yes. TexFile allows the filer to submit multiple documents with the SAME case number at one time.
6. **My document has two cause numbers listed. Do I need to submit the document twice?** Yes. A separate filing will need to be completed for each cause number listed on the document.
7. **What is the process to electronically submit a proposed order?** Proposed orders should be submitted as an attachment to a leading document. For example, if filing an inventory, the order should be a separate PDF that is submitted as an attachment to the inventory. If filing only an order, a cover letter should be submitted as the lead document with the proposed order as an attachment.
8. **Can I electronically file a corporate surety bond, cash bond deposit or ad litem deposit?** No. Corporate Surety bonds, cash bonds and ad litem deposits should be filed directly with the County Clerk Probate Division's office.
9. **What is the process to electronically submit a will for probate a will?** When filing an application to probate will, a copy of the original will should be filed as an exhibit/attachment. The application and will should be submitted as two separate PDF's in one filing. Once filed, the original will should be submitted directly to the Clerk's office – either through US Mail or in person. Service will not be issued, nor can a hearing be set until the original will is on file with the Clerk's Office.
10. **How do I submit exhibits, attachments, etc.?** You will browse to find your exhibits and attach them during the filing process. Do not combine those documents into a single PDF file – keep each one as a separate PDF.
11. **There is not a "filing code" which fits my document title exactly. What do I choose?** Choose the selection closest to the filing document title.

12. **Can I electronically file a Guardianship Information Sheet that the Court Investigator's Office requires?** No, the Guardianship Information Sheet should be mailed or delivered to the Clerk's Office or Court Investigator's office.
13. **What paper copies will the court require?** The Probate Courts are asking for a courtesy copy of the following documents that are larger than 25 pages.
- Accountings
 - Inventories
 - Application for Attorney's Fees
 - Trust Modifications
 - Any other document upon the Court's request

E-file Support:

Technical Support: Tyler Technologies. 800-297-5377 or efiling.support@tylertech.com

Probate Clerk Support: 214-653-6509 or 214-653-7422