



## Dana DeBeauvoir Travis County Clerk Misdemeanor Division

Effective May 17, 2017, the Misdemeanor Division of the Travis County Clerk's Office will accept documents in misdemeanor cases via electronic filing (e-filing). This is in preparation for the mandate by the Texas Supreme Court requiring e-filing of all subsequent criminal filings effective July 1, 2017.

Filings will be accepted by e-file or paper until June 30, 2017. Beginning July 1, 2017, all subsequent filings by attorneys will be required to be e-filed. Please visit [www.efiletexas.gov](http://www.efiletexas.gov) for more information on how to setup your account.

### Frequently Asked Questions:

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**Q:** Why the change?

**A:** The Supreme Court of Texas, acting concurrently with the Court of Criminal Appeals, has amended the Statewide Rules governing Electronic Filing in Criminal Cases. The final order adopting amendments to the rules governing electronic filing in criminal cases can be found at <http://www.txcourts.gov/media/1438082/179039.pdf>.

**Q:** What must be E-Filed?

**A:** Beginning July 1, 2017 *all* subsequent criminal filings by an attorney must be e-filed. Our permissive e-filing period for the Travis County Clerk's Office has begun effective May 17, 2017 to ease the transition.

**Q:** How do I get started?

**A:** You will be required to set up an account with the electronic filing service provider (EFSP). You can find a complete list at <http://www.efiletexas.gov/service-providers.htm>.

**Q:** Is there a fee to e-file?

**A:** The Travis County Clerk's Office will not be charging a fee for e-filing into criminal cases. The EFSP that you choose to use will determine whether or not a fee is charged for filing and/or credit card use.

**Q:** What does this mean for me when I have a motion that will require a hearing?

**A:** The mandate to file all subsequent filings in a criminal case to e-file will affect the way in which the Clerk receives your filing. Rather than bring it to court or to the clerk's office and hand it to us in paper form, you will be sending them electronically. The process in which you currently obtain a setting with the court will not change. You will continue to contact the court administrator as you do now to get a hearing date.

**Q:** What are the benefits of mandating e-filing in criminal cases?

**A:** You will receive an emailed notification upon acceptance of your document with a file stamped copy of your document available through your EFSP. You will no longer have to drive to the courthouse and park to file your document.

**Q:** Who can I contact if I have a question?

**A:** The Travis County Clerk's office will be available for basic questions. The EFSP you select should be your primary contact for filing, setup, and technical support questions. You can also go to <http://traviscountyclerk.org> and access the above mentioned information on our Misdemeanor page under File a Document.