

To: Attorneys and Legal Community of Jasper County

Re: Criminal E-file

The Jasper County Clerk's office is excited to announce e-filing for pending criminal cases. Effective July 1, 2019, all subsequent filings in these criminal cases will need to be e-filed using **eFile.TXCourts.gov**. By utilizing the free service providers there will be no cost associated with e-filing your documents. This is mandatory for Jasper County by the Office of Court Administration of the State of Texas.

Standards are in place, which includes various general documents to assist in moving your filings through the e-file portal, directly to us for acceptance.

PLEASE NOTE THAT WHEN FILING A PROPOSED ORDER, THE MOTION NEEDS TO BE FILED AS THE LEAD DOCUMENT WITH THE SECURITY SET TO "LEAD" AND THE PROPOSED ORDER FILED AS AN ATTACHMENT WITH THE SECURITY SET TO "PROPOSED ORDER" in order for it to be properly routed to the Court. In addition, Letters of Representation will need to be submitted using the Filing Code "Letters".

Once the County Judge signs an order, if you request a copy of the signed order and have given us an email address or a fax number, we will forward you a copy of the signed order.

In order to properly serve the District Attorney and the County Judge, you will need to add them to the Service Contacts in Efile. Please contact their office to get the correct information to add them to the service contacts.

If you are not familiar with the e-file system, please visit their website at www.efiletexas.gov for training and instructions. We will also be happy to assist in helping you through the process and are looking forward to the next phase of the courts. Your cooperation and patience are appreciated.

Debbie Newman,
Jasper County Clerk
Jasper TX

