

District Clerk Electronic Filing and Service



June 4, 2014 the Ellis County District Clerk began accepting documents by e-filing permissively. January 1, 2015 it will be mandatory for attorneys to e-file on all civil and family cases in Ellis County. E-filing guides, training and other helpful information are available at www.efiletexas.gov.

When requesting issuances through the e-Filing system:

- The request form MUST be a separate lead document (it is not an exhibit to another document, so please do not add it as an attachment to another lead document)
- Select the Filing Code: Request
- Select the correct Issuance Fee under "Optional Services"
- If requesting issuances to be served by Certified mail or through the Ellis County Constable or Sheriff, the fees for a copy of the Pleading to be served NEED to be paid. Select "Copy(ies) for Service (\$1 per page)
- If an Ellis County Constable or Sheriff is to serve the issuance, please select the appropriate service fee under Optional Services
- Upload the "Request for Issuance form" and DO NOT attach the pleading to be served
- Complete the e-filing submission

eFile Support

Technical Support: 855-839-3453 or
support@eFileTexas.gov