

ORDER OF THE SUPREME COURT OF TEXAS

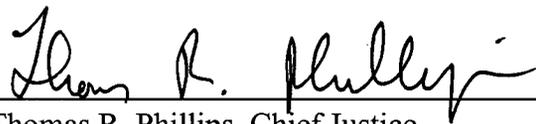
Misc. Docket No. 00- 9043

**Approval of Local Electronic Filing Rules
for Polk County**

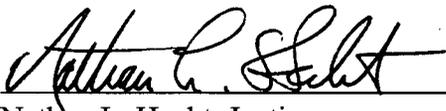
IT IS ORDERED that:

Pursuant to Texas Rule of Civil Procedure 3a, the Supreme Court of Texas approves the attached local rules establishing a system of electronic filing in Polk County, Texas. The approval of these rules is temporary pending further orders of the Court.

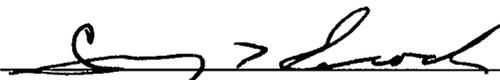
By the Court, en banc, in chambers, this 8th day of March, 2000.



Thomas R. Phillips, Chief Justice



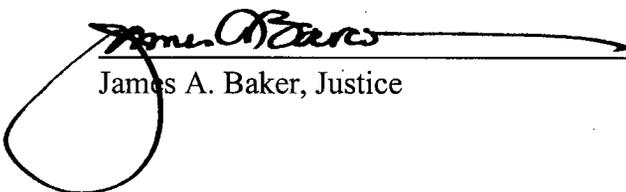
Nathan L. Hecht, Justice



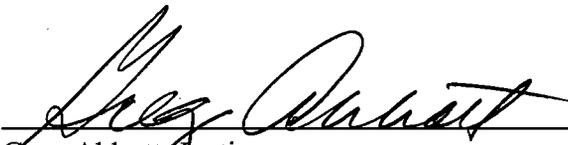
Craig T. Enoch, Justice



Priscilla R. Owen, Justice



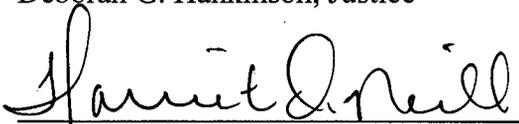
James A. Baker, Justice



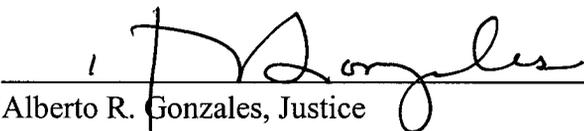
Greg Abbott, Justice



Deborah G. Hankinson, Justice



Harriet O'Neill, Justice



Alberto R. Gonzales, Justice

ORDER ESTABLISHING A SYSTEM FOR
ELECTRONIC FILING OF DOCUMENTS IN
POLK COUNTY, TEXAS

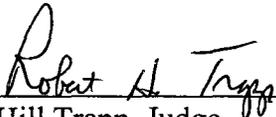
The District Courts of Polk County, Texas, hereby adopt the following system for the electronic filing of documents by the District Clerk of Polk County.

1. The District Clerk is authorized to accept for filing via electronic transmission any document which might be filed in a court action except: (a) returns of service of issuances; (b) bonds; (c) signed orders or judgments; (d) any document that requires a filing fee.
2. Documents electronically transmitted for filing will be received by the clerk on a plain paper facsimile and printed by a laser printer, thereby rendering the copy of archival quality. No document printed on thermal paper shall be filed.
3. No document electronically transmitted shall be accepted by the clerk THAT REQUIRES A FILING FEE.
4. An electronically transmitted document accepted for filing will be recognized as the original record for file or for evidentiary purposes when it bears the clerk's official date and time file stamp.
5. An electronically transmitted document accepted for filing will be recognized as the original record for file or for evidentiary purposes when it bears the Clerk's official date and time file stamp.
6. Local rules (rules of procedure) governing implementation of this electronic filing system are hereby adopted as follows:
 - A. Every document electronically transmitted for filing shall conform to the requirement for filing established by the Texas Rules of Court, i.e. shall be in writing, on paper measuring approximately 8½ x 11 inches, signed by an Attorney of record in his individual name, with his State Bar of Texas identification number, address, telephone number and telecopier number. The quality of the original hard copy shall be clear and dark enough to legibly transmit.
 - B. The sender shall maintain the original hard copy with original signature affixed as required by Section 51.806, Texas Government Code and Rule 45, Texas Rules of Court.
 - C. A cover sheet must accompany every transmission and shall:
 - (1) clearly identify the sender, the documents being transmitted, and the number of pages; and
 - (2) have clear and concise instructions concerning requests.

- D. The Clerk upon receipt of an electronically transmitted document shall verify the *completeness* of the transmission.
- E. If the transmission is found to be incomplete or court costs or fees, if required, are not paid, the Clerk will notify the sender as soon as practicable that the transmission has not been filed and the reason therefor.
- F. No citation or writ bearing the official seal of the court may be transmitted electronically.
- G. Electronic transmission of a document does not complete filing. Filing is complete when the Clerk's official date and time file stamp is affixed to the document.
- H. Each page of any document received by the clerk will be automatically imprinted with the date and time of receipt. The date and time stamp imprinted on the last page of a document will determine the time of filing, upon completion of filing.

It is therefore ORDERED that this system for electronic filing of documents in the District Courts of Polk County, Texas, be, and the same is adopted, effective upon approval by the Supreme Court of Texas retroactive to January 1, 1991; that a copy hereof shall be furnished to the Supreme Court of Texas for approval as provided by Section 51.807, Texas Government Code; and that upon approval by the Supreme Court of Texas, the same be placed upon the Minutes of the District Courts of Polk County, Texas.

SIGNED this the 25th day of February, 2000.



Robert Hill Trapp, Judge
411th Judicial District Court



Elizabeth E. Coker, Judge
258th Judicial District Court



THE SUPREME COURT OF TEXAS

CHIEF JUSTICE
THOMAS R. PHILLIPS

POST OFFICE BOX 12248 AUSTIN, TEXAS 78711

TEL: (512) 463-1312

FAX: (512) 463-1365

CLERK
JOHN T. ADAMS

JUSTICES
NATHAN L. HECHT
CRAIG T. ENOCH
PRISCILLA R. OWEN
JAMES A. BAKER
GREG ABBOTT
DEBORAH G. HANKINSON
HARRIET O'NEILL
ALBERTO R. GONZALES

EXECUTIVE ASS'T
WILLIAM L. WILLIS

DEPUTY EXECUTIVE ASS'T
JIM HUTCHESON

ADMINISTRATIVE ASS'T
NADINE SCHNEIDER

March 8, 2000

Hon. Elizabeth E. Coker
258th District Court
Post Office Box 1115
Groveton, Texas 75845-1115

Hon. Robert Hill Trapp
411th District Court
Post Office Box 1340
Coldspring, Texas 77331-1340

Dear Judges,

Please find enclosed, a copy of the order of the Supreme Court that temporarily approved local rules for the district courts of Polk County.

Sincerely,
SIGNED

John T. Adams
Clerk

Encl.

cc: Hon. Olen Underwood
2nd Admin Judicial Rgn

District Clerk

County Clerk

Supreme Court Adv Committee

State Law Library