

# IN THE SUPREME COURT OF TEXAS

Misc. Docket No. 92-100

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## AMENDMENT OF LOCAL RULES OF TRAVIS COUNTY FOR RECEIVING AND FILING ELECTRONICALLY TRANSMITTED COURT DOCUMENTS

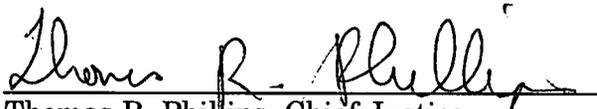
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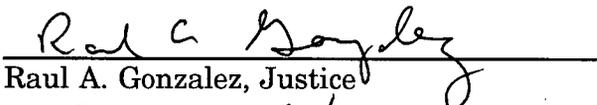
### **ORDERED:**

At the request of the District Courts of Travis County, the rules governing the procedure for the District Clerk to receive and file electronically transmitted court documents are amended to read as shown on the attached document. TEX. GOV'T CODE §§ 51.803, 51.807.

This Order shall be effective when recorded in the Minutes of the District Courts of Travis County, and upon compliance with Texas Rule of Civil Procedure 3a.

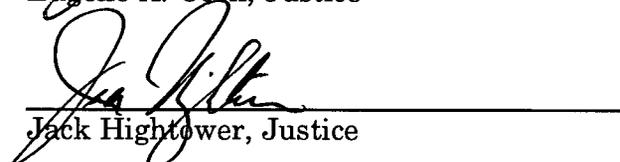
SIGNED AND ENTERED this 14<sup>th</sup> day of August, 1992.

  
Thomas R. Phillips, Chief Justice

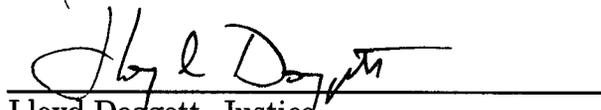
  
Raul A. Gonzalez, Justice

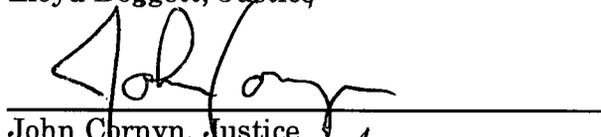
  
Oscar H. Mauzy, Justice

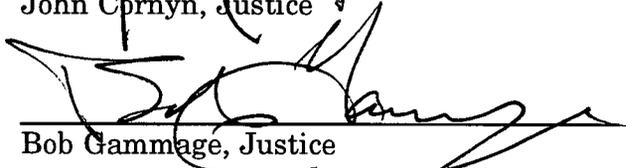
  
Eugene A. Cook, Justice

  
Jack Hightower, Justice

  
Nathan L. Hecht, Justice

  
Lloyd Doggett, Justice

  
John Cornyn, Justice

  
Bob Gammage, Justice

**CERTIFICATE OF APPROVAL**

The attached local rule of Travis County is hereby approved and transmitted to the Supreme Court of Texas for final action this 24th day of February, 1992.

A handwritten signature in black ink, appearing to read "B.B. Schraub", written over a horizontal line.

B.B. Schraub, Presiding Judge  
Third Administrative Judicial Region

## CHAPTER 19

### ELECTRONICALLY TRANSMITTED COURT DOCUMENTS

- 19.1 The following rules govern the procedure for the District Clerk of Travis County ("the clerk") to receive and file electronically transmitted court documents.
- 19.2 The 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 on issuances;
  - (b) bonds;
  - (c) signed orders or judgments.
- 19.3 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.
- 19.4 No document electronically transmitted shall be accepted by the clerk for filing until court costs and

fees have been paid. Authorizing the clerk to charge by credit card constitutes payment. Court costs and fees may be paid by MasterCard or any other credit card approved by the clerk. The clerk shall confirm the charge authorization and note the authorization code on the cost receipt. If the clerk rejects a filing for nonpayment of fees, the clerk will notify the sender as soon as practicable.

19.5 A fee schedule for electronic filing shall be adopted annually by the clerk and approved by the district courts. The clerk may prescribe a reasonable schedule of additional charges for filing documents that do not initially conform to these rules or to the clerk's policies and procedures for fax filings.

19.6 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.

19.7 Every document electronically transmitted for filing shall conform to the requirements for filing estab-

lished by the Texas Rules of Civil Procedure, i.e., shall be on paper measuring approximately 8-1/2 x 11 inches, shall be signed individually by the party or the party's attorney of record, and shall contain that individual's State Bar of Texas identification number, if any, address, telephone number and telecopier number. The quality of the original hard copy shall be clear and dark enough to transmit legibly.

19.8 The sender shall maintain the original of the document with original signature affixed as required by section 51.806, Texas Government Code.

19.9 A cover sheet must accompany every transmission which shall:

- (a) clearly identify the sender, the documents being transmitted, and the number of pages;
- (b) have clear and concise instructions concerning issuance or other request; and
- (c) have complete information on the charge authorization for court costs and fees.

19.10 The clerk upon receipt of an electronically trans-

mitted document shall verify the completeness of the transmission.

19.11 After filing an electronically transmitted document the clerk will electronically transmit to the sender an acknowledgment of the filing, together with cost receipt, if any.

19.12 No citation or writ bearing the official seal of the court may be transmitted electronically.

19.13 Each page of any document received by the clerk will be automatically imprinted by the clerk's fax machine, with the date and time of receipt. The date and time imprinted by the clerk's fax machine on the last page of a document will determine the time of filing. The clerk shall affix the clerk's official date and time stamp to the document. The official date and time stamp shall conform to the date and time imprinted on the last page of the document by the clerk's fax machine. Receipt by the clerk's fax machine of the electronic transmission of a document form with a proper charge authorization constitutes filing.



**THE SUPREME COURT OF TEXAS**

**CHIEF JUSTICE**  
THOMAS R. PHILLIPS

P.O. BOX 12248      AUSTIN, TEXAS 78711

TEL: (512) 463-1312

FAX: (512) 463-1365

**CLERK**  
JOHN T. ADAMS

**EXECUTIVE ASS'T.**  
WILLIAM L. WILLIS

**ADMINISTRATIVE ASS'T.**  
MARY ANN DEFIBAUGH

**JUSTICES**

RAUL A. GONZALEZ  
OSCAR H. MAUZY  
EUGENE A. COOK  
JACK HIGHTOWER  
NATHAN L. HECHT  
LLOYD DOGGETT  
JOHN CORNYN  
ROBERT A. "BOB" GAMMAGE

**August 14, 1992**

**Ms. Amalia Mendoza**  
**District Clerk**  
**Post Office Box 1748**  
**Austin, Texas 78767**

**Dear Ms. Mendoza,**

Please find a copy of the order of this Court of August 14, 1992, that approves local rules for receiving and filing electronically transmitted court documents in the district courts in your county.

Please note that the Supreme Court has been approving local rules provisionally. The Court believes that the Uniform Local Rules Committee is nearing completion of its task. You may therefore be asked to further amend your local rules in the not too distant future.

**Sincerely,**

**SIGNED**

**John T. Adams**  
**Clerk**

**Encl.**

**cc:**  
**Hon. B. B. Schraub**  
**3rd Admin Judicial Dist**

**County Clerk**

**Mr. Ray Judice**  
**Office of Court Admin**

**State Law Library**

**Chmn Supreme Ct Adv Committee**