



## Office of Court Administration Certification of Cost Recovery Fee for E-Filing

**REPORT IS DUE ANNUALLY**

**30 days following the last day of the county fiscal year**

**County:**

This certification combines the local \$2 eFiling revenues and expenditures for the County and includes all participating court levels.

This is the website address where the county maintains contact and other information for the courts.

**Website Address:**

**Report Completed By:**

**Name:**

**Phone Number:**

**Title:**

**Email:**

Include the beginning and ending months of the fiscal year being reported, e.g. 2013 (October 1 – September 30)

**Certification for  
Fiscal Year:**

Select Fiscal Year

Select Months

In accordance with the authority set forth in Subchapter C, Chapter 72, Government Code, Section 72.031, the County will collect a fee of \$2 for each electronic filing transaction to recover the actual system operating costs incurred by the County to accept electronic payment methods or interface with other technology information systems related to eFiling of court documents.

Description	Fiscal Year Total	Cumulative Total Since Implementing eFiling Under Gov't Code, Sec. 72.031
Actual dollar amount of fees collected		
Actual dollar amount expended under Government Code, Sec. 72.031(c)(1)		
Fees Collected Less Amounts Expended		
Projected expenditures for next fiscal year		

Place a check mark by the following statements to indicate the county's compliance with the following provisions of Govt Code, Sec. 72.031:

- The fee does not include amounts to recover employee costs, other than costs for directly maintaining the system.
- The County Commissioners Court has approved the fee using the county's standard approval process for fee increases.



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**Instructions for Completing Form**

**A single report is required for the entire county. If more than one level of court is collecting the \$2 local eFiling fee, please combine revenues and expenditures for all participating courts on a single form.**

- County:** Enter the County Name
- Website Address:** This is the address where the county maintains contact and other information for the courts.
- Report Completed By:** Enter the Name, Title, Phone Number, and Email address of the person completing this report.
- Certification Fiscal Year:** This is the last full county fiscal year for which data has not been previously reported under Gov't Code, Sec. 72.031(c)(1). For example, if the county has a fiscal year ending September 30, 2014, the certification fiscal year would be "2014." Because counties have different fiscal years, please include the beginning and ending dates of the fiscal year being reported, e.g. "**(October 1 – September 30)**." This report must be completed each year within 30 days of the last day of the county fiscal year as long as the county is collecting the \$2 fee.

Actual dollar amount of fees collected:

The Fiscal Year Total is the total dollar amount of the \$2 local fee authorized under Gov't Code, Sec. 72.031(c) that was collected during the certification year. This amount may be zero, depending on when the county started or stopped collecting the \$2 local fee. *NOTE: Do not include fees collected prior to 01/01/2014 that were authorized by statute other than Gov't Code, Sec. 72.031(c).*

The Cumulative Total is the "Fiscal Year Total" plus any fees collected in prior fiscal years.



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Actual dollar amount expended under Government Code, Sec. 72.031(c)(1):	The <u>Fiscal Year Total</u> is the total dollar amount of expenditures made by the county for actual system operating costs, as authorized by Gov't Code, Sec. 72.031(c)(1) during the certification year.  The <u>Cumulative Total</u> is the "Fiscal Year Total" plus any expenditures made in prior fiscal years.
Fees Collected Less Amounts Expended:	Both the <u>Fiscal Year Total</u> and the <u>Cumulative Total</u> are calculated by taking the difference between the Actual dollar amount of fees collected and the Actual dollar amount expended under Government Code, Sec. 72.031(c)(1). If expenditures are more than fees collected, this will be a negative number and should be shown in parentheses, e.g., (\$5,000).
Projected expenditures for next fiscal year	The <u>Fiscal Year Total</u> is the total amount the county projects it will spend in the next full county fiscal year for system operating costs, as authorized by Gov't Code, Sec. 72.031(c)(1).  This amount should be the county's best estimate based on available data.

Place a check mark by the statements at the end of the form to indicate the county's compliance with the stated provisions of Gov't Code, Sec. 72.031.

Please email this form to: [efilingfee@txcourts.gov](mailto:efilingfee@txcourts.gov).

If you have questions about completing this form, email [efilingfee@txcourts.gov](mailto:efilingfee@txcourts.gov) or call OCA at (512) 463-1625.