

**IN THE SUPREME COURT OF TEXAS**

Misc. Docket No. 93-0064

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**ADOPTION OF RULES FOR PARMER COUNTY  
FOR RECEIVING AND FILING  
ELECTRONICALLY TRANSMITTED COURT DOCUMENTS**

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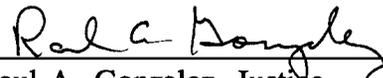
**ORDERED:**

At the request of the District Court of Parmer County, the attached rules are adopted governing the procedure for the District Clerk of Parmer County to receive and file electronically transmitted court documents. TEX. GOV'T CODE §§ 51.803, 51.807.

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

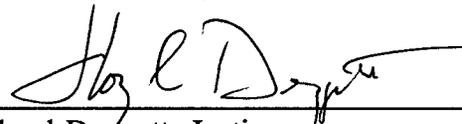
SIGNED AND ENTERED this 24<sup>th</sup> day of March, 1993.

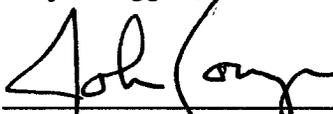
  
Thomas R. Phillips, Chief Justice

  
Raul A. Gonzalez, Justice

  
Jack Hightower, Justice

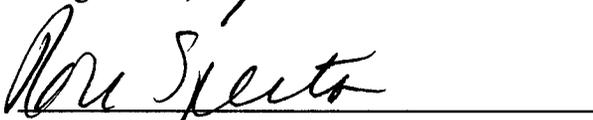
  
Nathan L. Hecht, Justice

  
Lloyd Doggett, Justice

  
John Cornyn, Justice

  
Bob Gammage, Justice

  
Craig Enoch, Justice

  
Rose Specter, Justice

**RULES GOVERNING THE PROCEDURE FOR THE  
DISTRICT CLERK OF PARMER COUNTY TO RECEIVE AND FILE  
ELECTRONICALLY TRANSMITTED COURT DOCUMENTS**

The following rules govern the procedure for the District Clerk of Parmer County ("the clerk") to receive and file electronically transmitted court documents.

1. 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.

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. Court costs, fees, and electronic transmission filing fees may be paid from escrow accounts deposited with the clerk or by other arrangements for payment with the clerk. Documents tendered to the clerk electronically without payment of court costs, fees, and electronic transmission fees or which do not conform to applicable rules, will not be filed.

4. A fee schedule for electronic filing shall be adopted annually by the clerk and approved by the local court.

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. Every document electronically transmitted for filing shall conform to the requirements for filing established 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.

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

8. 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 method of payment or escrow account debit for court costs and fees.

9. The clerk upon receipt of an electronically transmitted document shall verify the completeness of the transmission.

10. The clerk when satisfied that the transmission is complete shall confirm the charge authorization and note the authorization code on the cost receipt. Thereafter, the documents tendered electronically shall be deemed accepted for filing and the clerk shall affix the clerk's official date and time file stamp to the document.

11. 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.

12. 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.

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

14. Electronic transmission of a document does not constitute filing. Filing is complete when the clerk's official date and time file stamp is affixed to the document.

15. Each page of any document received by the clerk will be automatically imprinted with the date and time of receipt. The date and time imprinted on the last page of a document will determine the time of receipt but not time of filing. Transmissions completed during a normal business day before 5:00 p.m. and accepted for filing will be filed on the day of receipt. Transmissions completed after 5:00 p.m., on weekends or holidays will be verified and filed before 10:00 a.m. on the first business day following receipt of transmission. The sender is responsible for determining if there are any changes in normal business hours.



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

EXECUTIVE ASST.  
WILLIAM L. WILLIS

ADMINISTRATIVE ASST.  
MARY ANN DEFIBAUGH

JUSTICES  
RAUL A. GONZALEZ  
JACK HIGHTOWER  
NATHAN L. HECHT  
LLOYD DOGGETT  
JOHN CORNYN  
BOB GAMMAGE  
CRAIG ENOCH  
ROSE SPECTOR

March 25, 1993

Ms. Marjorie Watkins  
District Clerk  
Post Office Box 888  
Farwell, Texas 79325

Dear Ms. Watkins,

Please find enclosed, a copy of the order of the Supreme Court that approved local rules for receiving and filing electronically transmitted court documents.

Sincerely,

SIGNED

John T. Adams  
Clerk

Encl.

cc: Hon. Ray D. Anderson  
9th Admin Judicial Rgn

Hon. Jack D. Young  
287th District Court

Parmer County Clerk

Supreme Court Adv Committee

Mr. Raymond Judice  
Office of Court Admin

State Law Library

**MARJORIE WATKINS**

**PARMER COUNTY DISTRICT CLERK**

**287TH JUDICIAL DISTRICT**

**P.O. BOX 888 - FARWELL, TEXAS 79325 - (806) 481-3419**

DATE December 30, 1992

TO Chief Justice  
Supreme Court of Texas  
Supreme Court Building  
Austin, Tx 78701

SUBJECT Order Establishing a System  
for Electronic Filing of Documents  
in Parmer County, Texas, 287th  
Judicial District, Farwell, Tx

Dear Sir:

Enclosed is the above order which our District Judge has approved and signed. Please consider this matter and approve it or advise me as to anything else that I need to submit to you.

Sincerely,



District Clerk

SIGNED \_\_\_\_\_

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

The District Court of Parmer County, Texas hereby adopts the following system for the electronic filing of documents by the District Clerk of Parmer County.

1. The District Clerk is authorized to accept for filing via electronic transmission any documents which might be filed in a court action except: (a) returns of service on issuances; (b) bonds; or (c) signed orders or judgments.

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 for filing until arrangements have been made for payment or through an escrow account established with the clerk.

4. A fee schedule for electronic filing shall be adopted annually by the clerk and approved by the Court.

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 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 8 1/2 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 telecopies 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.

C. A cover sheet must accompany every transmission and

(1) clearly identify the sender, the documents being transmitted, and the number of pages;

(2) have clear and concise instructions concerning issuance or other request; and

(3) have complete information on the method of payment or escrow account debit for court costs and fees.

D. The clerk upon receipt of an electronically transmitted document shall verify the completeness of the transmission.

E. The clerk when satisfied that the transmission is complete shall confirm the method of payment and note the authorization code on the cost receipt. Thereafter, the documents tendered electronically shall be deemed accepted for filing and the clerk shall affix the clerk's official date and time file stamp to the documents.

F. If the transmission is found to be incomplete or court cost 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.

G. 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.

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

Electronic transmission of a document does not constitute filing. Filing is complete when the clerk's official date and time file stamp is affixed to the document.

J. Each page of any document received by the clerk will be automatically imprinted with the date and time of receipt. The date and time imprinted on the last page of a document will determine the time of receipt but not time of filing. Transmissions completed during a normal business day before 5:00 p.m. and accepted for filing will be filed on the day of receipt. Transmissions after 5:00 p.m., on weekends or holidays will be verified and filed before 10:00 a.m. on the first business day following receipt of transmission. The sender is responsible for determining if there are any changes in normal business hours.

It is therefore ORDERED that this system for electronic filing of documents in the District Court of Parmer County be, and the same is adopted, effective upon approval by the Supreme Court of Texas; 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 Court of Parmer County, Texas.

SIGNED this the 29<sup>th</sup> day of December, 1992.

Jack D Young  
Jack D. Young, Judge of the 287th  
District Court, Farmer County