

Bastrop County Clerk

Helpful Hints for E-File

The Texas Supreme Court has issued a mandate for e-filing effective January 1st, 2014. Bastrop County will be mandatory effective July 1, 2015.

- 1.) All filings are required to be e-filed if you are represented by an Attorney. If the document is sealed please contact our office by phone at 512-581-7134 to be informed of our process for these documents.
- 2.) When entering your parties and addresses into your Electronic Service Provider please ensure that all party names and address information is completed.
- 3.) Please ensure that all Attorney and Pro-Se information is provided in the signature block. A signature is required per the Mandate either: /s/plus name, digital signature or handwritten.
 - a.) For Attorneys the information required: Full Name, Bar Number, Address, Phone Number, and E-mail are required.
 - b.) For Pro-Se the information required: Full Name, Address, Phone Number, and E-mail required.
- 4.) A Civil Case Information Sheet is required with all NEW cases.
 - a) Civil Case Information Sheet must be an additional lead document.
- 5.) When submitting a probate the following documents need to be attached to the application DO NOT file them as lead documents:
 - a.) Will
 - b.)Death Certificate
- 6.) We must receive the Original Will within 3 days of filing date.
- 5.) When filing a new case please make sure that you include all fees. Posting notice and publication fees are included in our filing fee. If you are requesting additional issuance make sure you select the appropriate fee associated with the document.
- 6.) Documents must be a single PDF.
- 7.) All pleadings that require a file stamp should be the LEAD DOCUMENT. You can have multiple lead documents in a single envelope.
- 8.) If submitting a Proposed Order as a single document without an attached motion please file as a lead document.