

Wise County Clerk E-file Frequently Asked Questions:

Most service issued requires a document to be attached, you must add the “Copies -Non-Certified (\$1.00)” fee and enter the number of pages the clerk needs to print. The fee is \$1.00 per page (ex: Petition has 5 pages, 3 citations are requested:

5 X 3 = 15 pages that will need to be printed by the clerk. The total “Copies for Service” fee is \$15.00.)

Q: Will you reject my paper recording on July 1, 2015?

A: Any documents received by mail that are postmarked prior to July 1, 2015 will be accepted under current paper filing procedure. Any documents postmarked July 1, 2015 or later will be rejected and returned to the filer for e-filing. Any documents hand-delivered for filing on July 1, 2015 or later will be rejected and you'll be required to E-file the documents.

Q: What if I can't find my case when I'm searching electronically?

A: Do a case search and enter Case Number, Search by County/Court and “Go”. The “advanced search” allows you to enter case type. Because of JCIT Standards the case type may have been made more specific in Odyssey and you may not find it as your searching it.

Q: Do I have to sign all documents?

A: An electronic signature (i.e., /s/ John Doe) or scanned handwritten signature is acceptable. (TRCP 21(f)(7))

Q: Do I have to include an email address on every document?

A: Yes (TRCP 21(f)(2))

Q: How do I pay for citation/service/etc after I have already filed the original application?

A: Open a subsequent filing for the case number you are wishing to pay into. Add a “No Fee Document” (correspondence requesting issuance/service/etc). Under “Optional Fees” select the fees you wish to pay for that case. Pay by credit card as normal.

Q: How do I get signed copies of my documents after approval/order?

A: A signed copy of the document will be emailed to you by the deputy clerk.

Q: When is the original Last Will and Testament due to the County Clerk?

A: Within three days of electronically filing the Application. (TRCP 21(f)(12))

Q: When is the Proof/Order/Oath required to be filed?

A: At least three (3) days prior to the probate hearing. (Local requirement)

Q: What if I am filing a case with an Affidavit of Indigence, or if I have been court appointed to represent a litigant? How are the fees handled?

A: You will have a “waiver” option for those instances where you are not required to make a payment. (Please check with your EFSP provider to verify they provide the “waiver” option.

Q: What do I do if I need additional technical assistance?

A: Go to www.efiletexas.gov or call (855)839-3453 (7A-9P) M-F for technical support of the Efile site.