

ANDREWS COUNTY *E-FILE* TIPS

1. We charge \$1.00 per page of petition or instrument to be served, so be sure and add the copy fee when requesting service.
2. Please do not attach anything to your pleadings or instruments. File each filing as a separate lead document. The only thing that should be an attachment is an exhibit.
3. All documents can be included in the same envelope. Just make each one a lead document.
4. Be sure and make sure your scanner is not duplexing your documents. We will reject it if pages are accidentally duplexed.
5. When filing Citations, please file with the front page first. **NOT** the service page.
6. When requesting service, please include a cover letter as a separate lead document that explains in detail what type of service you are requesting.
7. We **DO NOT** file discovery of any kind. If you need to attach discovery to the service, we will return service to you and you can attach it at that time.
8. The length of the filename, names or addresses should be restricted to 50 characters or less.
9. Please send proposed order as separate lead document. We will remove the file mark and send it to the Judge. (for CPS and AG cases, attorney please forward orders to appropriate judge, then e-file the signed order to us)
10. Please be sure and include the BVS report (as a separate lead document) to all divorce cases when filing the case.
11. Motions and their corresponding Orders must be filed at the same time in the same envelope as separate lead documents.