

Guadalupe County Clerk

Local E-Filing Practices

Clerk Information

Honorable Teresa Kiel

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Seguin, Texas 78155

Courts Department:

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General Information

- We do NOT accept the following payment methods for E-Filing:
 - American Express
 - eChecks
- Courts are integrated with efile.txcourts.gov – accepted filings are instantly entered in local case management system.
- Courts are NOT charging the \$2 cost recovery fee.
- Attachments will NOT be accepted unless they are proposed orders, judgments, or other documents requiring a judge's signature.
- Multiple lead documents per filing submission are allowed.

Initial Filings

- Civil Case Information Sheet should be submitted as a separate Lead Document, following the application or pleading.
- Exhibits should not be submitted as Attachments – they should be made part of the pleading in which they are referenced or other lead document, i.e., cover letter, etc.
- Requests for citations, copies, service, etc. are available under Optional Services.
 - NOTE: Citation fees are NOT included in initial case filing fees, and must be selected from Optional Services.
 - Copies for attachment to citations or other process may be selected from Optional Services, or the filer can deliver printed copies for attachment.
- The addresses of the parties in all civil, probate and guardianship actions are required under §30.015, Civil Practice & Remedies Code.
- The last 3 digits of each applicant's Social Security number and driver's license number, as applicable, is required in all civil, probate and guardianship actions under §30.014, Civil Practice & Remedies Code, and §§256.052(a), 257.051(a), and 301.052(a), Estates Code.
- Submit each document as a separate lead document so that they will be properly indexed in the local case management system.

Subsequent Filings

- Items not needing a file stamp (proposed orders, etc.) should be submitted as Attachments to the related pleadings or a cover letter filed as lead documents.
- Proposed orders should be filed as Attachments to the related lead document or to a cover letter.
- Motions should be filed as Lead Documents.
- Exhibits should be made part of the related pleading that will be filed as a Lead Document.