

Bosque County District Clerk

E-filing Business Processes

Returned for Correction Criteria

Submissions will be returned for correction by the District Clerk for the following reasons:

- Wrong jurisdiction Your document indicates a different county or the Bosque County Clerk
- Incorrect or missing fees If you had made an incorrect choice and the amount is actually higher, your submission will be returned for correction since the higher amount is not guaranteed.
- Poor quality of document The document is illegible, not properly rotated
- Document not allowed to be e-filed Statutes/rules prohibit the filing of the document. (Usually, discovery documents directed to case parties or documents which have designated as confidential)
- Separate submissions required Any document requiring additional information to be added – hearing dates and times, signatures – must be submitted **individually** as a **separate** filing.

The above list of returns is not all-inclusive.

If your filing is returned for correction for a reason not listed above, the clerk will add the reason in the return comment section.

Bosque County Standing Orders (regarding Children, Property and Conduct of Parties) are required to be added as a part or as an attachment to the Petition on family suits before citations will be issued.

Motions needing hearing dates: (preferred method)

- Submit motion by e-file
- When accepted, the clerk will forward to coordinator for hearing, date and time
- E-file notice of hearing with date/time of hearing information.

Fees: The correct statutory fees are to be added by the filer and are subject to rejection. If you are unsure of the correct fees, please call the District Clerk's office at 254-435-2334.

When a submission with fees is made:

- Actual fee(s) is less: The District Clerk will correct and accept
- Actual fee(s) is more: clerk will return for correction since the funds are not guaranteed.

Issuance and County Service Fees (citations, notice, etc)

You may request issuance, pay for service and purchase copies for service documents through E-file Texas.

Please call the clerk's office at 254-435-2334 if you have any questions.

Agreed Motions and Orders:

- Submit motion and order as SEPARATE lead documents.
- Orders will be sent to the designated court for review
- If signed by the Court, the order will be emailed to you or mail.

Proposed Orders

- Proposed order filed as a SEPARATE lead document, do not file as attachment.
- Will be forward to the designated court for review
- once the Order is signed, we will email the order to you or mail.