



# TERRI ROSS

## Upshur County Clerk

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75644

100 West Tyler  
PO Box 730  
Gilmer, TX

## NOTICE

E-File Mandate effective January 1, 2016 for Upshur County.

Per the Texas Supreme Court mandate miscellaneous order MD 12-9208, **all documents that are part of civil matters must be e-filed.**

Mailed documents will only be accepted by Pro-Se filers as they do not fall under the Mandate issued by the Supreme Court. Documents mailed from an attorney will be returned **unfiled** so that they may e-file them accordingly.

Paper documents brought in to the County Clerk's Office will only be accepted by Pro-Se filers, Original Orders from the Judge or paper documents that were accepted as Bench Filings with proper date/time stamp by the Judge as per statute. **NO FAX filings** will be accepted by this office. **No paper documents from attorneys will be accepted over the counter for filing in the County Clerk's Office, unless they fall the exceptions listed below.**

This mandate does not apply to individuals who are **not represented** by attorneys.

### **Exceptions to e-filing:**

Wills are not required to be filed electronically. If a will is filed electronically, the original must be presented to the Clerk's Office within 3 business days after the application is filed.

The following documents **must not** be filed electronically:

- Documents filed under seal or presented to the court in camera; and
- Documents to which access is otherwise restricted by law or court order.

Please visit [www.efiletexas.gov](http://www.efiletexas.gov) for registration information and for additional information to assist with electronic filing.

Respectfully,  
Terri Ross  
Upshur County Clerk

*Office of the Upshur County Clerk*

Preserving the History of Upshur County