

Sherman County & District Clerk

E-filing Business Processes

Filing Deadlines

The Sherman County and District Clerk's office requires e-filing to be made before 4:00 Monday-Thursday and 1:00 On Friday's for "same day" filings. If you have a special circumstance, please contact our office at 806-366-2371.

Returned for Correction Criteria

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

- Your document indicates a different county or district
- Incorrect or missing fees
- Inadequate quality of the document, document is illegible, or not properly rotated
- Statutes/rules prohibit the filing of the document.
- Any document requiring additional information (hearing dates and times, signatures)

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.

Motions needing hearing dates: (preferred method)

- Submit motion by e-file
- When accepted, call court and coordinate 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 Sherman County & District Clerk's office at 806-366-2371

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. The request for issuance forms and instructions are located on the e-filing webpage. Using the provided forms and instructions will help us serve you much more quickly and efficiently.

Please call the clerk's office at 806-366-2371 if you have any questions.

Agreed Motions and Orders:

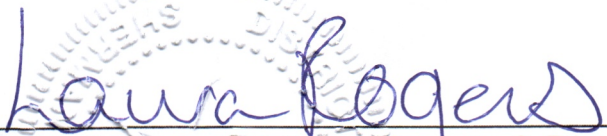
- Submit motion and order as separate lead documents.
- Orders will be sent to the court for review

Proposed Orders

- Proposed order filed as a separate lead document
- Will be forward to the court for review

Courtesy Copies: Judges may request paper courtesy copies of any papers filed electronically. Attorneys will be informed of any special requirements by the individual judges.

These policies are effective immediately



Laura Rogers, Sherman County & District Clerk

