

District Clerk Electronic Filing and Service



June 4, 2014, the Ellis County District Clerk began accepting documents by e-filing permissively. January 1, 2015, it will be mandatory for attorneys to e-file on all civil and family cases in Ellis County. E-filing guides, training and other helpful information are available at www.efiletexas.gov.

Service Request Forms for e-Filing

There are four (4) forms available below which will need to be used when requesting any type of issuance to be completed by the Ellis County District Clerk.

Please select the form which fits your request:

- [E-filing Request for Issuance of a Process](#)
- [E-filing Request for Issuance of an Order Withholding to Employer](#)
- [E-filing Request for Subpoena](#)
- [E-filing Request for Abstract of Judgment, Execution &/or Order of Sale](#)

When requesting issuances through the e-filing system:

- The request form MUST be a separate lead document (it is not an exhibit to another document, so please do not add it as an attachment to another lead document)
- Select the Filing Code: "Request for Issuance of"
- Select the correct Issuance Fee under "Optional Services"
- **If requesting issuances to be served by Certified mail or through the Ellis County Constable or Sheriff, the fees for a copy of the Pleading to be served NEED to be paid. Select "Copy(ies) for Service (\$1 per page)**
- If an Ellis County Constable or Sheriff is to serve the issuance, please select the appropriate service fee under Optional Services
- Upload the "Request for Issuance form" and DO NOT attach the pleading to be served
- Complete the e-filing submission

eFile Support

Technical Support: 855-839-3453 or
support@eFileTexas.gov