Wise 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 Wise County Clerk

INCORRECT OR MISSING FEES: A "hold" is placed on the amount of funds based on your filing selection. If you have 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

SEPARATE SUBMISSIONS REQUIRED: Any document requiring additional information to be Added- hearing dates and times, signatures- must be Submitted individually as a separate filing

ORIGINAL PETITIONS IN FAMILY LAW- WITH COURT STYLE: Family law cases filed in Wise County are split between the 271st Judicial District Court and the County Court at Law #2. Once the clerk has assigned the case to the appropriate court, the style will be filled in on your petition before it is accepted

NO STANDING RESTRAINING ORDER ATTACHED: All Family Law pleadings must have a copy of the WISE COUNTY STANDING ORDER REGARDING CHILDREN, PROPERTY AND CONDUCT OF THE PARTIES attached. This order can be found in the Forms section of the District Clerk's website.

The above list of returns is not all-inclusive.

The clerk will add the reason in the return comment section on all rejected submissions.

Motions needing hearing dates: (preferred method)

- Submit motion to be e-filed
- When accepted, call court and coordinate hearing date and time
- Submit notice of hearing with date/time of hearing information under the filing code "Proposed Order"

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
(940) 627-5535 ext. 3.
When a submission with fees is made, a "hold" will be placed on the amount of funds needed for the transaction.

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

In addition to court costs you will be charges a fee of $2.00 per envelope by the Wise County District Clerk's office. Gov. Code 72.031

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 (940) 672-5535 ext 3 if you have any questions.

Motions and Orders:

- Submit motion and order as separate lead documents
- The Proposed Order will be printed and sent to the court for review
- If signed by the Court, the order will be emailed back to you