

Guadalupe County Clerk Local E-Filing Practices

Clerk Information

Honorable Teresa Kiel

211 W. Court Street
Seguin, Texas 78155

Courts Department:

Phone: (830)303-8861

Fax: (830)372-1206

Email: cccourts@co.guadalupe.tx.us

General Information

- We do NOT accept the following payment methods for E-Filing:
 - American Express
 - eChecks
- Courts are integrated with efile.txcourts.gov – accepted filings are instantly entered in local case management system.
- Courts are NOT charging the \$2 cost recovery fee.
- **Documents submitted as Attachments will NOT be file marked.**
- Multiple Lead Documents per filing submission are allowed.
- **DO NOT E-FILE PROPOSED PROBATE/GUARDIANSHIP HEARING DOCUMENTS**, i.e., Proof of Death, Order Admitting Will or Appointing Guardian, Oath, etc. – these documents must be emailed to the court coordinator for judicial review prior to hearing. Visit <http://www.co.guadalupe.tx.us/probate/probate.php> for County Court email address, or <http://www.co.guadalupe.tx.us/ccl/ccl.php> for County Court at Law email address.

Initial Filings

- Exhibits that are meant to be filed with a pleading should not be submitted as Attachments – they should be included in the pleading in which they are referenced or other Lead Document, i.e., cover letter, etc.
- Requests for citations, copies, service, etc. are available under Optional Services.
 - NOTE: Citation and service fees are NOT included in initial case filing fees, and must be selected from Optional Services.
 - “COPIES” may be selected from Optional Services to attach to citations for service, or the filer can deliver printed copies.
- The addresses of the parties in all civil, probate and guardianship actions are required under §30.015, Civil Practice & Remedies Code.
- The last 3 digits of each applicant’s Social Security number and driver’s license number, as applicable, is required in all civil, probate and guardianship actions under §30.014, Civil Practice & Remedies Code, and §§256.052(a), 257.051(a), and 301.052(a), Estates Code.
- Submit each document as a separate Lead Document so that they will be properly indexed in the local case management system.
- Proposed orders should be filed as PROPOSED ORDER.

Subsequent Filings

- Documents that should not be file marked should be submitted as Attachments to the related pleadings or a cover letter filed as Lead Documents.
- Proposed orders should be filed as PROPOSED ORDER.
- Bonds should be filed as BOND.
- Motions should be filed as Lead Documents.