

## TRAVIS COUNTY FILERS for CRIMINAL COURTS

### NOTICE REGARDING MANDATORY E-FILING OF SUBSEQUENT DOCUMENTS and MOTIONS AND PROPOSED ORDERS

Effective July 1, 2026, to fully comply with the 2016 Texas Supreme Court mandate for Criminal matters, electronic filing of all subsequent documents will be required for all attorneys filing in Travis County Courts at Law #3-#9.

When submitting motions and proposed orders through your Electronic Filing Service Provider (EFSP), each document must be filed as a separate Lead Document.

#### HOW TO FILE:

1. Upload the Motion as a Lead Document and select the appropriate filing code.
2. Select “Add Filing” (or the equivalent option within your EFSP).
3. Upload the Proposed Order as a separate Lead Document.
4. Select the appropriate filing code for the Proposed Order.
5. Submit both documents within the same filing envelope.

#### IMPORTANT:

- Do not combine motions and proposed orders into a single PDF.
- Each document requiring a file stamp must be uploaded separately as its own Lead Document.
- Supporting exhibits may be filed according to the filing requirements available through your EFSP and the applicable court.

#### PLEASE NOTE

Motions and proposed orders submitted as a single document may be returned for correction or may result in processing delays. To ensure timely review and processing, submit each document separately as a Lead Document.

For additional guidance regarding Lead Documents and e-filing requirements, please visit:

<https://efileandservetx.zendesk.com/hc/en-us/articles/12425515709069-What-is-a-Lead-Document>

Thank you for your cooperation as Travis County continues implementation of statewide e-filing requirements.