



Angelia Orr

Hill County District Clerk

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E-Filing Tips for Hill County District Clerk's Office

1. Please add all party information you have such as addresses, dob, SSN, phone numbers or your filing may be rejected
2. Please use the correct filing code or choose one as close as you can. Always include the title of the document in filing description or your filing may be rejected.
3. Check your fees and be sure that fees for copies to be attached to issuance are included and paid for
4. Please use the comment space to provide your instructions on how you want the issuance handled i.e. "mail back to us", "hold for pick up", etc.
5. If you efile a document the night before or the day of a hearing, please call us and let us know. We work our efile in the order it is received unless we know it will be needed almost immediately then we can retrieve your document and work it.

We are entering into a new exciting era in our office. Our software installation has now been integrated with the Texas Efile system. This should allow for all parties to a suit to receive electronic copies of documents efiled if their email address is included in the filing. We appreciate your participation in efilings. While it is mandated by the Texas Supreme Court, we do realize that this is a new process for us all and we want to help as much as possible. Don't forget we do accept criminal efilings as well.

Please call us if you have a specific question about efilings to our courts 254-582-4042. Please call tech support for Efilers at 1-800-297-5377 if you need general help about efilings. If you need a record search or a specific document please use our website hillcountycdc.com and fill out a records request to have documents either mailed, or emailed to you.

Sincerely,

Angelia Orr