



NOTICE OF PROCESS CHANGE

E-FILING PROPOSED ORDERS

Effective Wed., Jan. 2, 2019 the Dallas County Clerk - Civil Division will be implementing the newest proposed order filing standards determined by the Judicial Committee on Information Technology (JCIT), Technology Standards

[\(http://www.txcourts.gov/jcit/technology-standards/\)](http://www.txcourts.gov/jcit/technology-standards/).

4.6 OTHER STANDARD ELECTRONIC FILING SYSTEM CONFIGURATIONS

4.6.1 STANDARD FILER PROCESSES

All filers using the electronic filing system must follow the standard processes when filing particular items with the court. Clerks may not return a document for correction if the filer followed the processes outlined below.

4.6.1.1 Proposed Orders

Proposed orders may not be combined into one computer file with a motion or other document.

A proposed order may not be the lead document in an envelope containing a motion or other document. When filed with a motion or other document, a proposed order must be filed as an attachment in the same envelope as the motion or other document.

If nothing is being filed along with the proposed order, the proposed order must be the lead document.

We appreciate the opportunity to serve you.

Civil Division Management
John F. Warren, County Clerk
Dallas County Texas