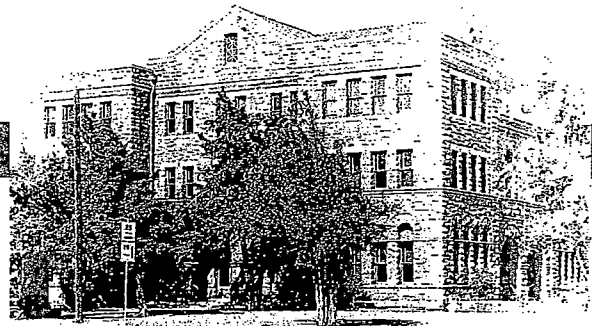


County of Archer

North Central Texas ~ Created 1858 ~ Organized 1880



LORI RUTLEDGE
ARCHER COUNTY DISTRICT CLERK
P.O. BOX 815
ARCHER CITY, TX 76351
Phone (940)5744615
Fax (940)574-2432

NOTICE

Reminder: E-File Mandate effective July 1, 2016 for Archer County

Per the Texas Supreme Court mandate miscellaneous order MD 12-9208, all documents that are part of civil matters must be e-filed.

Mailed documents will only be accepted by Pro Se filers as they do not fall under the Mandate issued by the Supreme Court. Documents mailed from an attorney will be returned unfiled so that you may e-file them accordingly.

Paper documents brought in to the District Clerk's office will only be accepted by Pro Se filers, Original Orders from the Judge or paper documents that were accepted as Bench Filings with the proper date/time stamp by the Judge as per statute. **NO FAX filings** will be accepted by this office. **No paper documents from attorneys will be accepted over the counter for filing in the District Clerk's office, unless they fall under the exceptions listed below.**

This mandate does not apply to individuals who are **not represented** by attorneys.

The following documents **must not** be filed electronically:

- Documents filed under seal or presented to the court in camera; and
- Documents to which access is otherwise restricted by law or court order

For your convenience, we have added an e-file station, equipped with a scanner, or you may also bring a flash drive with your ready-to-file documents.

Please visit www.efiletexas.gov for registration information and for additional information to assist with electronic filing.

Respectfully,
Lori Rutledge
Archer County District Clerk