



POTTER COUNTY E-FILING IS NOW ACCEPTING FILINGS IN CRIMINAL CASE TYPES

Mandated Criminal eFiling is July 1, 2018

<http://www.txcourts.gov/media/1403644/16-003-order-mandating-statewide-electronic-filing-in-criminal-cases.pdf>

Information You Need to Know:

1. The Potter County District Clerk does not charge the \$2.00 transaction fee
2. The filer will need to create a waiver payment type on their side of e-filing.
3. Documents that need to be filed in Magistrate (Probable Cause) please use:
Case# PC-CRIM-FELONY and please place the Defendant's name in the filing description field (under the District Clerk Potter County)
4. Any Documents filed *ex parte*, in camera or under seal **should not be e-filed.** These documents should be filed over the counter in your usual manner.

If you have any questions please contact our office at (806) 379-2313. Rule for Electronic Filing in Criminal Cases can be found at:

<http://www.txcourts.gov/media/1438082/179039.pdf>