



**Juli Luke**  
**County Clerk**  
Denton County Courts Building  
**FAX Filing Information Sheet**

The Denton County Clerk is authorized to accept documents being filed in a court action via facsimile with exception to the following types of documents: **(a) Returns of service on issuances; (b) bonds; (c) any type of Agreed Final Judgment**, pursuant to section 5.1 of the *Local Rules*.

In order to charge an account, each attorney wishing to file paperwork by fax must complete the Fax Filing Cover Sheet. Documents requiring filing fees will be accepted via fax and the filing fees will be charged to your credit card along with the fax filing fee of \$1.00 per page and a credit card transaction fee of \$2.50.

Fax filing is a convenience for you and the members of the County Clerk's Office. In order to expedite the filing of your document, please provide the clerk with the accurate account information and a legible document. You will also be provided with a cover sheet to use when faxing a document to the Clerk's Office. Please use this cover sheet to ensure that all required information is provided at time of filing.

Documents being filed by fax **MUST** be faxed to the correct number and must be accompanied by a completed *Cover Sheet* in order to be processed by the County Clerk's Office. Faxing documents to the wrong fax number will result in a rejection of your filing and delay the filing process. There are no exceptions. If a filing is being rejected for another reason, a detailed explanation will be faxed to you along with the first page of the document in question. Once the document has been filed, you will receive a fax confirmation and the front page of the file-marked document as your receipt. **DO NOT** send the original document to the Clerk's Office.

***Local Rules are located on the website below:***

[http://dentoncounty.com/~media/Departments/District-Clerk/PDFs/Uniform\\_Rules\\_05\\_2004\\_New.pdf](http://dentoncounty.com/~media/Departments/District-Clerk/PDFs/Uniform_Rules_05_2004_New.pdf)

Office hours: Monday thru Friday 8:00 a.m. until 5:00 p.m., with the exception of Wednesday. The office closes at 4:30 p.m. on Wednesdays. To insure a document is filed on the day it is faxed, the **LAST** page of the document should be received 30 minutes prior to the close of that business day. For example, on a regular business day, the last page of a document faxed should have a printed time of no later than 4:30 p.m. in order to be appropriately and timely filed that day. Any printed time thereafter will be filed the next business day. The same rule applies for Wednesday; however, the printed time should be no later than 4:00 p.m. All funds will be verified prior to accepting a filing. Should you have any questions regarding fax filing, please do not hesitate to contact one of the department supervisors.

**Criminal Clerks: 940-349-2014**



## FAX FILING COVER SHEET

To: Denton County Clerk, Juli Luke

Department: Criminal Court

FAX Number: 940/349-2015

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Firm Fax: \_\_\_\_\_ (to receive your confirmation)

Firm E-Mail: \_\_\_\_\_

Court-Appointed Attorney: \_\_\_\_\_ Retained Attorney: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_

Visa  Master Card  Discover  American Express (check which applies)

CVV# \_\_\_ \_\_\_ \_\_\_ (security code on back of card) Exp. Date: \_\_\_ / \_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

**\*\*Note\*\* The ZIP Code must match the cardholder's billing address; if it does not, the transaction will be declined.**

**Authorized Signature:** \_\_\_\_\_

This form authorizes the County Clerk to charge my credit card account listed above for the document(s) filed by fax which includes the fax filing fee of \$1.00 per page, any court fees associated with this filing and a credit card transaction fee. It is my understanding that any and all filing fees required will be charged to my credit card as provided.