

Information & Instructions: Filing letter to the court

PREVIEW

1. Filing letters may be used to transmit to the court frequently filed documents. Some courts have special intake forms that must be completed when filing court pleadings such as forms to assist the court in processing service of citations.
2. Some courts now allow fax transmission of court filings. Check with the clerk's office to inquire about maintaining a deposit for fees or credit card billing. This can eliminate the need to file documents in person or through the use of a delivery service.
3. Texas Rule of Civil Procedure 191 provides the following documents are no longer filed with the court clerk's office, unless ordered by the Court:

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- a. Depositions TRCP Rule 190
- b. Requests for Production of Documents, Examination of Real Estate, Responses Thereto TRCP Rule 196
- c. Requests and Motions for Entry Upon and Examination of Real Estate
- d. Depositions Upon Written Questions TRCP Rule 199; and
- e. Interrogatories or Copy of Interrogatories TRCP Rule 197. [Former rule required filing with the clerk amended rule has deleted the filing requirement.]

Form: Filing letter to the court

THIS DOCUMENT

[Date]

[Name], Clerk of the Court

[Address]

Regarding: [Case name, case no., and Court]

Dear [Name-Clerk of the Court]:

Please file the following documents or pleadings [list the documents or pleadings]

[If applicable:

THANK YOU

Please set the same for hearing on [Date] at [time].

Request the Judge to sign the enclosed order.

Please return the enclosed documents.

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Enclosed is our check in the amount of \$[Amount] to cover the costs incurred in this matter.

PREVIEW

By copy of this letter, we are forwarding a copy of the enclosed, to all parties of record's opposing counsel or party if represented "pro se".

Please acknowledge your receipt of this filing transmittal by affixing your stamp to a copy of this letter and returning it to the undersigned.

Thank you for your cooperation.

Very truly yours,

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[Attorney's name]

THIS DOCUMENT

THANK YOU

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