

FILING OF ORIGINAL COURT ACTIONS VIA FAX

THE SYSTEM FOR ELECTRONIC FILING OF DOCUMENTS IN COLLIN COUNTY HAS BEEN APPROVED BY THE SUPREME COURT AND THE CLERKS ARE ACCEPTING FAXED DOCUMENTS.

OUR FAX MACHINES USE PLAIN PAPER AND A LASER PRINTER, MAKING THE COPIES OF ARCHIVAL QUALITY. NO DOCUMENTS OR MOTIONS RECEIVED BY THE DISTRICT CLERK'S FAX MACHINE WILL BE ACCEPTED AND FILED UNLESS THE PARTIES TRANSMITTING DOCUMENTS HAVE AN ESTABLISHED ESCROW OR SUBSCRIPTION WITH THE COLLIN COUNTY DISTRICT CLERK'S OFFICE. THE ONLY EXCEPTION TO THIS RULE WILL BE INSTRUMENTS THAT A DISTRICT COURT JUDGE REQUESTED FROM THE SENDER.

A FEE SCHEDULE HAS BEEN ADOPTED FOR FILING VIA FAX AS FOLLOWS:

SUBSCRIPTION FEES FOR FILING:

LAW FIRMS OF MORE THAN TEN ATTORNEYS:	\$300.00 ANNUALLY
LAW FIRMS OF SIX TO TEN ATTORNEYS:	\$240.00 ANNUALLY
LAW FIRMS OF TWO TO FIVE ATTORNEYS:	\$180.00 ANNUALLY
SOLE PRACTITIONERS:	\$120.00 ANNUALLY
TITLE COMPANIES: SAME SUBSCRIPTION FEES AS ATTORNEYS (BASED ON NUMBER OF EMPLOYEES)	

SUBSCRIPTIONS ENTITLE THE SUBSCRIBER TO FILE NEW SUITS, PLEADINGS, REQUEST ISSUANCE OF SERVICE, ETC.. A FEE OF \$1.00 PER PAGE WILL BE CHARGED FOR THE CLERK TO PREPARE COPIES OF PLEADINGS TO BE ATTACHED TO ISSUANCE (I.E. COPY OF ORIGINAL PETITION ATTACHED TO CITATIONS). THE COPY COST WILL BE ADDED TO COURT COST. ANSWERS AND MOTIONS NOT REQUIRING FILING FEES ARE FILED AT NO CHARGE TO SUBSCRIBER.

SUBSCRIBERS CONDUCTING BUSINESS IN PERSON AND REQUESTING AN OUTGOING TRANSMISSION OF DOCUMENTS FROM THE DISTRICT CLERK'S OFFICE WILL BE CHARGED \$1.00 PER PAGE.

SUBSCRIBERS SHALL PAY NONREFUNDABLE SUBSCRIPTION FEES ANNUALLY OR SIGN AUTHORIZATION FOR THE CLERK TO CHARGE YEARLY SUBSCRIPTION FEES TO THEIR ESCROW ACCOUNT. SUBSCRIPTIONS MAY BE TERMINATED BY WRITTEN REQUEST OF SUBSCRIBER OR FOR NONPAYMENT OF ANNUAL FEE.

IN COLLIN COUNTY, SUBSCRIBERS SHALL ESTABLISH AN ESCROW ACCOUNT. COURT COSTS WILL BE DEBITED FROM THIS ACCOUNT. IT IS SUGGESTED THAT AT LEAST \$500.00 BE DEPOSITED TO ESTABLISH AN ESCROW ACCOUNT SINCE FILING OF A SUIT WITH ONE ISSUANCE IS NEAR \$327.00 FOR COURT COSTS. WHEN A DEBIT IS MADE TO THE ESCROW ACCOUNT, IT IS THE FIRM'S RESPONSIBILITY TO MAINTAIN THE BALANCE ON THE ACCOUNT. IF YOU WOULD LIKE A MONTHLY STATEMENT, YOU MAY REQUEST ONE FROM THE DISTRICT CLERK ACCOUNTS MANAGER. PLEASE KEEP AN ADEQUATE AMOUNT IN YOUR ESCROW ACCOUNT. OTHERWISE, THE CLERK WILL HAVE TO CONTACT YOUR OFFICE AND WAIT FOR REPLENISHMENT OF PROPER FUNDS BEFORE FILING YOUR DOCUMENTS.

THE FAX SUBSCRIPTION FEE AND THE ESCROW DEPOSIT MUST BE MADE WITH TWO SEPARATE CHECKS.