



WASHINGTON COUNTY COURT ADMINISTRATION

eFiling Frequently Asked Questions

Date of Filing	Documents will be considered filed as of the date and time, not as of the date and time court staff accept the document (exceptions, see Filing Rejections below).
Original Documents	Per court rule, the eFiled document is the original.
Notarization	Any document that must be notarized still requires an actual signature on paper; then the paper can be scanned and electronically filed.
Filing Rejections	All documents submitted for filing will be accepted for filing with the exception of: <ol style="list-style-type: none"> 1. Documents with insufficient or missing fees 2. Document with incorrect Venue 3. Documents with incorrect Case Number
Certified Copies	The process for creating a certified copy will remain the same at this time. The document will be printed and certified by hand.
Documents Required to be filed in paper form	Bonds Sureties/annuities Certified document Authenticated document Wills Birth Certificate (original/certified copy) Death Certificates (original/certified copy) Marriage Certificate (original/certified copy) Maps/Plats Abstract (property record) Exhibits (kept in exhibit vault) Torrens Decree Record
Documents that should not be eFiled	ICMC Data Sheets – are not to be eFiled,



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Receiving Service

Attaching your name to the service list of a case in File and Serve is considered agreeing to be electronically served on that case. You may only sign up yourself or members from your firm for electronic service on a case. It is up to each law firm to attach themselves to the Service List and agree to electronic service. Please attach yourself or members of your firm to the Service List immediately upon case initiation and acceptance by the court.