

Date: June 1, 2017

Announcement Regarding the Availability of Electronic Service Issuance

Starting **July 1, 2017**, the District Clerk will no longer assess fees for “service copies” at \$.25 per page for any customer requesting a civil citation if the citation is returned to the customer via e-mail. This is more commonly referred to as “Electronic Service”. Please indicate on the service request form (available on-line), the citation delivery method of e-mail. **All Citations not electronically issued are subject to all service copy fees.**

What you can expect from the clerk:

You will receive an official, digitally signed, and sealed citation with an attached status conference notice (when applicable) for service upon the defendant. This is referred to as an “Electronic Citation”. The file attachment is an adobe pdf file. The clerk will e-mail the electronic citation to the filing attorney’s e-mail address on file. Please be sure to include the e-mail address on the signature page of the Petition.

What actions are required upon receipt of electronic citation?

You will provide your own copies of the petition for service. The copy of the petition must include the case number and the assigned court (file marked copies are not required). File marked copies of the petition may be available from your electronic service provider or on-line by visiting our website at: <http://www.galvestoncountytx.gov/dc/Pages/default.aspx>

Currently, file marked documents subject to sensitive data security are not remotely available on our website. Progress is being made on launching the Attorney Portal (available the fall of 2017). This portal will provide to Attorneys of record, access to case records and documents subject to security settings. We hope you embrace this preferred service option and take advantage of the cost savings it provides.

All requested service types are available for electronic issuance and will be returned via e-mail delivery.