

**SELF-REPRESENTED LITIGANT**  
**REQUEST AND CONSENT**  
**FOR ELECTRONIC COURT NOTICES**

The Robertson County District Clerk's Office and Court Coordinator's Office sends Court generated Notices, Orders, Judgments and other documents electronically, on a voluntary basis, to self-represented litigants who consent to this process.

**UPON SUBMISSION OF THIS REQUEST:**

**Electronic transmittal (e-mail notices) of Court-generated documents will replace any other form of notices, and these offices will no longer mail hardcopies of any court documents through the U.S. Mail.**

The case management system utilized by the District Clerk and Court Coordinator allows only **one** email address per party.

If you choose to receive documents by email, the subject line of the email that is sent by these offices would appear as follows:

Subject: "[Cause Number]; [Title of Document]"

Example: 22-07-D11381-DV – Decree

By providing your email address below, you are voluntarily consenting to receiving Court generated documents electronically. If you have any questions, please contact this office at 979-828-3636 or by email at [baxtell@co.robertson.tx.us](mailto:baxtell@co.robertson.tx.us).

Please return this form via hand-delivery or U.S. Mail to:

ROBERTSON COUNTY DISTRICT CLERK  
PO Box 250  
103 E Morgan Street  
Franklin, Texas 77856

\_\_\_\_\_  
Email Address of Self-Represented Litigant

\_\_\_\_\_  
Cause Number to Accept Email Notices

\_\_\_\_\_  
Printed Name of Self-Represented Litigant

\_\_\_\_\_  
Signature of Self-Represented Litigant

**\*\*\*NOTICE\*\*\***

It is very important that you provide to this office a formal written notice of any change in your contact information, including removing an old email address or adding a new one.

Thank you.