Mastering the basics of the state's new e-filing system

Tips on how to send a file, make

a payment and avoid common mistakes

From the District Clerk

Everybody has become frustrated while unsuccessfully trying to buy something online or while filling out an e-form. Some of you – I hope it's a minority - may have become similarly frustrated while submitting a file via the state's new portal.

There's nothing worse in today's high-tech saturated world than having your work not reach its target because of digital snafus. I know. I'm a consumer, too.

I asked my staff to put together a Power Point presentation with the aim of providing a simple roadmap for filing documents via the state's system.

Hope it helps!

Sincerely,

Harris County District Clerk

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Introduction

The state Supreme Court mandated that the civil and family courts in Harris County accept only e-filings from lawyers as of January 2014.

The state contracted with Tyler Technologies to create and run the e-filing portal eFileTexas.gov, through which all lawyer-submitted files will arrive at district clerks' offices.

All files sent to eFileTexas.gov must be sent via an electronic file service provider (EFSP).

This Power Point presentation is intended to:
- Help filers send files correctly to eFileTexas.gov and the Harris County DCO
- Inform filers on how to set up a payment system
- Describe common filing mistakes and ways to avoid them

The District Clerk's Office does not run eFileTexas.gov or the EFSPs.

Choosing an EFSP

The state requires files to be sent to eFileTexas.gov via an EFSP. You can choose an EFSP from a list found at http://www.efiletexas.gov/service-providers.htm

Information on the list includes EFSPs' prices and features.

Choose an EFSP that fits your needs. Some offer training videos and webinars.

This presentation will include graphics from the state's EFSP site (https://efile.txcourts.gov/) as an example of an EFSP provider.

Registering with an EFSP

After you choose an EFSP, you will need to designate an employee to serve as your EFSP firm administrator.

The firm administrator should register with the EFSP online.

Each employee in the firm who can file via the EFSP must be signed up. The firm administrator can register employees or employees may register themselves. When registering, lawyers must include their bar numbers. **Be accurate.**

Registering with an EFSP

An EFSP will email passwords to each filer.

The firm administrator must:
- set up a payment method with the EFSP and supply credit card information
- set up a waiver account so the firm may select the fee waiver box when it is applicable

Searching for a case where a filing needs to go

You may search by:
- Case number
- Party name (except for confidential cases)

Searching for a case where a filing needs to go

You also need to say that you are searching Harris District Clerk in the location field.

Harris County District Clerk Marilyn Burgess

Searching for a case where a filing needs to go

When filing into an existing case at the Harris County DCO, first find that case on the EFSP site by doing a case number or party name search.

After you have found the case, you will see a folder icon. Click on the icon to file into the case.

Searching for a case where a filing needs to go

The Harris County DCO's civil and family courts store only e-case files (except for sealed files, which continue to be paper files).

The DCO's system is designed to allow e-filings to be submitted from the EFSP via eFileTexas.gov into your specific e-case file at the DCO.

Starting a filing for a new case

On the EFSP site, you will see an icon or link for a New Case. **Click it.**

1. Select Harris District Clerk as your filing destination.
2. Pick the type of court/category, such as civil - contract.
3. Select the type of case, such as debt/contract – debt/contract.
4. Select the attorney's name whose filing is being submitted.
5. Under filer type, your choices will be:
- Attorney
- Government filer
- Non-party filer
- Pro-se

For instance, if you are a court reporter submitting a file to a case, you are a non-party filer.

① Case Information ② Parties ③ Filings ④ Service Contacts ⑤ Summary

Enter the Details for the New Case

Required fields are bold and have an asterisk (*).

Select Location*
Harris District Clerk ▼

Select Category*
Civil - Contract ▼

Select Case Type*
Debt/Contract - Debt/Contract ▼

Filing Attorney*
Steve Steve ▼

Filer Type*
Attorney ▼

Payment Account*
MasterCard ▼

Starting a new filing

Under the payment category, select credit card or waiver when the latter is applicable.

Starting a new filing

Make sure that you follow the filing standards mandated by the state Judicial Committee on Information Technology when you submit e-files. Those standards can be found here: http://www.txcourts.gov/media/1075803/technology-standards.pdf

Lawyers may be confused because each county can have different case types and categories from which to choose.

In October 2014, the state Supreme Court signed an order that standardizes the types of cases that will be listed for e-filings. The Harris County District Clerk's Office now offers only the standard state selection of case types and categories.

Entering parties

For a new case, you need to enter the parties. Be sure to select the lead attorney from your firm administration set-up listing.

Entering parties

Harris District Clerk   -   Debt/Contract - Debt/Contract

① Case Information   ② Parties   ③ Filings   ④ Service Contacts   ⑤ Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Plaintiff	John Smith	Steve Steve
Defendant	John Jones	

Click on "add parties" to add parties.

ADD PARTY

For an existing case filed with Harris County DCO, the party boxes should appear filled when the case comes up.

Party Type*
Defendant   ☑ Person   ☐ Business

Attorney

First Name*
John

Middle

Last Name*
Jones

Suffix

Country*
United States of America

Address Line 1*
201 Caroline

Address Line 2

City*
Houston

State*
Texas

Zip Code*
77002

Phone

Entering parties

In a class action lawsuit that has hundreds of parties, only the first 200 parties of an existing case will be shown.

You do not have to add the other parties to our system unless they are new parties.

Entering filing details

Under Select Filing Code, you say what type of file you are filing. Examples include "Petition" for a new case filing or an answer, a motion, etc., for a subsequent filing action. Please refer to the most updated state JCIT standards for these choices.

Harris District Clerk   -   Debt/Contract - Debt/Contract

① Case Information   ② Parties   ③ Filings   ④ Summary

Enter Filing Details

Add Another Filing

Select Filing Code*

Petition ($252.00)   ▾   ☑ E-File   ☐ Service

Filing Description

Reference Number

Firm client re-bill or case tracking #

Optional Services

Bond Approval Fee ($4.00)
Certificate of Name Change ($10.00)
Certificate of No Appeal ($2.00)
Issue Abstract of Judgment ($8.00)
Issue Capias ($8.00)
Issue Citation - Certified Mail ($8.00)

Add →

← Remove

Selected Optional Services

Issue Citation (1 x $8.00)
Service - Clerk - Certified Mail (1 x $90.00)
Copies – Service (10 x $0.25)

Entering filing details

Harris District Clerk   -   Debt/Contract - Debt/Contract

1 Case Information   **2** Parties   **3** Filings   **4** Summary

Enter Filing Details   ?

Add Another Filing

Under Filing Description and Reference Number, you can enter information that helps you remember something about the filing. The Harris County DCO does not look at these boxes.

Select Filing Code*
Petition ($252.00)   ▾   ☑ E-File   ☐ Service

Filing Description

Reference Number
                              Firm client re-bill or case tracking #

Optional Services   Selected Optional Services
Bond Approval Fee ($4.00)   Issue Citation (1 x $8.00)
Certificate of Name Change ($10.00)   Service - Clerk - Certified Mail (1 x $90.00)
Certificate of No Appeal ($2.00)   **Add →**   Copies – Service (10 x $0.25)
Issue Abstract of Judgment ($8.00)
Issue Capias ($8.00)   **← Remove**
Issue Citation - Certified Mail ($8.00)

Entering filing details

In the graphic below, you see two options on the right: **Efile** or **Service**.

If the **Efile** box is checked, the filing comes to the Harris County DCO.

If the **service** box is checked, the DCO never receives the filing. The filing is sent only to the person or firm whose name and address you provide.

Harris District Clerk - Debt/Contract - Debt/Contract

1 Case Information   **2** Parties   **3** Filings   **4** Summary

Enter Filing Details   ?

Add Another Filing

Select Filing Code*

Petition ($252.00)   ☑ E-File   ☐ Service

Filing Description

Reference Number

Firm client re-bill or case tracking #

Optional Services   Selected Optional Services

Bond Approval Fee ($4.00)   Issue Citation (1 x $8.00)
Certificate of Name Change ($10.00)   Service - Clerk - Certified Mail (1 x $90.00)
Certificate of No Appeal ($2.00)   Copies – Service (10 x $0.25)
Issue Abstract of Judgment ($8.00)
Issue Capias ($8.00)   **Add →**
Issue Citation - Certified Mail ($8.00)

                                           ← Remove

Entering filing details

If opposing counsel doesn't receive the filing, you need to contact your EFSP. The DCO has nothing to do with e-deliveries of service.

The filer must designate which parties and counsel will be served. Please do not add the District Clerk's Office as a party to be served. The DCO receives a filing only if EFile box is checked.

Entering filing details

Some filers have been confused by the phrase "optional services." eFileTexas.gov will begin using a new phrase: "additional services." Additional services varied from county to county. Added together, there were 4,500 additional services offered in clerks' offices statewide.

The vast number of additional services has created confusion. To avoid this confusion, the state standardized the services, implementing them statewide. They now can be found in state Judicial Committee on Information Technology's technology standards. Please refer to the most updated JCIT standards for a current listing of standardized services.

Enter Filing Details

Add Another Filing

Select Filing Code*

Petition ($252.00) ☑ E-File ☐ Service

Filing Description

Reference Number

Firm client re-bill or case tracking #

Optional Services		Selected Optional Services
Bond Approval Fee ($4.00)		Issue Citation (1 x $8.00)
Certificate of Name Change ($10.00)	**Add →**	Service - Clerk - Certified Mail (1 x $90.00)
Certificate of No Appeal ($2.00)		Copies – Service (10 x $0.25)
Issue Abstract of Judgment ($8.00)	**← Remove**	
Issue Capias ($8.00)		
Issue Citation - Certified Mail ($8.00)		

Entering filing details

The additional/optional services category is important. You need to choose the additions that pertain to your filing because they will determine its cost. Examples of additional services include a demand for a jury trial, a notice to an employer and a citation.

Enter Filing Details   ?

Add Another Filing

Select Filing Code*

| Petition ($252.00) ▼ | ☑ E-File | ☐ Service |

Filing Description

Reference Number

Firm client re-bill or case tracking #

Optional Services

Bond Approval Fee ($4.00)
Certificate of Name Change ($10.00)
Certificate of No Appeal ($2.00)
Issue Abstract of Judgment ($8.00)
Issue Capias ($8.00)
Issue Citation - Certified Mail ($8.00)

Add →

← Remove

Selected Optional Services

Issue Citation (1 x $8.00)
Service - Clerk - Certified Mail (1 x $90.00)
Copies – Service (10 x $0.25)

Entering filing details

Next, you need to provide information about your "Lead Document." In the Description field, write the exact title you have given the filing, such as "Original Petition of John Doe." Do not use the same title that you have given the PDF.

The state EFSP site automatically copies the title of the PDF filing. The DCO was unsuccessful in persuading the state EFSP to stop copying the PDF title into the Description field. So if you use the state EFSP, the PDF title of your filing will automatically be copied into the Description box.

Delete that PDF title, and put in your exact document title (from the first page of your document).

Entering filing details

In most counties, the Security field will give you two options: Public Document or Data Sensitive Document.

Documents

Lead Document* ⓘ   test document.pdf
                    90.2 kb

Description*   Security*

Original Petition   New Case Filings ▼

Attachments ⓘ   Add More Documents

                    case information sheet.pdf
                    141.4 kb

You will have a more expansive set of choices in the security field when your file is headed to the Harris County DCO. That's because the DCO operates a fully electronic filing system. For e-routing purposes, we needed a field where filers could categorize filings by type. Your choices will include: New Case Filings, Answer, Exhibit, Case Information Sheet and Data Sensitive Document. Choose the applicable one.

The information in this field is important, so please be accurate. Judges often will rely on these document descriptions before and during hearings.

Entering filing details

Next, you should attach separately, one by one, attachments (exhibits, case information sheet) that accompany the filing.

For each attachment, you need to identify it by its document title and, in the Security field, its document type. Remember that the combined size of all items in your envelope cannot exceed 35 megabytes.

Harris County District Clerk Marilyn Burgess

Entering filing details

In the "Filing Comments" field, include any comments that you want to pass along to court clerks.

Documents

Lead Document* ⓘ
test document.pdf
90.2 kb

Description*	**Security***
Original Petition	New Case Filings ▼

Attachments ⓘ

Add More Documents

case information sheet.pdf
141.4 kb

Description*	**Security***
case information sheet	Civil Case Information Sheet ▼

test document EXHIBIT A.pdf
98.5 kb

Description*	**Security***
EXHIBIT A	Exhibits ▼

Filing Comments

Filer Comments to the clerk

Courtesy Copies ⓘ

Entering filing details

In the fees section, please check to see whether all your optional services have been included.

You need to choose your payment type: credit card or waiver.

Next, choose the filer type and the filing attorney.

Fees

Petition

Filing Fee	$252.00
Issue Citation	$8.00
Service - Clerk - Certified Mail	$90.00
Copies – Service	$2.50
Total this Filing	**$352.50**
Case Initiation Fee	$0.00
Court Transaction Fee	$2.00
Payment Service Fee	$10.28
Provider Service Fee	$1.00
Provider Tax Fee	$0.07
Envelope Total	**$365.85**

Payment

Payment Account*

MasterCard

Filer Type*

Attorney

Party Responsible for Fees*

John Smith

Filing Attorney

Filing Attorney*

Steve Steve

Submitting and tracking filings

Review your filing before you submit it, and amend it as needed.

Harris District Clerk - Debt/Contract - Debt/Contract

① Case Information ② Parties ③ Filings ④ Service Contacts ⑤ Summary

Envelope and Filing Summary

Case Information   Edit ⌃

Location:	Harris District Clerk	Filing Attorney:	Steve Steve
Case Category:	Civil - Contract	Payment Account:	MasterCard
Case Type:	Debt/Contract - Debt/Contract		
Date Filed:			

Parties   Edit ⌃

Party Type	Name	Address	Phone	Attorney
Plaintiff	John Smith			Steve Steve
Defendant	John Jones	201 Caroline Houston, TX 77002		

Filings   Edit ⌃

Filing Code	Filing Description		Reference Number	Filing Type
Petition				EFile

	File Name		Status	Security
Lead Document	test document.pdf		Ok	New Case Filings

	File Name		Status	Security
Attachments	case info sheet.pdf		Ok	Case Information Shee
	test document EXHIBIT A.pdf		Ok	Exhibits

| Filing Comments: | Filer Comments to the clerk |

Service Contacts   Edit ⌃

Name (Email)	Service Type
☐ Defendant: John Jones	
☐ Plaintiff: John Smith	

Service

Fees

Petition

	Filing Fee	$252.00
	Issue Citation	$8.00
	Service - Clerk - Certified Mail	$90.00
	Copies – Service	$2.50
	Total this Filing	$352.50
Case Initiation Fee		$0.00
Court Transaction Fee		$2.00
Payment Service Fee		$10.28
Provider Service Fee		$1.00
Provider Tax Fee		$0.07
Envelope Total		**$365.85**

Payment

Payment Account*
MasterCard ▼

Filer Type*
Attorney ▼

Party Responsible for Fees*
John Smith ▼

Filing Attorney

Filing Attorney*
Steve Steve ▼

Procedures / Remedies

☐ Post-Judgment
☐ Prejudgment Remedy
☐ Protective Order

Submit

Submitting and tracking filings

There are several stages to the submission process. After you hit the submit button, your file is in the Submitting process.

FILINGS	BOOKMARKS	TEMPLATES	REVIEW QUEUE	REVIEW HISTORY	SERVICE CONTACTS

My Filings | All Statuses | All Locations | From mm/dd/yyyy To mm/dd/yyyy | Case or Envelope | Filter | Export

Envelope # 4798

Envelope # 4798 filed March 18, 2015 at 1:41 PM by Tracy Hopper on behalf of Steve Steve

Status	Filing Code	Filing Type	Filing Description	Reference Number
Submitting	Petition	EFile		

After the file passes through eFileTexas.gov, the file's (or envelope's) status changes to Submitted. In the graphic below, a file's status is listed on the far left.

FILINGS	BOOKMARKS	TEMPLATES	REVIEW QUEUE	REVIEW HISTORY	SERVICE CONTACTS

My Filings | All Statuses | All Locations | From mm/dd/yyyy To mm/dd/yyyy | Case or Envelope | Filter | Export

Envelope # 4798

Envelope # 4798 filed March 18, 2015 at 1:41 PM by Tracy Hopper on behalf of Steve Steve

Status	Filing Code	Filing Type	Filing Description	Reference Number
Submitted	Petition	EFile		

Submitting and tracking filings

The file remains in the Submitted status until a DCO clerk reviews it. Until the DCO clerk reviews the envelope, the filer is able to cancel their filing.

You can re-file a cancelled filing without entering all the information again by clicking on the copy-this-envelope icon shown below. The new filing, once submitted, will receive a new envelope number.

Submitting and tracking filings

When a clerk opens a file, the file's status automatically changes to Under Review.

This status does not mean that the clerk has accepted the file or is even actively working it. It means the clerk opened the file. Notice the cancel button is not allowed once the filing status has changed to Under Review.

Envelope # 4799

Envelope # 4799 filed March 18, 2015 at 1:58 PM by Tracy Hopper on behalf of Steve Steve

Status	Filing Code	Filing Type	Filing Description	Reference Number
Under Review	Petition	EFile		

Submitting and tracking filings

Your submitted file may be in one of these stages:

-Submitting
-Submitted
-Under Review
-Processing
-Court Processing
-Accepted
-Rejected

If you see that your file is in the "processing" stage for more than 10 minutes, this means something has gone awry. You should contact your EFSP.

Envelope # 4799

Envelope # 4799 filed March 18, 2015 at 1:58 PM by Tracy Hopper on behalf of Steve Steve

Status	Filing Code	Filing Type	Filing Description	Reference Number
Processing	Petition	EFile		

If an error occurs, a filing goes into "court processing."

Submitting and tracking filings

The "Court Processing" status – a term that the state chose – is a misnomer. Court Processing doesn't mean that the DCO is processing the file. Instead, it means that the file ended up in an error queue because something went wrong.

Submitting and tracking filings

The graphic below shows the DCO's Review Queue for the state portal, eFileTexas.gov.

Even though our clerk accepted this filing above, eFileTexas.gov had some kind of trouble with it. eFileTexas.gov puts these problematic filings into an error queue so the DCO can try to figure out the cause of the problem. Some errors can be corrected, some cannot. If they cannot be corrected, a clerk has no choice but to reject a file.

Submitting and tracking filings

Rejected files are currently listed as "Rejected."

In August 2014, eFileTexas.gov tweaked its programming. Because of those changes, the DCO now can return a rejected filing to a filer for correction. "Returned for correction" is not listed as one of the possible statuses of a filing. But a filer will receive a filing back and have the chance to clear up the problem.

In upcoming slides near the end of this Power Point presentation, the DCO discusses returned-for-correction filings in detail.

FILINGS	BOOKMARKS	TEMPLATES	REVIEW QUEUE	REVIEW HISTORY	SERVICE CONTACTS

| My Filings ▾ | All Statuses ▾ | All Locations ▾ | From mm/dd/yyyy 📅 To mm/dd/yyyy 📅 | Case or Envelope | Filter | Export |

Envelope # 67277

Envelope # 67277 filed December 11, 2013 at 3:27 PM by Tracy Hopper

Status	Filing Code	Filing Type	Filing Description	Reference Number
Rejected	Additional Fees	EFile		

Submitting and tracking filings

When you submit a file, eFileTexas.gov will give it an "envelope" number.

You will see the envelope number listed in several places. Please provide this number when calling one of our clerks to check the status of a filing.

Getting a file stamp on weekend filings

The state rules on when a file will be stamped as received when it is submitted on weekends and holidays changed when the e-filing mandate went into effect Jan. 1, 2014.

The new rule says if a file is transmitted on Saturday, Sunday or a legal holiday, it is deemed filed the next workday:
http://www.txcourts.gov/media/124904/statewide-efiling-rules.pdf

But eFileTexas.gov didn't immediately change its programming to reflect the changes.

The change in weekend filing rules went into effect Oct. 25, 2014. A file transmitted on a Saturday used to receive a file stamp for that Saturday. With the change in weekend filing rules, that same file will receive a stamp for the following Monday at 12:00 a.m.

The *change in holiday filing rules will take place later* during a future eFileTexas.gov programming update.

Avoiding common errors

Credit card errors: Credit card errors are a very common problem that land filings in the errored filings queue. An error may be caused by a credit card's expiration date, which you enter when you provide payment information to your EFSP. You need to update the card's information when your card expires. Your designated EFSP firm administrator should be able to go into an administration module on the EFSP site and update credit card information.

When there is an error, such as a credit card error, eFileTexas.gov sends a message to the DCO.

Avoiding common errors

Credit card errors, cont.

Problems may crop up when a firm miscalculates a filing's cost.

Some firms place a $500 limit on credit card transactions. Say a firm submits a filing and calculates its cost at $280. eFileTexas.gov then places a pre-authorized charge of $280 on the card.

But the real cost ends up being $320 when a DCO clerk modifies the billing to take into account all the requested optional services.

Some credit card companies could take three to five days to remove the pre-authorized charge of $280.

If that happens, the new $320 authorization will exceed the card's $500 limit, causing the card and the filing to be rejected.

Avoiding common errors

Unreadable documents: eFileTexas.gov's system finds some documents unreadable, so these filings do not properly reach their intended destinations, such as the DCO. Some filings with fillable-field forms are editable or changeable. eFileTexas.gov's system finds them unreadable.

eFileTexas.gov sends the error message seen below when a filer sends filings to the DCO with editable PDFs.

There are two ways for filers to make non-editable PDFs.

original petition for divorce Rogers.pdf [Original] [PDF]   Description | original petition for divorce Rogers.pdf

Odyssey File & Serve could not read/modify/save the document because it appears to be un-readable. Please use a PDF Printer to recreate this document in a more standard format and resubmit.   Copy

Avoiding common errors

Unreadable documents, cont.

First way to make a non-editable PDF: When in your document:

- Go to the File menu.
- Select Print in your PDF reader.
- Choose Adobe PDF as the printer.
- Choose where to put the non-editable version of the document.
- Rename your document.
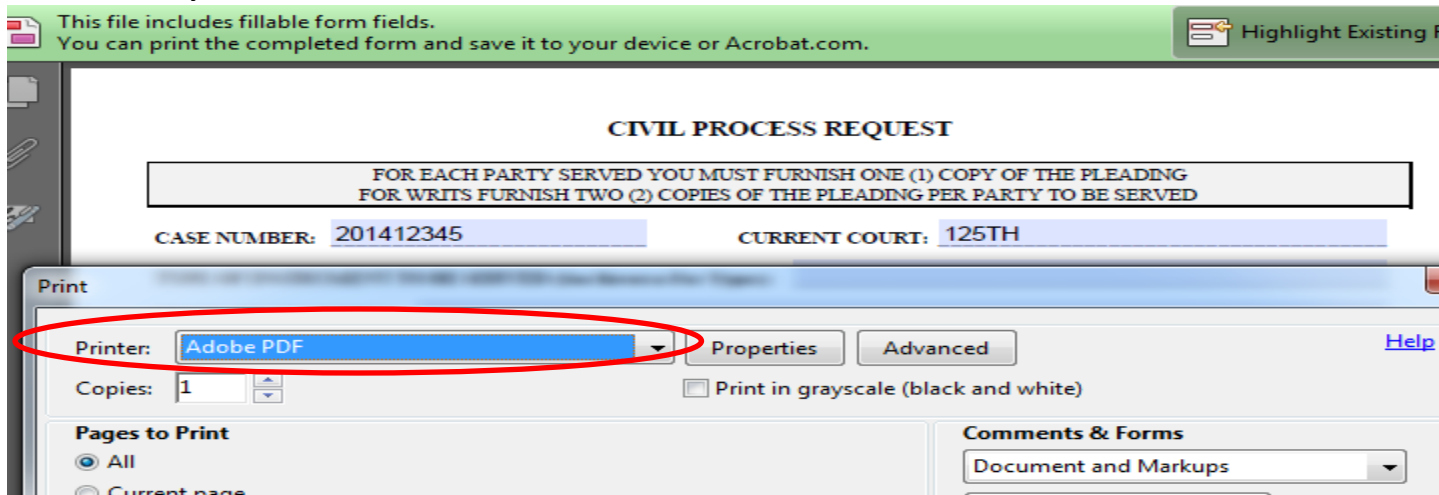
Avoiding common errors

Unreadable documents, cont.

Second way to make a non-editable PDF: You can make non-editable PDFs from Microsoft Word document forms found on the DCO's web site, www.hcdistrictclerk.com.

- On the DCO's home page, click on the icon that says "Forms" or go straight to the forms at:
  http://www.hcdistrictclerk.com/Common/Forms/forms.aspx
- Click on the category in general forms that you need.
- Click on the specific type of Word form that you need.

Civil Case (Cause) Information Form (Word document for E-Filing)

Civil Case (Cause) Information Form (Printable PDF Version)

Civil Case (Cause) Information Form - Spanish version (Word document for E-Filing)

Civil Case (Cause) Information Form - Spanish version (Printable PDF Version)

Civil Process Request (Word document for E-Filing)

Civil Process Request (Printable PDF Version)

Choose a Word form when following this second method for avoiding unreadable errors.

Avoiding common errors

Unreadable documents, cont.

Second way of creating non-editable documents, cont.:

After you have chosen the Word form that you need:

- Inside Word, click on "File."
- Click on "Save as."
- Choose to save the document as a PDF.
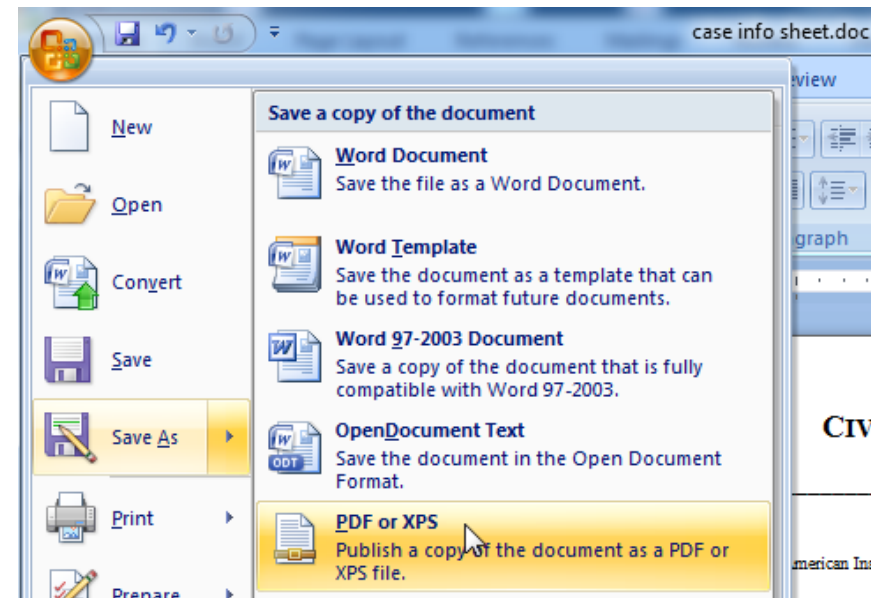
Avoiding common errors

Document conversion and unreadable errors: If document conversion errors or other types of unreadable document errors than those previously described cause your file to be rejected, contact your EFSP. Your EFSP should be able to tell you exactly what is triggering the error. You will need to amend your file and re-file.

Document conversion error (sent by eFileTexas.gov to the DCO)

Unreadable document error

Avoiding common errors

Problems with bar numbers: Problems with lawyers' bar numbers also are delaying filings and may cause problems even after the acceptance process. Possibly your bar number couldn't be verified or you didn't fill in the bar number field when you signed up with an EFSP.

Manage Users for Your Firm

First Name	Last Name ▲
Tracy	Hopper

Add Firm User

First Name*　　　　　　　　　　Middle
Tracy

Email Address*
tracy.hopper@hcdistrictclerk.com

Roles
☑ Firm Admin　☑ Filer
☑ Attorney

Attorney Number* ⓘ
99999930　Verified

Returned for correction

Some filings reach the DCO even though they have problems. eFileTexas.gov improved its programming so that a DCO clerk now can return a rejected filing to the filer for correction (though there is no formal returned for correction status). The next few slides will explain how the returned-for-correction process works.

If your filing is returned for correction, first click on the icon that represents "copy this envelope."

"copy this envelope" icon

Case # 200812345 - LOWRANCE, ANGIE v CLAYTON, CHARLES JR

Copy this envelope

Envelope # 4296 filed September 12, 2014 at 4:11 PM by Tracy Hopper on behalf of Steve Steve

Status	Filing Code	Filing Type	Filing Description	Reference Number
Rejected	Answer	EFile		

Returned for correction

Next, fix your filing and submit it again.

A DCO clerk will review your resubmitted filing, noting when it was originally submitted and when it was rejected.
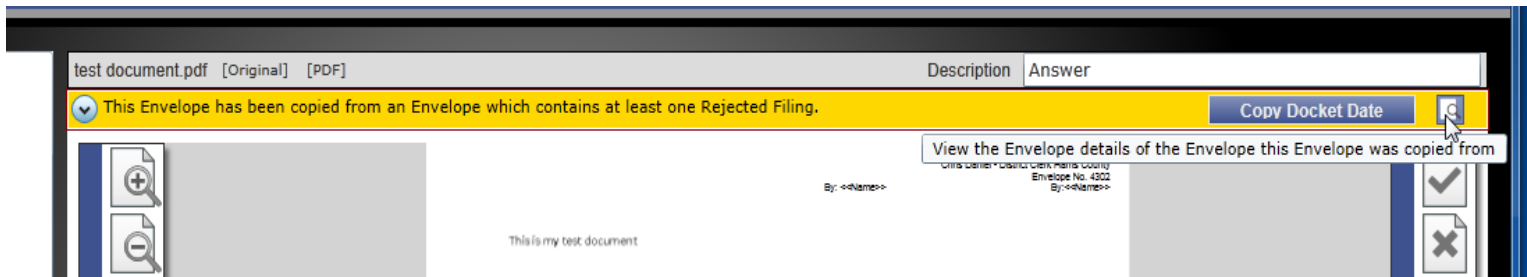
*Clerk will note original file date stamp and rejection date.*

Returned for correction

After confirming that filings have been corrected and have been returned for correction, clerks click on the "Copy Docket Date" button to give the filer the original file date. "Copy Docket Date" is a state or eFileTexas.gov term and not particularly a well-chosen one. It means the original file date.
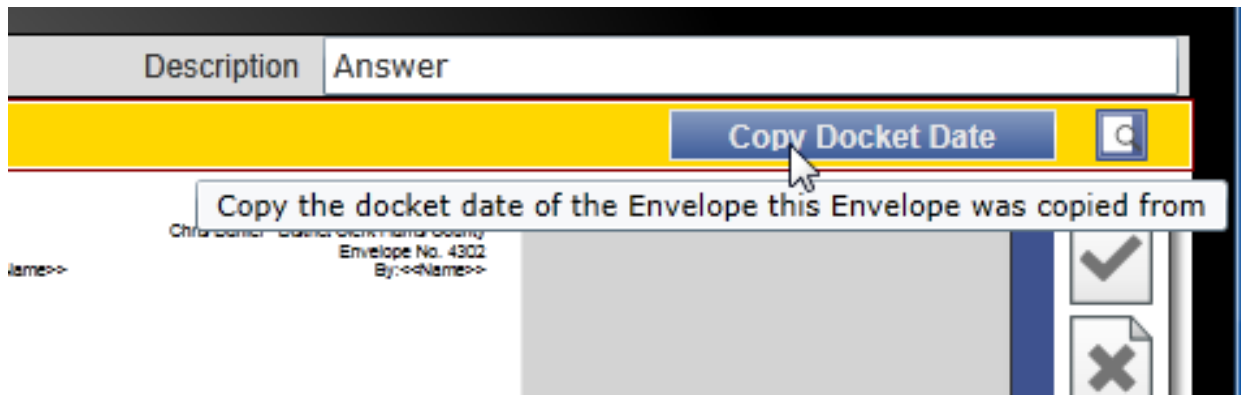
Returned for correction

After the DCO clerk makes changes, eFileTexas.gov then is supposed to change the filing date for the return-for-correction envelope.

Graphic showing how filings
appear on eFileTexas.gov's site

Edit	Verify Parties	Waiver

Case # 200812345

Location	Harris County - 270th Civil Dis
Description	LOWRANCE, ANGIE v CLAYTON, CHARLES JR
Category	Civil – Other Civil
Type	Personal Injury-Auto
Status	Unknown
Filed Date	1/1/0001 12:00:00 AM
Judge	

Envelope # 00004302

Submit Date	Sep 15, 2014 6:09:17 PM
Docket Date	Sep 15, 2014 6:09:17 PM
Filing Attorney	Steve Steve
Payment Account	Waiver
Filer Type	Attorney

Filer Information

Before a DCO Clerk accepts a return-for-correction envelope, the returned-for-correction filing will have a docket date that corresponds to the time that it arrived at the DCO.

Returned for correction

After a DCO clerk accepts the returned-for-correction document, eFileTexas.gov's docket date/filing date changes from the time that the returned-for-correction document arrived to the time that the filing that had an error arrived. In other words, the returned-for-correction filing receives the file date of the filing that had an error.

Returned for correction

Once a DCO clerk accepts the returned-for-correction filing, it receives the file date stamp of the filing submitted 9/12/2014.

Example of a DCO file date stamp

The DCO will include the time that the returned-for-correction filing was submitted.

9/15/2019 6:09:17 PM
Marilyn Burgess – District Clerk Harris County
Envelope No. 4302
By Tracy Hopper
Filed: 9/12/2019 4:11:46 PM

But the returned-for-correction filing will be given the file date stamp of the original filing that had an error.
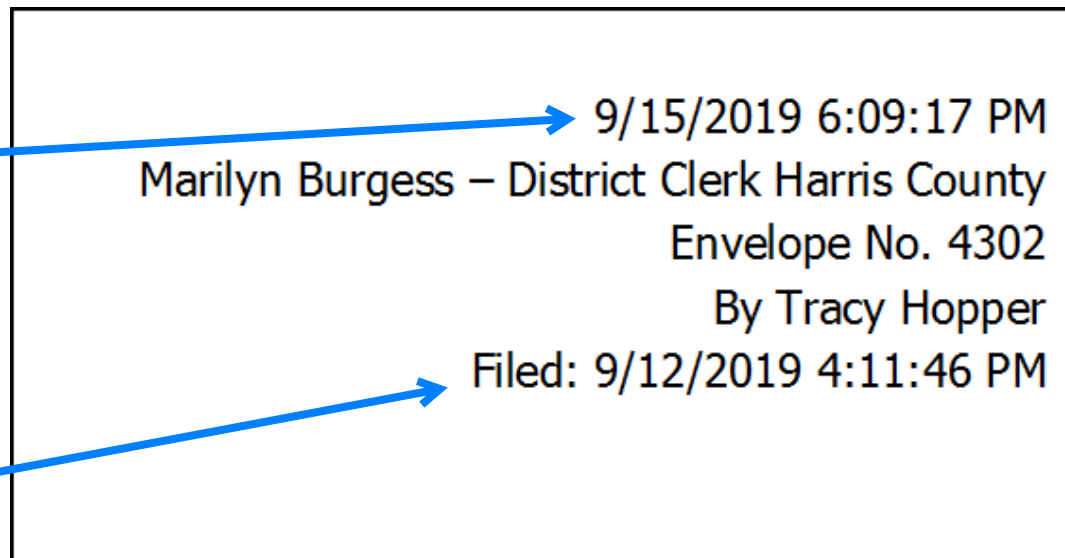
Improving the e-filing process

In May 2014, the DCO began offering a way for lawyers (and pro-se litigants) to gain access to confidential cases when they are a party of record. Lawyers can see case information, settings, activities and images. Access may be gained from home, office or courthouse kiosks.

Issues with a PIN? Contact the DCO at:
DCSA@hcdistrictclerk.com or 713-755-7835

Offering other improvements at the DCO

You can now access electronic docket sheets at the DCO. You can view docket sheets at no cost or buy them for $1 per page.

Harris County Docket Sheet

2013-12345
COURT: 234th
FILED DATE: 2/28/2013
CASE TYPE: PERSONAL INJURY (NON-AUTO)

ZENDEJO, MARIA
Attorney: BICKERS, CURTIS JAMES

VS.

ANDI RE LLC
Attorney: TORRES, ENRIQUE

Trial Settings

Date	Comment
6/2/2014	Docket Set For: Trial Setting

Docket Sheet Entries

Date	Comment
6/12/2013	SBSRX - ORDER GRANTING SUBSTITUTED SERVICE SIGNED
11/13/2013	DCORX - DOCKET CONTROL/PRETRIAL ORDER SIGNED
1/9/2014	4 - ORDER OF NON-SUIT SIGNED

Offering other e-improvements

- Tyler Technologies, which serves as the state's e-filing manager, has launched improvements to the e-filing system, including programming tweaks and a new version of the filing portal. The new portal was designed in HTML5 and required Tyler Technologies to create a new web site, eFile.TXCourts.gov. Improvements on the eFileTXCourts.gov portal include the ability to access eFileTXCourts.gov on your tablet or phone and the ability to enable single-screen data entry, keyboard shortcut navigation and features such as copy, paste, sorting and filtering. The old portal – eFileTexas.gov – will continue to operate for the time being.
- Images of filed documents show up more quickly on the DCO web site. The DCO now displays court documents before they go through the office's final verification process.
- Through the DCO's efforts, most civil and family judges have been given e-signature pads and are signing e-filed orders electronically.

Finding help

Supreme Court Mandate Rules

http://www.txcourts.gov/media/124904/statewide-efiling-rules.pdf

JCIT Technology Standards

Technology Standards [pdf] (Adopted August 14, 2015)

Electronic Filing Service Provider (EFSP) Comparison Chart

http://www.efiletexas.gov/service-providers.htm

eFileTexas.gov's site where you may submit a question or find useful links:

http://content.tylerhost.net/helptx/selfservice/

FAQs

http://www.efiletexas.gov/faqs.htm

JCIT Electronic Filing Page

http://www.txcourts.gov/jcit/electronic-filing.aspx

Civil eFiling FAQs

http://www.hcdistrictclerk.com/Common/Civil/EFileFAQ.aspx

Finding help

If you have questions about how the DCO is handling your e-filed document, you may send a question to: eFiling@hcdistrictclerk.com.

If you have problems with your PIN, please contact us at: DCSA@hcdistrictclerk.com or call 713-755-7835.