



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

Harris County District Clerk Chris Daniel



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,

A handwritten signature in cursive script that reads "Chris Daniel".

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)

Advanced Search

Search by Party Name

Location*

Person Business

First Name*

Middle Name

Last Name*

Case Type*

Show Results Sorted by*



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.

Advanced Search

Search by Party Name

Location* All Locations

Person Business

First Name*

Middle Name

Last Name*

Case Type* All Case Types

Show Results Sorted by* Case Number



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.





NEW CASE [Advanced Search](#)

NEW CASE [Advanced Search](#)

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

TXLAW.gov **NEW CASE** [Advanced Search](#)

Searching for:
As: Case Number

Case Number	Location	Description	Case Type	Actions
201312345	Harris County - 234th Civil District Court	ZENDEJO, MARIA v ANDI RE LLC	Personal Inj (Non-Auto)	    Start a new subsequent filing for this 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 where your filing is headed, such as civil. →
3. Select the type of case, such as breach of contract. →
4. Enter the attorney's name whose filing is being submitted. →
5. Under filer type, your choices will be: →
 - Attorney
 - Non-party filer
 - Government filer
 - Pro-se

① Case Information ② Parties ③ Filings ④ Summary

Enter the Details for the New Case

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

Select Location*
Harris District Clerk

Select Category*
Civil

Select Case Type*
Breach Of Contract

Filing Attorney
Tracy Hopper

Filer Type*
Attorney

Payment Account*
Waiver ?

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



Starting a new filing

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

Harris District Clerk - Breach Of Contract

① Case Information ② Parties ③ Filings ④ Summary

Enter the Details for the New Case

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

Select Location*
Harris District Clerk

Select Category*
Civil

Select Case Type*
Breach Of Contract

Filing Attorney
Tracy Hopper

Filer Type*
Attorney

Payment Account*
Waiver

A red oval highlights the "Payment Account" dropdown menu, which is currently set to "Waiver".



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.courts.state.tx.us/jcit/standards/Technology%20Standards_v1.3.pdf

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

On March 21, 2014, the JCIT agreed to standardize the types of cases that will be listed for e-filings. The Harris County District Clerk's Office will begin offering the standard state selection of case types and categories later in 2014.



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.

Harris District Clerk - Breach Of Contract

1 Case Information 2 Parties 3 Filings 4 Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Plaintiff	John Smith	Tracy Hopper
Defendant	John Jones	

ADD PARTY

Party Type*
Defendant Person Business Attorney

First Name* John **Middle** **Last Name*** Jones

Country*
United States of America

Address Line 1*
201 Carlonie

Address Line 2

City*
Houston

State* Texas **Zip Code*** 77002

Phone



Entering parties

Harris District Clerk - Breach Of Contract

① Case Information ② Parties ③ Filings ④ Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Plaintiff	John Smith	Tracy Hopper
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

Country*
United States of America

Address Line 1*
201 Carlonie

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 breach of contract for a new case filing or an answer, a motion, etc., for a subsequent filing action. Please refer to the state JCIT standards for these choices..

Harris District Clerk - Breach Of Contract

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

Enter Filing Details



Add Another Filing

Select Filing Code*

Breach Of Contract (\$247.00) EFile Service

Filing Description

Your filing description

Reference Number

Firm client re-bill or case tracking #

Optional Services

- Certified Mail Garnishment Writ Service Fee - Dco (\$85.00)
- Certified Mail Service Fee - Constable (\$80.00)
- Certified Mail Writ Service Fee - Constable (\$85.00)
- Certified Mail Writ Service Fee - Dco (\$85.00)
- Citation Additional Copy (\$4.00)
- Citation Not Prepared By Dc (\$8.00)

Add →

← Remove

Selected Optional Services

- Certified Mail Service Fee - Dco (1 x \$80.00)



Entering filing details

Harris District Clerk - Breach Of Contract

1 Case Information 2 Parties 3 Filings 4 Summary

Enter Filing Details

Add Another Filing

Select Filing Code*

Breach Of Contract (\$247.00)

EFile Servi

Filing Description

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Certified Mail Writ Service Fee - Dco (\$85.00)
Citation Additional Copy (\$4.00)
Citation Not Prepared By Dc (\$8.00)

Add →

← Remove

Selected Optional Services

Certified Mail Service Fee - Dco (1 x \$80.00)

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.



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.

Enter Filing Details



Add Another Filing

Select Filing Code*

Breach Of Contract (\$247.00) EFile Service

Filing Description

Your filing description

Reference Number

Firm client re-bill or case tracking #

Optional Services

- Certified Mail Garnishment Writ Service Fee - Dco (\$85.00)
- Certified Mail Service Fee - Constable (\$80.00)
- Certified Mail Writ Service Fee - Constable (\$85.00)
- Certified Mail Writ Service Fee - Dco (\$85.00)
- Citation Additional Copy (\$4.00)
- Citation Not Prepared By Dc (\$8.00)

Selected Optional Services

- Certified Mail Service Fee - Dco (1 x \$80.00)

Add →

← 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.



Entering filing details

Optional services vary widely from county to county. Added together, there are 4,500 optional services offered in clerks' offices statewide.

The state likely will standardize the choices found under optional services in September 2014.



Entering filing details

The optional services category is important. You need to choose the categories that pertain to your filing because options will determine its cost. Examples of optional 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*

Breach Of Contract (\$247.00) EFile Service

Filing Description
Your filing description

Reference Number
Firm client re-bill or case tracking #

Optional Services

- Certified Mail Garnishment Writ Service Fee - Dco (\$85.00)
- Certified Mail Service Fee - Constable (\$80.00)
- Certified Mail Writ Service Fee - Constable (\$85.00)
- Certified Mail Writ Service Fee - Dco (\$85.00)
- Citation Additional Copy (\$4.00)
- Citation Not Prepared By Dc (\$8.00)

Selected Optional Services

- Certified Mail Service Fee - Dco (1 x \$80.00)

Add →

← Remove



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.

Documents

Lead Document* ⓘ	test document.pdf 90.2 kb	<input type="text" value="Original Petition"/>	Security* New Case Filings
Attachments ⓘ	<hr style="border-top: 1px dashed #ccc;"/> <i>Add More Documents</i>		
	case information sheet.pdf 141.4 kb	<input type="text" value="case information sheet"/>	Security* Civil Case Information Sheet

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	<input type="button" value="X"/>
	Description* Original Petition	Security* New Case Filings
Attachments ⓘ	Add More Documents	
	case information sheet.pdf 141.4 kb	<input type="button" value="X"/>

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.

Documents

Lead Document* ⓘ	test document.pdf 90.2 kb	<input type="text"/>	<input type="text" value="New Case Filings"/>
	Description*	<input type="text" value="Original Petition"/>	<input type="text"/>
	<i>Add More Documents</i>		
	case information sheet.pdf 141.4 kb	<input type="text"/>	<input type="text" value="Civil Case Information Sheet"/>
	Description*	<input type="text" value="case information sheet"/>	<input type="text"/>
	test document EXHIBIT A.pdf 98.5 kb	<input type="text"/>	<input type="text" value="Exhibits"/>
	Description*	<input type="text" value="EXHIBIT A"/>	<input type="text"/>

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.



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	<input type="text" value="Original Petition"/>	Security* New Case Filings	<input type="button" value="X"/>
Attachments ⓘ	<i>Add More Documents</i>			
	case information sheet.pdf 141.4 kb	<input type="text" value="case information sheet"/>	Security* Civil Case Information Sheet	<input type="button" value="X"/>
	test document EXHIBIT A.pdf 98.5 kb	<input type="text" value="EXHIBIT A"/>	Security* Exhibits	<input type="button" value="X"/>

Filing Comments

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

Breach Of Contract		
	Filing Fee	\$0.00
	Certified Mail Service Fee - Dco	\$0.00
<hr/>		
	Total this Filing	\$0.00
<hr/>		
Case Initiation Fee		\$0.00
Court Service Fee		\$0.00
<hr/>		
	Envelope Total	\$0.00

^ Payment

Payment Account*
Waiver

Filer Type*
Attorney

^ Filing Attorney

Filing Attorney
Tracy Hopper



Submitting a file

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

Harris District Clerk - Breach Of Contract

[1 Case Information](#)
[2 Parties](#)
[3 Filings](#)
[4 Summary](#)

Envelope and Filing Summary

Case Information

Location:	Harris District Clerk	Filing Attorney:	Tracy Hopper
Case Category:	Civil	Payment Account:	Waiver
Case Type:	Breach Of Contract		
Date Filed:			

[Edit](#)

Parties

Party Type	Name	Address	Phone	Attorney
Plaintiff	John Smith			Tracy Hopper
Defendant	John Jones	201 Carlonie Houston, TX 77002		

[Edit](#)

Filings

Filing Code	Filing Description	Reference Number	Filing Type
Breach Of Contract	Your filing description		EFile
Lead Document	File Name test document.pdf	Status Ok	Security New Case Filings
Attachments	File Name case information sheet.pdf test document EXHIBIT A.pdf	Status Ok Ok	Security Civil Case... Exhibits
Filing Comments:	Filer Comments to the clerk		

[Edit](#)

Fees

Breach Of Contract

Filing Fee	\$0.00
Certified Mail Service Fee - Dco	\$0.00
Total this Filing	\$0.00

Case Initiation Fee	\$0.00
Court Service Fee	\$0.00

Envelope Total \$0.00

Payment

Payment Account*

Waiver [?](#)

Filer Type*

Attorney

Filing Attorney

Filing Attorney

Tracy Hopper

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



Submitting a file

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 15 To mm/dd/yyyy 15 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		

Case # 200012345

Envelope # 26805 filed November 17, 2013 at 11:00 PM by Tracy Hopper

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

The file remains in the Submitted status until a DCO clerk reviews it.

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

That status doesn't mean that the clerk has accepted the file or is even actively working it. It means the clerk opened the file.



Submitting a file

Your submitted file may be in one of these stages:

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



Submitting a file

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.

FILINGS BOOKMARKS TEMPLATES REVIEW QUEUE REVIEW HISTORY SERVICE CONTACTS

Errored filings ▾ All Filing Codes ▾ All Case Types ▾ From <M/d/yyyy> 15 To mm/dd/yyyy 15 Case or Envelope

Envelope # 1106248

Envelope # 1106248 filed April 28, 2014 at 1:51 PM by Marissa Fountain on behalf of Robert Greiwe

Status	Filing Code	Case Type	Filing Description	Queue
Court Processing	Personaly Injury - Non-Auto	Personal Inj (Non-Auto)	Personaly Injury - Non-Auto Personal	Errored filings



Submitting a file

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

The screenshot shows the eFileTexas.gov interface. At the top, there is a navigation bar with tabs: FILINGS, BOOKMARKS, TEMPLATES, REVIEW QUEUE (selected), REVIEW HISTORY, and SERVICE CONTACTS. Below the navigation bar are several filters: "Errored filings" (dropdown), "All Filing Codes" (dropdown), "All Case Types" (dropdown), "From" (calendar icon), "To" (calendar icon), and "Case or Envelope" (checkbox). The main content area displays "Envelope # 1106248" with the text "Envelope # 1106248 filed April 28, 2014 at 1:51 PM by Marissa Fountain on behalf of Robert Greiwe". Below this is a table with the following data:

Status	Filing Code	Case Type	Filing Description	Queue
Court Processing	Personally Injury - Non-Auto	Personal Inj (Non-Auto)	Personally Injury - Non-Auto Personal	Errored filings

A blue arrow points from the text below to the "Errored filings" cell in the table, which is circled in red.

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 a file

Rejected files are currently listed as “Rejected.”

Later this year, the state will change its terminology. “Rejected” will become “Return for Correction.”



Submitting a file

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.

FILINGS BOOKMARKS TEMPLATES **REVIEW QUEUE** REVIEW HISTORY SERVICE CONTACTS

Errored filings ▾ All Filing Codes ▾ All Case Types ▾ From <M/d/yyyy> 15 To mm/dd/yyyy 15 Case o



Envelope # 1106248

Envelope # 1106248 filed April 28, 2014 at 1:51 PM by Marissa Fountain on behalf of Robert Greiwe

Status	Filing Code	Case Type	Filing Description
Court Processing	Personaly Injury - Non-Auto	Personal Inj (Non-Auto)	Personaly Injury - Non-Auto Personal



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 changed when the e-filing mandate went into effect Jan. 1, 2014.

But eFileTexas.gov hasn't yet changed its programming to reflect the changes. That is slated to change Aug. 16, 2014, when eFileTexas.gov tweaks its programming.

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.supreme.courts.state.tx.us/miscdocket/13/13916500.pdf>

For example, a file transmitted on a Saturday currently receives a file stamp for that Saturday. As of Aug. 16, that same file will receive a stamp for the following Monday.



Canceling a filing

Your EFSP should have a link or button that allows you to cancel a filing after you have submitted it.

Once a DCO clerk opens your file and a file's status changes to Under Review, you can no longer cancel it.



Avoiding common 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.

⚠ <<!Could not perform payment processing because the account has been declined. Ensure there are sufficient funds available and that the account has not expired (Payment was declined).!>>

Payment Account Name*

Visa

Payment Account Type*

Credit Card

[Enter Credit Card Information](#)

Available at all locations



Avoiding common errors

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

PDF filings that arrive with built-in security restrictions also land files in the error queue. eFileTexas.gov provides an automatic errors message, as seen below.

20140228 Villagio v. Evon Hood; Order for Substituted Service of Process Under Rule 106(b)-Signed.pdf [Original] [PDF] Description Sign

Odyssey File & Serve could not accept the pdf file because it is secured by security restrictions. The most common security restrictions include password security not allowing the copying or changing of the document. Please remove the security settings and resubmit the filing. [Copy](#)

No review images are available for this document.
20140228 Villagio v. Evon Hood; Order for Substituted Service of Process Under Rule 106(b)-Signed.pdf

Actions: ✓, ✗, →, STOP, 🔒

The screenshot shows a web interface for a PDF filing. At the top, there is a header with the file name "20140228 Villagio v. Evon Hood; Order for Substituted Service of Process Under Rule 106(b)-Signed.pdf" and options for "Original" and "PDF". To the right are "Description" and "Sign" buttons. Below this is a red-bordered error message box containing the text: "Odyssey File & Serve could not accept the pdf file because it is secured by security restrictions. The most common security restrictions include password security not allowing the copying or changing of the document. Please remove the security settings and resubmit the filing." A "Copy" button is located to the right of the message. Below the error message is a large empty space. At the bottom of this space, it says "No review images are available for this document." followed by the file name. On the right side of the main content area, there is a vertical "Actions" menu with icons for a checkmark, an X, a right-pointing arrow, a stop sign, and a padlock.

A file will land in the error queue if the PDF includes password security that doesn't allow the document to be copied or changed. Such a file can't be file stamped.



Avoiding common errors

Resubmit the filing after the security settings have been deleted. Please contact your EFSP for assistance.

20140228 Villagio v. Evon Hood; Order for Substituted Service of Process Under Rule 106(b)-Signed.pdf [Original] [PDF] Description Sign

Odyssey File & Serve could not accept the pdf file because it is secured by security restrictions. The most common security restrictions include password security not allowing the copying or changing of the document. Please remove the security settings and resubmit the filing. [Copy](#)

No review images are available for this document.
20140228 Villagio v. Evon Hood; Order for Substituted Service of Process Under Rule 106(b)-Signed.pdf

A vertical menu labeled "Actions" containing icons for: a checkmark, a cross, a right-pointing arrow, a "STOP" sign, and a padlock.



Avoiding common errors

eFileTexas.com is tweaking its programming so filers are notified at the time of filing that a file has security codes that will cause the file to be rejected. eFileTexas.com is slated to alter its programming in August 2014.



Avoiding common errors

Files sometimes are rejected because document conversion errors prevent files from being translated. eFileTexas.gov's programmers are still trying to determine what triggers a document conversion error.

Case Info Sheet JG.pdf [Original] [PDF] Description Case Info Sheet JG.pdf

⌵ A document conversion error could not be translated. Either the error was not found in the PdfLibraryExceptionTranslation table, the database was not available, or an unexpected exception type was encountered. Check the innerException property for details. Copy

CIVIL CASE INFORMATION SHEET (REV. 2/17)

CAUSE NUMBER (FOR CLERK USE ONLY): _____ COURT (FOR CLERK USE ONLY): _____

STYLED **JUAN GONZALEZ v LINN ENERGY, LLC and SJL WELL SERVICE, LLC**
(e.g., John Smith v. All American Insurance Co. In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

I. Contact information for person completing case information sheet:		Names of parties in case:	Person or entity completing sheet is:
Name:	Email:	Plaintiff(s)/Petitioner(s):	<input checked="" type="checkbox"/> Attorney for Plaintiff/Petitioner
Bern Gnewe	bam@daspitlaw.com	JUAN GONZALEZ	<input type="checkbox"/> Pro Se Plaintiff/Petitioner
Address:	Telephone:		<input type="checkbox"/> Title IV-D Agency
952 Echo Ln, Suite 209	713-588-0383		<input type="checkbox"/> Other:
City/State/Zip:	Fax:	Defendant(s)/Respondent(s):	Additional Parties in Child Support Case:
Houston, Texas 77024	713-587-8088	LINN ENERGY, LLC	Custodial Parent:
		SJL WELL SERVICE, LLC	Non-Custodial Parent:

Actions

✓

✗

➔

STOP

🔒



Avoiding common errors

If a document conversion error causes 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.

Case Info Sheet JG.pdf [Original] [PDF] Description Case Info Sheet JG.pdf

⌵ A document conversion error could not be translated. Either the error was not found in the PdfLibraryExceptionTranslation table, the database was not available, or an unexpected exception type was encountered. Check the innerException property for details. Copy

CIVIL CASE INFORMATION SHEET (REV. 2/17)

CAUSE NUMBER (FOR CLERK USE ONLY): _____ COURT (FOR CLERK USE ONLY): _____

STYLED **JUAN GONZALEZ v LINN ENERGY, LLC and SJL WELL SERVICE, LLC**

(e.g., John Smith v. All American Insurance Co. In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

I. Contact information for person completing case information sheet:		Names of parties in case:	Person or entity completing sheet is:
Name:	Email:	Plaintiff(s)/Petitioner(s):	<input checked="" type="checkbox"/> Attorney for Plaintiff/Petitioner
Bern Gnewe	bam@daspitlaw.com	JUAN GONZALEZ	<input type="checkbox"/> Pro Se Plaintiff/Petitioner
Address:	Telephone:		<input type="checkbox"/> Title IV-D Agency
952 Echo Ln. Suite 209	713-588-0383		<input type="checkbox"/> Other:
City/State/Zip:	Fax:	Defendant(s)/Respondent(s):	Additional Parties in Child Support Case:
Houston, Texas 77024	713-587-8088	LINN ENERGY, LLC	Custodial Parent:
		SJL WELL SERVICE, LLC	Non-Custodial Parent:

Actions

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Avoiding common errors

Problems with lawyers' bar numbers also are delaying files 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
<input type="text" value="Tracy"/>	<input type="text"/>
Email Address*	
<input type="text" value="tracy.hopper@hcdistrictclerk.com"/>	
Roles	
<input checked="" type="checkbox"/> Firm Admin	<input checked="" type="checkbox"/> Filer
<input checked="" type="checkbox"/> Attorney	
Attorney Number* ⓘ	
<input type="text" value="99999930"/>	Verified



Improving the e-filing process

The process should be improved when eFileTexas.gov comes out with an update Aug. 16, 2014. It will feature a Return for Correction status, allowing a clerk to return a file to a filer.

A note about files that are returned for correction: The eFileTexas.gov update is slated to allow filers to resubmit revised filings into an envelope and still receive the original file date.



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 seeking access to confidential cases will need to set up a PIN. You will be able to see case information, settings, activities and images. Access may be gained from home, office or courthouse kiosks.

Search Results

[View Mobile Version](#)

The records you have queried are currently CONFIDENTIAL or this case has been SEALED. No further information regarding the below case will be disseminated until such time as the records are no longer confidential.

Case (Cause) Number	File Date	Court	Are you part of this case?
201400461J-7	1/29/2014	315	Click here to get access

To access this CONFIDENTIAL case, click on the case link and provide the PIN you received by email.

Case (Cause) Number	File Date	Court	
201400461J-7	1/29/2014	315	

Issues with a PIN?: Write us at DCSA@hcdistrictclerk.com

* Enter the PIN you received in your email:

Verification Check:

You are forbidden to access this site using an automated program. Please type the word you see in the verification text box and then click on the Submit button to process your request.

* Verification


Forget your Pin? click .. [Forgot My PIN](#)



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
8/22/2014	Docket Set For Trial Setting
Docket Sheet Entries	
Date	Comment
8/12/2013	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 improvements at the DCO

- Images of filed documents show up more quickly on the DCO web site. The DCO now displays court documents before they proceed through our final verification process.
- Through the DCO's efforts, judges soon will be able to sign documents electronically in court.



Finding help

Supreme Court Mandate Rules

<http://www.supreme.courts.state.tx.us/miscdocket/13/13916500.pdf>

JCIT Technology Standards

[Technology Standards v1.3 \[pdf\]](#) (Adopted March 21, 2014)

Electronic Filing Service Provider (EFSP) Comparison Chart

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

Self-Service Support – knowledge base questions and answers

<https://efile.txcourts.gov/selfservice/selfservice/>

FAQ's

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

JCIT Electronic Filing Page

<http://www.courts.state.tx.us/jcit/Efiling/EfilingHome.asp>

Civil eFiling FAQ's

<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.