

## ProDoc eFiling

FROM THOMSON REUTERS

### eFiling is Available in Gregg and Denton Counties

You can now use ProDoc eFiling in Gregg County District Court. Currently, you can only make initial filings in new cases.

eFiling is available for initial and subsequent filing in Denton District, County and Probate Courts.

This is the initial release of eFiling using the new eFiling Manger for the Texas State Courts' eFiling system and additional features and jurisdictions are expected to be added in the near future.

### How to eFile in ProDoc eFiling 2

#### Starting a Filing

1. Log into ProDoc eFiling 2
2. Select **Submit Filing** from the top menu.
3. Enter **Case information**:

Case Information	
<input checked="" type="radio"/>	This is an original petition.
<input type="radio"/>	This is an existing case (you must have the information below).
County / Jurisdiction	
County / Jurisdiction*:	Gregg County District Clerk ▼
Case Detail	
Please enter the details of this case below.	
Case Category*:	Family ▼
Case Type*:	Adoption ▼
Sealed Case:	No ▼
Attorney Information	
Case Attorney*:	New Filer ▼

If this is not a subsequent filing in an existing case, skip to step 7

4. Select the Court to which your case is assigned.

*Note: If you have not previously eFiled through ProDoc eFiling 2 in your case, you can only use Search by Cause Number*

5. Enter all or a portion of your Cause Number and click Search.
6. Select your cause number.

*Note: You cannot eFile without your Cause Number. If you do not see your cause number and are sure you have entered your search information correctly, you will need to contact the court clerk to confirm your information.*

**Case Information**

This is an original petition.

This is an existing case (you must have the information below).

**Court Assignment\*:** Denton County - 158th Judicial District Court ▼

Search by cause number

Search by person name

Search by organization name

**Cause Number\***

Search

7. **County/Jurisdiction:** Select as appropriate
8. **Case Category:** Select as appropriate  
*NOTE: For Gregg County, you cannot eFile in Criminal cases at this time. The selections are provided by the County Clerk*
9. **Case Type:** Select as appropriate
10. **Sealed Case:** If this is a Sealed Case, please review your local rules regarding filings in this situation
11. **Case Attorney:** Select the attorney from your firm who will be the attorney of record for this case

### Adding Case Parties

- a. Select **New Party** button
- b. **Party Details** screen appears

**Party Details**

Enter the party information.

\*Party Type:  Attorney:

**Individual**

\*First Name:

Middle:

\*Last Name:

**Company or Entity**

Company Name:

\*Country:

Address:

City:

State:  Zip:

Phone:

- c. Select **Party Type** from the drop down list. The list is filtered for your **Case Type**. (The first few items on the list are generally required for your *Case Type*; the remainder of the list is alphabetical.)
- d. Attorney: If your firm is representing this **Party Type**, select the attorney from the drop down list.
- e. Select either **Individual** or **Company or Entity** for the **Party Type** you have selected
  - i. If **Individual**: The party's first and last names are required
  - ii. If **Company or Entity**: The Company Name and Country are required
- f. Click **Add**.

**Repeat adding new parties as necessary**

12. Select the party for whom this is being filed by selecting the radio button to the right of that party

*NOTE: You can Edit or Delete Parties from this list by selecting the icon to the left of the Party*

Case Parties					
		Party Type	Name	Attorney	Filing Party
		Administrator	Joan Jett	Tim Vanecek	<input checked="" type="radio"/>
		Agent	Jack Jett		<input type="radio"/>

13. Check the 'I agree' box if you wish to accept eService for this case
14. Select Continue.

## Add New Filing

You may file multiple lead documents for a case in a single transaction. The lead document will be stamped by the court clerk. Each lead document with any attachments is considered a filing.

Type	File	File Size	Page Count	Security
Lead	<a href="#">Nonmilitary Affidavit - General litigation.doc</a>	0.00MB	2	Confidential
Attachment	<a href="#">Release of Lien.wpd</a>	0.00MB	2	Confidential

Total Size: 0.00 MB  
Total Pages: 4

I have reviewed the uploaded files and verify they were converted correctly.

Comments for clerk

1. **Filing Type:** Select the filing type of your first **Lead** document  
*NOTE: These selections are provided by the court clerk.*
  2. **Filing Description:** We default this filed to the *Filing Type*, you may modify this per your own naming convention
  3. **Reference Number:** Description for your use to help identify this filing (*Required field*)
- Documents:** Select Browse and choose the Lead document from your PC or network. The system scans your document for viruses and converts it to an acceptable format for the eFiling system. A page and size counter for each document and the total is displayed.

*Note: Your document does not need to be a "pdf" form unless required by eFiling rules. Our document converter will modify most word processor or text files to an acceptable "pdf" format for eFiling.*

4. Select the document **Security** (consult the clerk if you require guidance on this)
5. Click on the document name and review the document as loaded to be sure it is the document you want and it converted correctly
6. If you have Exhibits or other supporting attachments for the lead document, select Browse and add them in the same manner
7. **Clerk Comments:** Add any communication to the clerk regarding this filing
8. When you have added and reviewed the lead document and all attachments for that document, select the box beside "I have reviewed the uploaded files..."
9. Click Add.

## Review your filing

[Log Out](#)  
 logged in as **sasteve02@mailinator.com**  
 eFile in jurisdictions other than Gregg County  
[Click Here](#)

Home
Submit Filing
Submit eService
My Filings
Firm Management
Resources
Help

**Filing Progress**

1. [Case Information](#)
2. [Upload Documents](#)
3. [Filing Services](#)
4. [eService](#)
5. **Review Filing**
6. [Process Filing](#)
7. [Acknowledgement](#)

[Start a New Filing](#)  
[Cancel Filing](#)

**Cancel Filing**
**Submit Filing !**

If you would like to cancel this filing and return to the home page, click "Cancel Filing".

**INSTRUCTIONS:** This is the last step to complete your filing. To view the .PDF file containing your filed documents click on the name of the document below. After you have reviewed all information, scroll to the bottom of this page and click "Submit Filing" to begin processing the filing or "Cancel Filing" to cancel.

Fee	Est.Amount	Payment Information
Case Initiation Fee	\$222.00	<b>Payment Account:</b> Please select <input type="text"/>
Convenience Fee	\$6.42	
Total Provider Service Fees	\$3.00	
Total Provider Tax Fees	\$0.25	
Total Service Fees	\$0.00	
Total Service Tax Fees	\$0.00	
Total Court Service Fees	\$0.00	
<b>Envelope Total:</b>		<b>\$231.67</b>

**Personal Information**

Filer: jane Doe  
 Attorney: Joe Ortega  
 Firm or Organization: ProDoc-Steve Schenk  
 Bar Number: 123456789  
 Address: 962 Coromado Blvd.  
 Universal City, TX 78148  
 Phone: 210-582-2435

**Case Information**

Case Title:  
 Sealed Case: No  
 Court Name: Gregg County District Clerk  
 Case Category: Civil  
 Case Type: Discrimination  
 Case Number:  
 Defendant(s):  
 Lackluster Performance  
 Plaintiff(s):  
 jane Doe

**Document Information**

Filing: PETTOCA  
 Lead Document(s):  
[Release of Lien.wpd](#)

Filing: AFF  
 Lead Document(s):  
[Affidavit for Admission of Business Records.doc](#)

Filing: AMR-D  
 Lead Document(s):  
[Release of Lien.wpd](#)

**Service Recipients**

eService

**Cancel Filing**
**Submit Filing !**

If you would like to cancel this filing and return to the home page, click "Cancel Filing".

Clicking on "Submit Filing !" will begin processing your filing.

1. This page summarizes your case, filing, document, service and payment information.
2. Review the information. To make changes select the appropriate step in the process on the navigation list on the left side of the page.
3. If the information is correct, select Submit Filing!