

ProDoc eFiling

A Guide to eFiling

Contents

Overview:	4
Initial versus Subsequent eFilings	5
eFiling	5
Preparation and Tips	5
Log In and Case Information	7
Initial Filing	8
Procedures and Remedy.....	9
Payment information.....	9
Subsequent Filing into an Existing Case	11
Overview.....	11
Fully Integrated Case Management System, (CMS)	12
Not Fully Integrated CMS	13
Using Previous Submitted Filings	14
eFiling 2 eFilings	14
Using Cancelled Filings.....	15
Resubmitting Returned Filings	16
Using Templates	17
Using Drafts.....	19
Adding Filings and Court Services to a Submission	20
Jurisdiction Help.....	20
Filing Description	21
Comments for Clerk.....	22
Adding Documents to a Filing.....	23
Document Description	24
Document Security or Document Category	24
ProDoc eFiling Redaction.....	25
Adding Attachments to a Filing.....	28
Document review	29
Remove a Document form a Filing.....	29

Adding Court Services to a Filing	29
Email Copies.....	30
Courtesy Copies	30
Preliminary Copies.....	30
Adding additional lead documents.....	31
Modifying the filing after saving	32
eService.....	32
General information and How It Works	32
Adding eService Contacts to a Case	33
Your Firm’s Service Contacts.....	35
Service Contacts on the Public List	35
Create a new Service Contacts adding them to the Case	37
Detaching eService Contacts from a Case	38
Select the Party associated with a Service Contact.....	38
Select or Deselect Service Contacts being eServed the documents in the Submission	39
Fax Service.....	39
My eService	40
Overview.....	40
Outbox.....	40
Inbox	42
Review and Submit eFiling and eService	43
eFiling and Service Review	43
Editing the Submission	43
Payment Account.....	44
Submit the eFiling and eService	44
Post Submission	46
Cancelling a submission	46
Proof of Submission.....	46
Transmission and Clerk Disposition of eFiling	47
Notifications from eFiling Manager	48
Viewing eFilings Status, Details and Documents.....	49
eFiling Charges Report and Reconciling Your Credit Card	50
Overview.....	50
Credit Card Detail.....	50

eFiling Charges from ProDoc eFiling..... 51
Reconciling your charges..... 52

Overview:

You must register in the Texas State eFiling system to be able to eFile. Please refer to ProDoc eFiling's [Registration Guide](#) for assistance.

The eFiling system provides an information hierarchy for eFiling. The selections available as you move through your eFiling will be determined by your previous selections. These selections are determined by the jurisdiction into which you are eFiling.

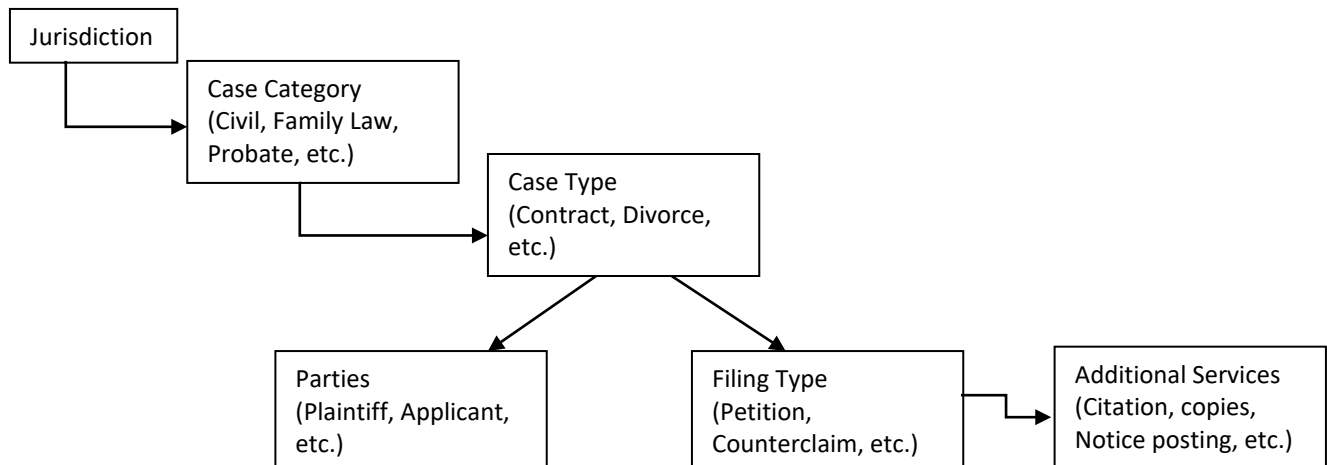
The highest level in this structure is the **Jurisdiction**. Next is the **Case Category**. Currently, some jurisdictions will only have one type of **Case Category** and some will have several. For example, Fort Bend County-JP, Pct. 3 only hears Civil cases, whereas the Fort Bend District Courts will hear Civil or Family Law cases.

Once a **Case Category** is determined, a **Case Type** must be selected. These selections could include Injury or Damage Involving a Motor Vehicle or Contract-Other Contract for civil category or Adoption or Divorce-No Children for family law category. Currently, the **Case Types** offered will vary from jurisdiction. If you don't see a **Case Type** you feel appropriate for your case you should consult the jurisdiction's website or speak with the jurisdiction's clerk to determine the appropriate **Case Type**.

The case information next required is the parties to the case. There will be required parties to enter. The required parties as well as the optional parties are determined by the **Case Type**. Also determined by the **Case Type** are the **Filing Types** you will use in eFiling. These **Filing Types** correspond to the type of pleading you are submitting, i.e. Original Petition, Counter Claim, etc.

Finally, the **Filing Type** selected will result in the types of **Additional Services**, (i.e. Service of Citation, Copies, etc.) offered. The **Additional Services** do vary by jurisdiction and failing to select the appropriate **Additional Service** for your submission may cause your filing to be returned. Please review ProDoc eFiling's [Jurisdiction Specific Information](#) or the Office of Court Administration's [Local County eFiling Practices](#) for additional information.

The Judicial Committee on Information Technology issues [Technology Standards](#). These standards establish State wide standards for **Case Category, Case Type, Parties Filing Type and Additional Services**. The standards also offer the acceptable reasons a clerk may reject your eFiling or return your eFiling for correction.



Initial versus Subsequent eFilings

When you make your initial eFiling in a new case you will need to provide all the required information as discussed above.

When you are making a subsequent eFiling into an existing case, generally all the case information is automatically loaded for you. In some case you may need to enter the case information.

All jurisdictions use some form of Case Management System (CMS). Some jurisdictions' CMS are fully integrated into the eFiling system while others are not. If a jurisdiction's CMS is fully integrated, the eFiling system will retrieve all of the Case Information when you provide a jurisdiction and case number. However, if a jurisdiction's CMS is not fully integrated you may need to enter all the Case Information. This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

eFiling

Preparation and Tips

Attend a live, [MCLE certified live webinar training class](#) for more information on eFiling.

A Payment Account must be on file for the firm before you can eFile. We **discourage using a debit card** for eFiling. Also, many jurisdictions do not currently accept American Express. Refer to Important Information Regarding Payment Accounts in our [Registration Guide](#).

Regarding Filings and Documents:

The Supreme Court adopted statewide Rules of Procedure eFiling in [Civil Courts](#) effective January 1, 2014 and for [Criminal Courts](#) effective November 1, 2015.

Included in these rules:

Wills are not required to be filed electronically. When a party electronically files an application to probate a document as an original will, the original will must be filed with the clerk within three business days after the application is filed.

The following documents must not be filed electronically

- (i) documents filed under seal or presented to the court in camera; and
- (ii) documents to which access is otherwise restricted by law or court order.

Timely Filing

Unless a document must be filed by a certain time of day, a document is considered timely filed if it is electronically filed at any time before midnight (in the court's time zone) on the filing deadline. An electronically filed document is deemed filed when transmitted to the filing party's electronic filing service provider, except:

- (A) if a document is transmitted on a Saturday, Sunday, or legal holiday, it is deemed filed on the next day that is not a Saturday, Sunday, or legal holiday; and
- (B) if a document requires a motion and an order allowing its filing, the document is deemed filed on the date that the motion is granted.

Electronic Signatures

A document that is electronically served, filed, or issued by a court or clerk is considered signed if the document includes:

- (A) a "/s/" and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or
- (B) an electronic image or scanned image of the signature.

Document file types and properties

- (A) be in text-searchable portable document format (PDF);

NOTE: ProDoc eFiling will automatically convert your MS Word documents to text-searchable PDF

- (B) be directly converted to PDF rather than scanned, if possible;
- (C) not be locked; and
- (D) otherwise comply with the [Technology Standards](#) of the Judicial Committee on Information Technology (JCIT).

The JCIT standards include

- A. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated. (ProDoc eFiling will convert most word processor files to a text-searchable PDF.)
- B. When possible, the document should be generated directly from the originating software using a PDF distiller.
- C. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.

- D. An e-filed document may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
- E. Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Each Document must be a single PDF. An appellate court may require that multiple PDF documents be combined into a single PDF document and bookmarks used to separate content appropriately. The content of the document should not depend on bookmarks.
- F. Any e-filed document filename should contain only alphanumeric characters that are part of the Latin1_General character set. No special characters are allowed, and the length of the filename should be restricted to 50 characters including the extension (.doc, .pdf, etc.).

NOTE: When submitting documents in pdf format you must conform to these standards or there is a possibility that the State eFiling Manager will "Fail" your filing.

Some jurisdictions require you complete and file a Civil Process Request Form if you are requiring process service in the eFiling.

Some jurisdictions require your pleading and exhibits to be combined into a single document and each section bookmarked.

There is a 35MB limit on an eFiling submission. If you have numerous documents or very large documents, make sure their size falls beneath this limit. If not, try to reduce their size if possible. If your submission exceeds the limit, you will need to break it down into more than one submission.

Log In and Case Information

Log in to ProDoc eFiling using your previously registered email address and password.

If you have trouble logging on, recheck your email and password.

If you forgot your password, click Forgot Password. You can reset your password by entering your email address.

If you have made several attempts to log in and have been locked out of your account, your Firm's eFiling Manager can reset it for you.

Once logged in, select Submit Filing from the top menu.

Below is the screen you will see.

The screenshot displays the ProDoc eFiling 2 web application. At the top, there is a navigation bar with links for Home, Submit Filing, Submit eService, My Filings, My Cases, My eServices, Firm Management, and Resources. The user is logged in as sasteve1952@mailinator.com. The main content area is titled 'Case Information' and includes a progress indicator on the left. The 'Case Information' section has three radio buttons: 'New Case' (selected), 'Existing Case', and 'Select Returned Filings'. Below this is a 'My Templates' section with a dropdown menu for 'Templates'. The 'Case Detail' section contains three dropdown menus for 'County / Jurisdiction*', 'Case Category*', and 'Case Type*'. The 'Attorney Information' section has a dropdown for 'Case Attorney*' with 'Steve Schenk' selected. The 'Payment Information' section has a dropdown for 'Payment Account*'. The 'Case Parties' section shows 'No Parties' and a 'New Party' button. A 'Jurisdiction Help' window is open on the left, providing information about the Judicial Committee on Information Technology-Technology Standards. The window includes a close button (X) and a 'Do Not Show Again' button. At the bottom of the page, there is a copyright notice: 'This site and all contents Copyright ©2003-2017 Thomson Reuters. All rights reserved.'

The Jurisdiction Help window on the left contains information to help you avoid a Rejected eFiling. ProDoc eFiling monitors the reason eFilings are not successful as well as question from filers and provides this very visible help window to assist you. After you have read the information you can click on the x in the upper right of the Jurisdiction Guide window or scroll to the bottom of the window and click Close to close the Jurisdiction Help window.

Navigating the submission

The progress of the steps in the submission process is monitored in the Filing Progress panel in the upper left portion of the screen.

Clicking on any previously completed step in the submission will return the user to the selected step.

Initial Filing

The New Case radio button is selected by default.

Click in the box to the right of the heading, County/Jurisdiction. This is a lengthy list. Type in the first two or three letters of a jurisdiction to filter the list. Hit the Esc key to clear the filter and start over.

NOTE: This filtering technique is available for any selection list that has more than ten items in it.

Once the County/Jurisdiction is selected you will proceed to add the other parts of the Case Information. These include the Case Category and Case Type.

Procedures and Remedy

The eFiling system will now collect the Procedures and Remedy on initial submissions. This provides the system with all the information required in the Case Information Sheet.

Click on the appropriate Procedure/Remedy and Damages Sought for the case.

Multiple Procedure/Remedy selections may be made.

The screenshot shows the 'Case Information' form with the following sections:

- Case Information** (Header)
- Radio buttons: New Case, Existing Case, Select Returned Filings
- My Templates** (Section Header)
- Templates: Pre-load from a template... (Dropdown)
- Case Detail** (Section Header)
- Please enter the details of this case below.
- County / Jurisdiction*: Harris District Clerk (Dropdown)
- Case Category*: Civil - Contract (Dropdown)
- Case Type*: Debt/Contract - Debt/Contract (Dropdown)
- Procedure / Remedy** (Section Header, highlighted with a red box)
- Procedure/Remedies: Declaratory Judgment X, Garnishment X (Buttons)
- Damages Sought*: Less than \$100,000 and non-monetary relief (Dropdown)

Payment information

A list of payment types accepted by this jurisdiction is listed. Select your preferred payment account for this submission from the dropdown list.

Note: eChecks are now accepted in a few jurisdictions. ProDoc eFiling will be adding this payment type in the near future.

Party Information

After selecting the Case Type, the Case Parties now lists the required party types for this case. Click on New Party to enter the parties of the case.

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Clicking on the New Party button opens a dialog box for adding parties to the Case.

Enter in the information for the first required party.

Enter the first and last name of the first party if that party is an individual.

Select the radio button next to Company or Entity if the party is not an individual and enter the Company or Entity name.







Addresses are not required. However, if you enter in any part of an address, then all of the address information for that party must be entered.

If your firm is representing the party being entered, enter the attorney from your firm representing the party. The party attorney for parties your firm does not represent is not required.

Select Save and New to add all required and optional parties.

When completed, click Save and Close.

Select one or more Filing Parties by clicking on the box to the right of the party(ies) on behalf of which this eFiling is made.

Case Parties					
*Required Parties: Defendant, Plaintiff					
		Party Type	Name	Attorney	Filing Party
		Plaintiff	Mary Plaintiff	Steve Schenk	<input checked="" type="checkbox"/>
		Defendant	Big Bad Company		<input type="checkbox"/>
		Plaintiff	Jerry Plaintiff	Steve Schenk	<input checked="" type="checkbox"/>

You can edit or delete a party by selecting the corresponding icon next to the party's name.

You are now ready to enter eFilings, services and eService for this case. Proceed to [Adding Filings and Court Services to a Submission](#) below to continue filing.

Subsequent Filing into an Existing Case

Overview

There are several ways to initiate a filing into an existing case:

For new filings in an existing case:

- Enter jurisdiction and case number, search for case, and enter case, filing and service information as appropriate, (use this if you have not eFiled into this case before);
- Select “[New filing into this case](#)” for an envelope # in the My Filings→Submitted listing (see ProDoc eFiling Reports);

- Continue a filing that was cancelled before submission by selecting Yes to [Load Unfinished Submission popup](#);

For resubmission of filings that were Returned for Correction:

- Select “[Resubmit this filing](#)” for an envelope # in the My Filings→ Submitted listing (see ProDoc eFiling Reports);
- Click on [Select Returned Filings](#) after selecting Submit Filing and then click on Select next to an envelope # from the Returned Filing listing.

Fully Integrated Case Management System, (CMS)

Select Submit Filing from the command menu.

Click on the radio button next to Existing Case.

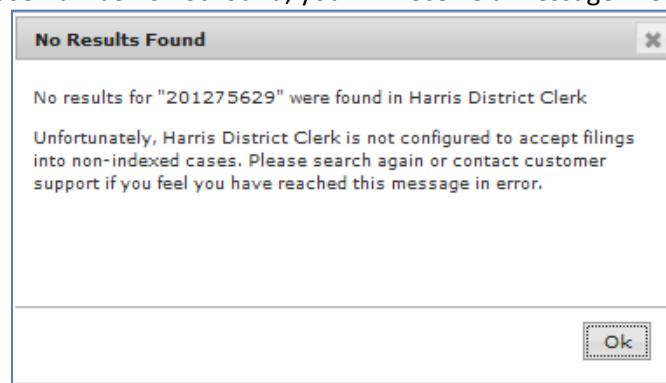
Click in the box to the right of the heading County/Jurisdiction. This is a lengthy list. You can type in the first two or three letters of your jurisdiction to filter the list. Hit the Esc key to clear the filter and start over.

NOTE: This filtering technique is available for any selection list that has more than ten items in it.

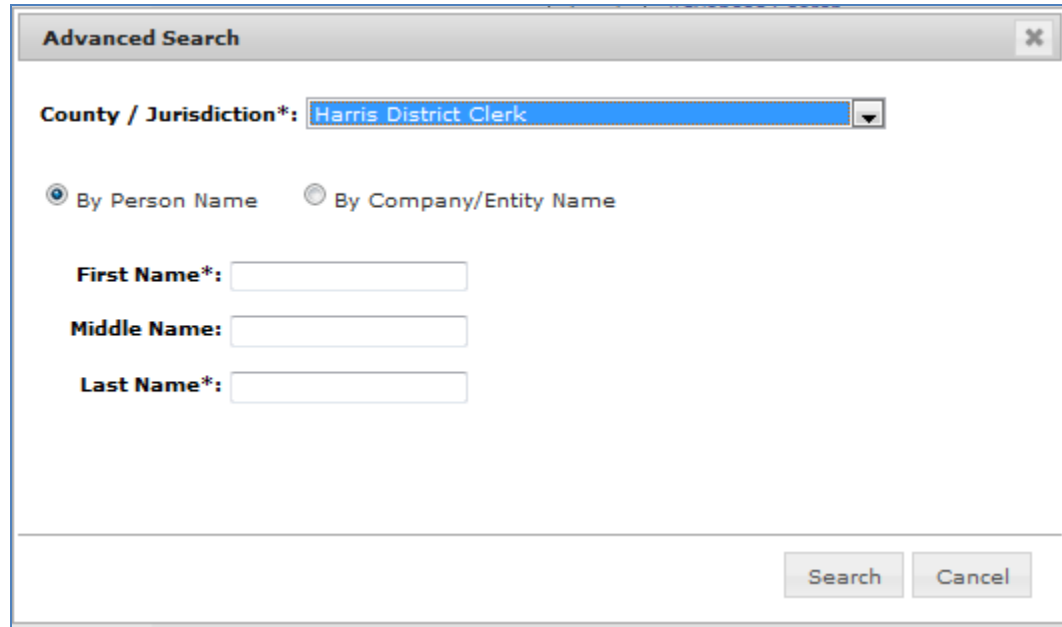
Enter your case number and click on Search.

If you are filing into a jurisdiction that has a fully integrated CMS, (see [Initial versus Subsequent eFilings](#) above), and the case number is found, the system will return the case information.

If the case number is not found, you will receive a message like this.



You can perform a more detailed search by clicking on Advanced Search. This allows you to search by party name within a jurisdiction.



Advanced Search

County / Jurisdiction*: Harris District Clerk

By Person Name By Company/Entity Name

First Name*:

Middle Name:

Last Name*:

Search Cancel

If the system still does not find your case, contact [technical support](#). We will contact the State's EFM to determine the issue.

Not Fully Integrated CMS

Click on the radio button next to Existing Case.

Click in the box to the right of the heading County/Jurisdiction. This is a lengthy list. You can type in the first two or three letters of your jurisdiction to filter the list. Hit the Esc key to clear the filter and start over.

NOTE: This filtering technique is available for any selection list that has more than ten items in it.

Enter your case number and click on Search.

If you are filing into a jurisdiction that does not have a fully integrated CMS, (see [Initial versus Subsequent eFilings](#) above), and previous eFilings using this system have been made into the case, the system will return the case information.

If no eFilings using this system have been made into the case, you will receive a message as shown below.

The screenshot shows a web interface for Case Information. At the top, there are radio buttons for 'New Case' and 'Existing Case', with 'Existing Case' selected. Below this is a 'Search Criteria' section with a dropdown menu for 'County / Jurisdiction*' set to 'Bexar County - District Clerk' and a text input for 'Cause Number*' containing '201306655'. There are 'Search' and 'Advanced Search' buttons. A modal dialog box titled 'No Results Found' is overlaid on the search results area. The dialog contains the text: 'No results for "201306655" were found in Bexar County - District Clerk. However, you may still file into this case. Please fill out the required case information. A case initiation fee will **not** be charged'. An 'Ok' button is at the bottom right of the dialog.

You should confirm that the case number is accurate. Proceed by entering all of the case and party information and then complete the eFiling.

This should happen only once for a given case. Regardless of this CMS integration once a case has been eFiled into the Case Information will be retrieved with your input of the jurisdiction and case number.

Using Previous Submitted Filings

eFiling 2 eFilings

When you submit a filing all of the information entered for the filing is stored by ProDoc eFiling. You can initiate another filing into any case you have filed into with a single click.

Click on Submitted under the My Filings tab.

Click on eFiling 2 Filings.

Hover over the Envelope # of the filing.

Click on the + icon.

[Log Out](#)
logged in as [sasteve1952@mailinator.com](#)

Home Submit Filing Submit eService **My Filings** Firm Management Resources

eFiling 2 Filings eFiling 1 Filings eFiling Charges

Show Columns

Copy CSV Excel PDF Print

From
to

Envelope # Filing Type Jurisdiction Case Number

Envelope #	Date Submitted	Filing Type	Jurisdiction	Case Number
X	2/19/2014 3:49:56 PM	Acknowledgment	Bexar County - District Clerk	2013CI18588
? 34157	4:09:24 PM	Motion - Bench Warrant	Dallas County - 134th District Court	DC-12-06318
X 34157	11/22/2013 10:09:26 PM	Motion - Bench Warrant	Dallas County - 134th District Court	DC-12-06318
? 23440	11/13/2013 2:03:44 PM	Pleading - No Fee	Hays County - 207th District Court	11-1626
! 23440	11/13/2013 8:03:38 PM	Pleading - No Fee	Hays County - 207th District Court	11-1626

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

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A new filing will be initiated using the case information for the selected filing.

Using Cancelled Filings

ProDoc eFiling continuously saves your inputs during a filing. If you need to cancel a filing during the process the information entered is retained for use if you need to start the filing over.

When you click on Submit Filing the Load Unfinished Submission popup;

The screenshot shows the ProDoc eFiling 2 interface. At the top, there is a navigation bar with 'Home', 'Submit Filing', 'Submit eService', 'My Filings', 'My eServices', 'Firm Management', and 'Resources'. The user is logged in as 'anthony.ortega@thomsonreuters.com'. The main content area is divided into 'Filing Progress' and 'Case Information'. The 'Case Information' section has three radio buttons: 'New Case' (selected), 'Existing Case', and 'Select Returned Filings'. Below this is the 'Case Detail' section with a prompt 'Please enter the details of this case below.' and three dropdown menus: 'County / Jurisdiction*', 'Case Category*', and 'Case Type*'. The 'Attorney Information' section is partially visible. A dialog box titled 'Load Unfinished Submission?' is open, asking 'A submission was started but was not completed. Would you like to complete this submission?' and includes a note: 'Note: Selecting "No" will cause the data to be permanently lost.' with 'Yes' and 'No' buttons.

Click on Yes and ProDoc eFiling will automatically load your saved case and filing information for you;
 Click on No and the data will be purged from the system and you should begin your submission by selecting New Case, Existing Case or Select Returned Filings.

Resubmitting Returned Filings

When an eFiling is Returned for Correction by the court clerk, you can resubmit the eFiling referencing the original submission envelope. Your resubmitted eFiling will be date stamped the date of the original submission. Using the methods below insure ProDoc eFiling will properly reference the original submission envelope in your corrected eFiling submission.

Select Submit Filing from the command menu.

Click on the radio button beside Select Returned Filings.

Click on the Select button next to the original returned submission.

The screenshot shows the ProDoc eFiling 2 interface. The user is logged in as anthony.ortega@thomsonreuters.com. The 'Select Returned Filings' radio button is selected and highlighted with a red arrow. Below it is a table of returned filings with columns for Select, Envelope #, Date Submitted, Filing Type, Jurisdiction, and Case Number. A red arrow points to the 'Select' column of the first row.

Select	Envelope #	Date Submitted	Filing Type	Jurisdiction	Case Number
Select	25029	8/18/2014 11:37:49 AM	Affidavit of Custodial Parent	Harris District Clerk	
Select	25029	8/18/2014 11:37:49 AM	Case Closed	Harris District Clerk	
Select	24646	7/28/2014 4:49:56 PM	Accelerated Case	Harris County Courts	
Select	24646	7/28/2014 4:49:56 PM	Affidavit	Harris County Courts	
Select	24502	7/22/2014 8:36:18 AM	Affidavit of Custodial Parent	Harris District Clerk	
Select	24478	7/18/2014 11:41:01 AM		Harris District Clerk	

Note: You can only resubmit a submission once.

A new submission will be initiated using the case and filing information for the selected filing.

ProDoc will properly indicate that this is a resubmission and reference your original submission envelope.

Make the corrections as required and submit.

Using Templates

ProDoc eFiling allows you save initial filing case and party information in a **template**.

As you enter your case and party information, ProDoc stores this information in a data table. When you click on the Save as Template button, you save and name this data. You can then recall all of this information to save time in initiating cases.

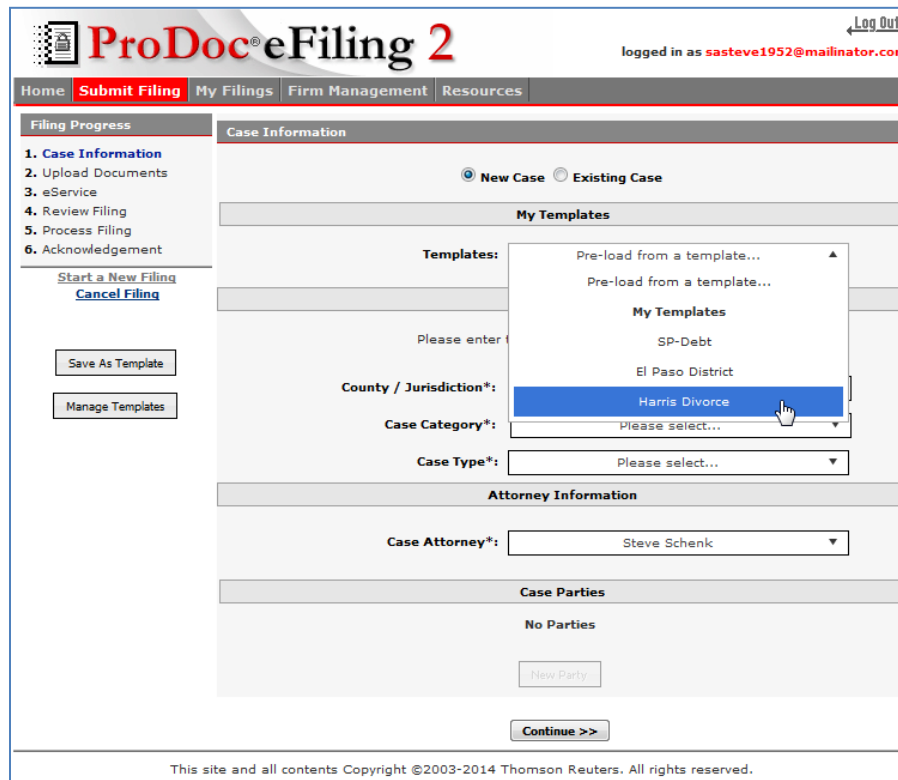
To use this function, enter as much of case and party information that you refer to save. Click on the Save as Template button.

The screenshot shows the ProDoc eFiling 2 interface. At the top, there is a navigation bar with 'Home', 'Submit Filing', 'My Filings', 'Firm Management', and 'Resources'. The user is logged in as 'sasteve1952@mailinator.com'. The main content area is titled 'Case Information' and includes a 'Filing Progress' sidebar on the left with steps 1 through 6. A red arrow points to the 'Save As Template' button in the sidebar. The main form has sections for 'My Templates' (with a dropdown menu), 'Case Detail' (with fields for County/Jurisdiction, Case Category, and Case Type), 'Attorney Information' (with Case Attorney), 'Filer Information' (with Filer Type), and 'Case Parties' (with a table of parties and a 'New Party' button). A 'Continue >>' button is at the bottom.

A dialog box allows you to name the template, allow others in your firm to use the template and the different areas of your case and party information you wish to include in the template. Click on Save to save your template information.

The 'New Template' dialog box has a title bar with a close button. It contains a 'Description*' text input field. Below it is a checkbox labeled 'Make this template available to all users in my firm'. A section titled 'What to Save' contains a list of checkboxes, all of which are checked: 'County / Jurisdiction - (Harris District Clerk)', 'Case Category - (Family)', 'Case Type - (Divorce (\$0))', 'Case Attorney - (Steve Schenk)', 'Filer Type - (Attorney)', and 'Case Parties - (John Smith, Martha Smith)'. At the bottom right are 'Save' and 'Cancel' buttons.

This information to initiate an initial filing may now be used in any new case. Simply select the appropriate template name in the Templates selection box.

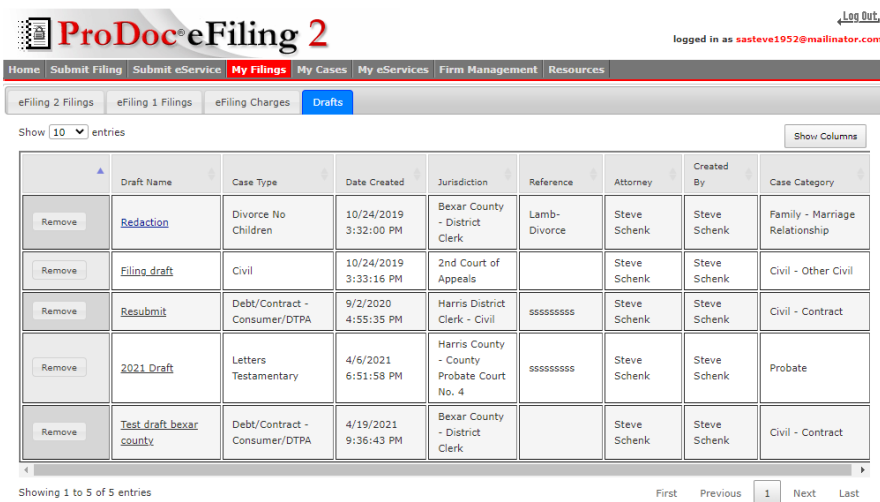


All of the information saved in your template will be loaded automatically.

Using Drafts

ProDoc eFiling allows you to save a filing in progress as a draft. At any point in an eFiling until it is submitted you can select Save Draft. You are prompted to name the draft.

Click on Drafts under My Filings to access a list of your Drafts that have been saved. Click on the Draft Name to initiate a submission using the previously save draft.



Adding Filings and Court Services to a Submission

After all case information and parties are entered as described above; add filing(s) and any related court services to the submission.

Please review [Preparation and Tips](#) above regarding file sizes, types and other information regarding filings and documents.

Multiple filings can be submitted in a single submission generally referred to as a submission envelope. The filings can only be for the case and filing party that have been entered. ProDoc does not charge any additional fee for multiple filings.

Jurisdiction Help

After completing the Case Information page as described above, click on Continue.

The screenshot shows the 'Case Information' form with the following sections and fields:

- Case Information:** Radio buttons for 'New Case' (selected) and 'Existing Case'.
- My Templates:** A dropdown menu for 'Templates' with the option 'Pre-load from a template...'.
- Case Detail:** A section with the instruction 'Please enter the details of this case below.' and three dropdown menus: 'County / Jurisdiction*' (Harris District Clerk), 'Case Category*' (Family), and 'Case Type*' (Divorce).
- Attorney Information:** A dropdown menu for 'Case Attorney*' (Steve Schenk).
- Filer Information:** A dropdown menu for 'Filer Type*' (Attorney).
- Case Parties:** A section with the instruction '*Required Parties: Petitioner, Respondent' and a table with the following data:

		Party Type	Name	Attorney	Filing Party
		Petitioner	John Smith	Steve Schenk	<input checked="" type="checkbox"/>
		Respondent	Martha Smith		<input type="checkbox"/>
- Buttons:** 'New Party' and 'Continue >>' (highlighted with a red arrow).

The Add New Filing dialog box opens.

The [Jurisdiction Help](#) window appears to the left of the screen.

Jurisdiction Help

Electronic Signatures
A document that is electronically served, filed, or issued by a court or clerk is considered signed if the document includes:

- a "/s/" and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or
- an electronic image or scanned image of the signature.

Document file types and properties

- be in text-searchable portable document format (PDF);
- be directly converted to PDF rather than scanned, if possible;
- not be locked.

There is a **35MB limit** on an eFiling submission.

Rules of Procedure require the **email address** of the filing attorney and any attorney being eServed be included in the document(s) being eFiled and/or eServed.

Unless the inclusion of **sensitive data** is specifically required by a statute, court rule, or administrative regulation, an electronic or paper document, except for wills and documents filed under seal, containing sensitive data may not be filed with a court unless the **sensitive data is redacted**.

NOTE: Reference Number* is required. This entry can be any information of your own choosing. Filers may use this field to relate the submission to their client or case.

Harris County-District Courts Document Filing Process-Initial Filing

- Pleading is the Lead document any exhibits are added separately as separate attachments.
- Civil Case Information Sheet should be uploaded as an attachment to your Pleading.
- The Document type is currently selected after loading your Lead document under the Security dropdown selection list.

Document Filing Process- Subsequent filings

- Items not needing a file stamp (proposed orders, notices, etc) **should not** have a cover letter as the lead document.
- Proposed orders should be filed **as an attachment if accompanying a motion as the lead document. As a lead document if filed after a motion.**
- Motions should be filed **as a lead document.**
- Exhibits should be filed **as an attachment to an appropriate lead document. Or separately as a lead document.**
- Select the appropriate **Document Type** from the dropdown after document is uploaded.

Service of process

- Add the Civil Process Request Form as an attachment to your Pleading.
- Under Optional Services, select the number of citations, the delivery type (constable, mail etc.) and the order the copy(ies) of your pleading needed for the citation(s).

Civil Process Form [Harris County-District Civil Process Request Form](#)

Please select...
 Enter your custom filing description(Required)
 Enter your firm's custom tracking id(Required)
 Your comments to the clerk may go here(Optional)

Save and New Save and Close Cancel

Do Not Show Again Close

Click anywhere in the Add New Filing dialog box to move it in front of the Jurisdiction Help.

After you have read the information you can click on the x in the upper right of the Jurisdiction Guide window or scroll to the bottom of the window and click Close to close the Jurisdiction Help window.

Filing Description

Describe the filing using the three information boxes at the top of the page.

Filing Type: Based on the jurisdiction, case category and case type, the filing type list will contain the filing types allowed for the submission. Most jurisdictions now conform to the standard filing types as detailed in the most recent [JCIT Standards](#). The list presented also considers if this is an initial or a subsequent filing.

If the filing is in a Harris District or Jefferson County Court, refer to [In Harris County](#) below.

Filing Description: ProDoc eFiling by default fills this field with the filing type selected. You can edit this description to suit your needs.

Reference Number: An entry in this field is required. Your entry can be alpha, numeric or special characters of any combination. Generally, this field is used to help you match the filing with a client or an entry in your case management system. This field will also be used to help filter or sort your eFilings in ProDoc eFile reporting.

The screenshot shows the 'Add New Filing' form with the following fields and annotations:

- Filing Type*:** A dropdown menu with 'Petition (\$252.00)' selected. A red arrow points to this field with a callout box that says 'Required, select from dropdown'.
- Filing Description*:** A text input field containing 'Petition'. A green arrow points to this field with a callout box that says 'Optional'.
- Reference Number*:** A text input field containing 'Petition-ddd'. A red arrow points to this field with a callout box that says 'Required. Use your own client/case ID'.
- Comments for Clerk:** A text area with the placeholder text 'Your comments to the clerk may go here(Optional)'.

Below the form, there are three tabs: 'Documents', 'Additional Services', and 'Email Copies'. Under the 'Documents' tab, there is an 'Add Document' button. At the bottom of the form, there are three buttons: 'Save and New', 'Save and Close', and 'Cancel'.

Comments for Clerk

Enter any comments for the clerk in the Comments for clerk section.

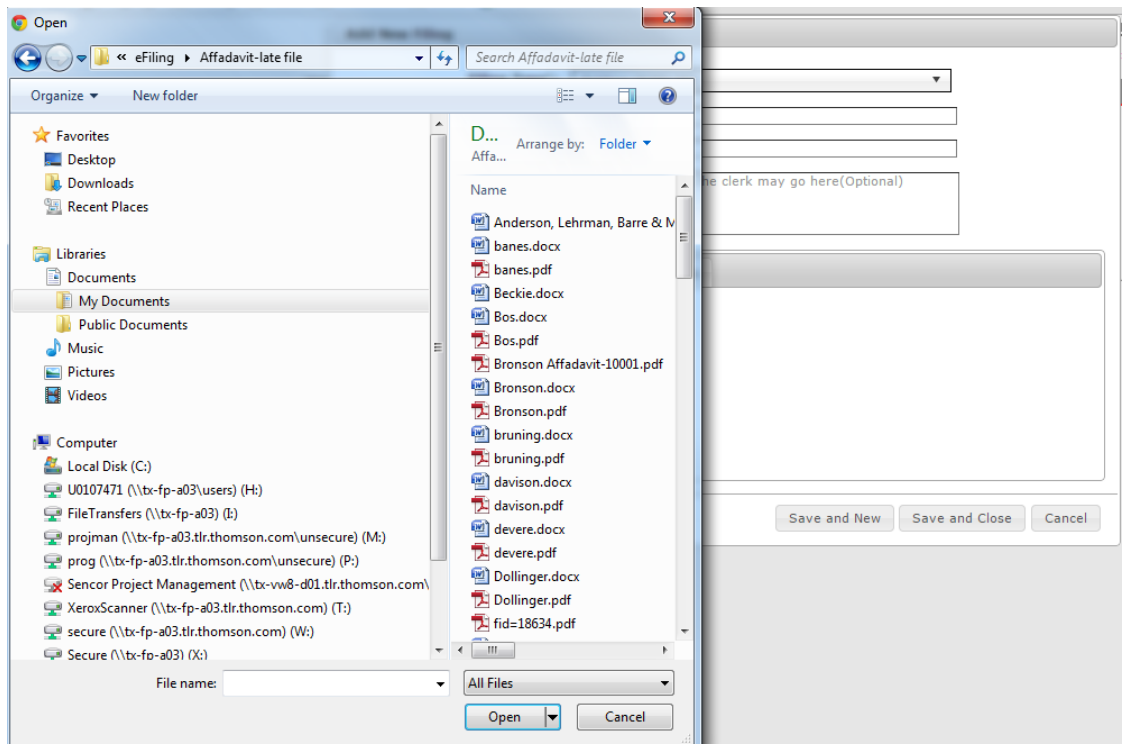
For a resubmission, information on the original submission envelope will be automatically presented here.

Adding Documents to a Filing

Click on Add Document.

Based on the selected Filing Type, click on the appropriate Document category.

After selecting your Document category, click on Select File (For Internet Explorer only. Other browsers will automatically trigger the Explorer window). Use the Explorer window to navigate to the appropriate file. Double click on the file or highlight it and click on Open to add the file to the filing.



Document Description

After adding a document to a filing, ProDoc eFiling displays document information in a list. One field of information is the Description (OPT). ProDoc eFiling automatically populates this field with the file name. This description may be edited to include a more easily understandable description of the document.

Add New Filing

Filing Type*: Amended Filing (\$0.00)

Send e-Service for this Filing

Filing Description*: Amended Filing

Reference Number*: Enter your firm's custom tracking id(Required)

Comments for Clerk: Your comments to the clerk may go here(Optional)

Documents
Additional Services
Email Copies

Type	File	Description*	Doc Details	Security	Redaction
Lead Document	New Client Letter.doc	New Client Letter.pdf <small>(Maximum characters: 100)</small>	0.11MB/4pg	Does Not Contain Sensitiv...	Apply Redaction ✕

Filing Size: 0.11 MB Envelope Size: 0.11 MB
 Filing Pages: 4 Envelope Pages: 4

Add Document

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

Save and New
Save and Close
Cancel

Document Security or Document Category

In all jurisdictions except Harris District and County Civil Courts and Jefferson County Courts a document Security classification is required. This list is provided by jurisdiction. Generally, you will select Does not contain Sensitive Data. There may be other options offered including Confidential or Non-public.

Add New Filing

Filing Type*: Amended Filing (\$0.00)

Send e-Service for this Filing

Filing Description*: Amended Filing

Reference Number*: Enter your firm's custom tracking id(Required)

Comments for Clerk: Your comments to the clerk may go here(Optional)

Documents
Additional Services
Email Copies

Type	File	Description*	Doc Details	Security	Redaction
Lead Document	New Client Letter.doc	New Client Letter.pdf <small>(Maximum characters: 100)</small>	0.11MB/4pg	Does Not Contain Sensitiv... <div style="border: 1px solid #ccc; padding: 2px; width: 150px; margin-top: 2px;"> Does Not Contain Sensitive Data Contains Sensitive Data Does Not Contain Sensitive Data </div>	Apply Redaction ✕

Filing Size: 0.11 MB Envelope Size: 0.11 MB
 Filing Pages: 4 Envelope Pages: 4

Add Document

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

Save and New
Save and Close
Cancel

In Harris District and County Civil Courts and Jefferson County Courts, there is not an option regarding document Security classification. However, a Document Type is required. The Document Type is these courts' equivalent of all other jurisdictions' Filing Type.

Add New Filing

Filing Type*:

Filing Description*:

Reference Number*:

Comments for Clerk:

Documents Additional Services Email Copies

Type	File	Description (OPT)	Doc Details	Document Type
Lead Document	banes.pdf	Banes Plaintiff's Original Petition	0.04MB/1pg	Ad... x

Filing Size: 0.04 MB **Envelope Size:** 0.04 MB
Filing Pages: 1 **Envelope Pages:** 1

I have reviewed the uploaded files to verify they were converted c

Save and New
Save and Close
Cancel

ProDoc eFiling Redaction

Filers can choose to submit documents that may contain sensitive information to an automated redaction process.

During the Add New Filing Process once a document has been added to the filing, an Apply Redaction button is available. Clicking on Apply Redaction will send the document to the automated redaction process.

Figure 1

The automated redaction process scans the document for any sensitive information as specified in the [Rules of Civil Procedure Rule 21c. \(a\)](#). The process highlights the sensitive information that it detects and notifies the filer when completed. Click OK to continue.

Figure 2

The filer can view, edit or cancel the redaction in the redacted document. The filer selects from the options that now are available.

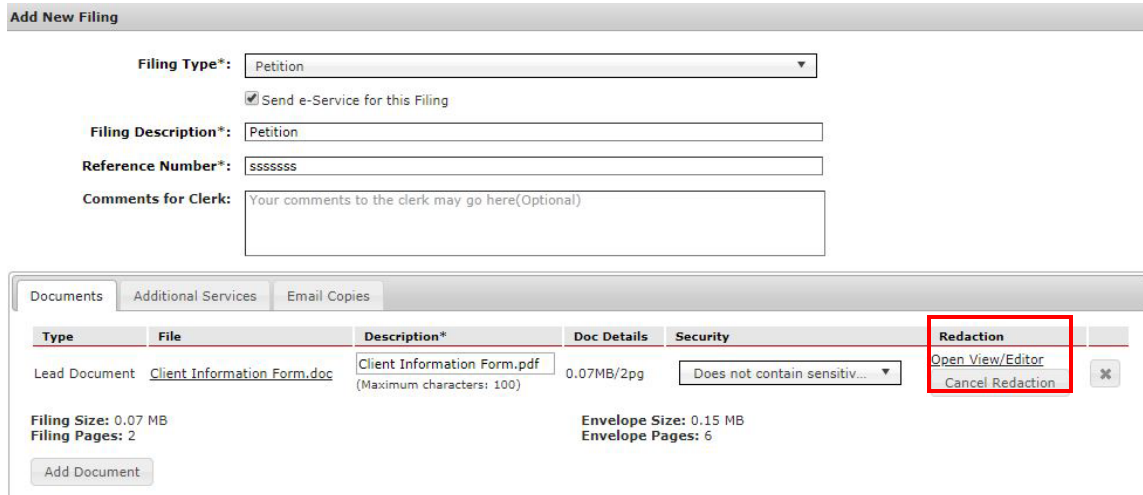


Figure 3

Click on the Open View/Editor link to open the redacted document in the redaction editor.

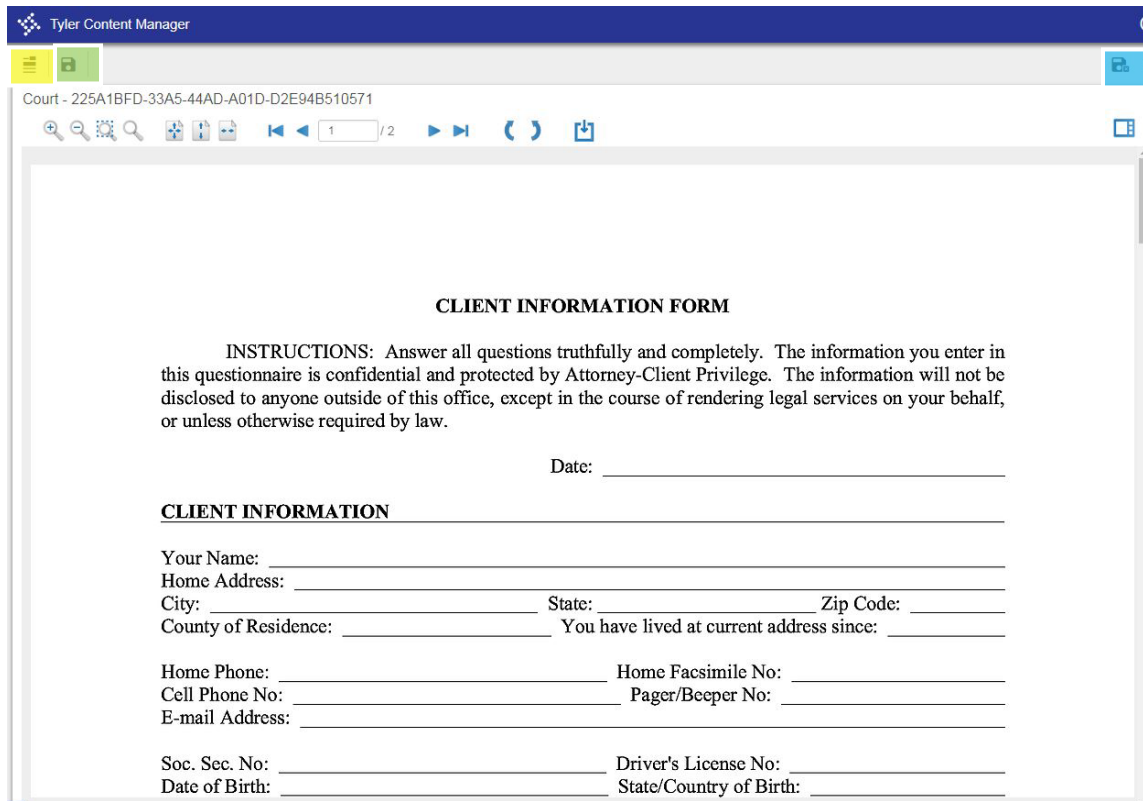


Figure 4

Clicking on the yellow highlighted button shown in Figure 4 on the top left will toggle between the redaction tool and the arrow or selection tool. When the redaction tool is activated, click where you want to anchor the redaction and holding the right mouse button down, move the redaction highlight to cover the information to be redacted. Release the mouse button and either move to the next area to be redacted or toggle back to the arrow selection tool.

Clicking on the green highlighted button saves the document and leaves you in this edit screen.

Clicking on the blue highlighted button in the top right portion of the window will save the document and return you to the Add New Filing Screen.

Note that there is no Undo to remove a redaction highlight. If information that is redacted, either automatically or in the manual process described just above should not be redacted, you will need to Cancel the redaction by clicking on the Cancel Redaction button as shown in Figure 3. You can then restart the process as applicable.

Once you are satisfied with the redaction you can proceed with your submission.

ProDoc eFiling retains your original, unredacted document. After your filing is submitted and the court clerk has accepted your document, the information that was highlighted to be redacted is “burned off” and is no longer visible to anyone viewing the document. If it is the lead document for a filing it is date-stamped.

Remember, ProDoc eFiling retains your original document and this date-stamped document. These documents are available in ProDoc eFiling for at least one year.

Adding Attachments to a Filing

Add any attachments if appropriate. Please refer to the [Jurisdiction Specific Information](#) for more information about the jurisdiction’s preferred method of adding supporting documents for the pleading.

If the only options for this filing are Lead document and Attachments and you have already added the lead document, all other documents will be attachments. You can click on Select File to upload the attachment(s).

A few jurisdictions include the Case Information Sheet as a Document Description. If this is the case, Case Information Sheet will appear as a selection when you click on Add Document.

Document review

Click on the file name that appears under the File column in the Documents area of the screen. This will open the file as it will be submitted. When completed, click on the box toward the bottom of the page indicating the review is complete.

Remove a Document from a Filing

Click on the x next to the document to remove it from the filing.

Adding Court Services to a Filing

Jurisdictions vary in how to request certain court services through the eFiling system. Please refer to the [Jurisdiction Specific Information](#) for more information about the jurisdiction's process. Some jurisdictions have a civil process request from that must be used for service of process. These forms, if offered, are available on our [Jurisdiction Specific Information](#) FAQs or at the jurisdiction's website.

The Filing Type selected determines the Additional Services available, if any. If no services are available for the Filing Type ProDoc will hide the Additional Services tab.

Add New Filing

Help

Filing Type*: CIVIL CASE INFORMATION SHEET (\$0.00)

Filing Description: CIVIL CASE INFORMATION SHEET

Reference Number*: Enter your firm's custom tracking id(Required)

Documents					
Type	File	Document Size	Page Count	Security	
Lead Document	CIVIL_CASE_INFORMATION_SHEET.pdf	0.71MB	1	Public	X

Filing Size: 0.71 MB Envelope Size: 0.76 MB
 Filing Pages: 1 Envelope Pages: 5

Add Document

Optional Services

There are no optional services available for the selected filing type

Comments for clerk

Your comments to the clerk may go here(Optional)

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

Save and New Save and Close Cancel

If Additional Services are available for the Filing Type, the Additional Services tab will be available in the Add New Filing screen. Click on the Additional Services tab then click on Add Additional Service and select the appropriate service from the drop-down listing.

Add New Filing

Filing Type*:

Filing Description*:

Reference Number*:

Comments for Clerk:

Documents
Additional Services
Email Copies

Description	Count
Please select...	1 <input style="width: 20px;" type="text"/>
Issue Citation (\$8.00)	
Issue Citation - Certified Mail (\$8.00)	
Issue Citation - Insurance Commission (\$12.00)	
Issue Citation - State Highway Commission (\$12.00)	

If you are selecting citations, be sure to select the appropriate number and type of copies required.

If your selection allows for multiples (e.g. Copies), enter the correct number in the Count box.

To add an additional service, click on Add Optional Service again.

Email Copies

Courtesy Copies

Each filing submission can include email addresses to receive a courtesy copy of the documents being filed. The Courtesy Copy(ies) will be sent when the filing is accepted by the court. This is not considered eService and no record is kept regarding delivery. We will have a record of the email addresses you included.

Preliminary Copies

Similar to Courtesy Copies, each filing submission can include email addresses to receive a preliminary copy of the documents being filed. Preliminary copies are intended for Proposed Orders. The Preliminary Copy(ies) will be sent when the filing is submitted. This is not considered eService and no record is kept regarding delivery. We will have a record of the email addresses you included.

Add New Filing

Filing Type*: Petition (\$252.00)

Filing Description*: Petition

Reference Number*: Petition-ddd

Comments for Clerk: Your comments to the clerk may go here(Optional)

Documents
Additional Services
Email Copies

Courtesy Copies

Select or Type an email a

Preliminary Copies

Select or Type an email a

Select or type in email address(es) in appropriate area(s)

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

Save and New
Save and Close
Cancel

Adding additional lead documents

Additional lead documents can be included in a single submission. If you require additional lead documents for a case, you can submit them by creating additional filings for a case within a single submission.

From the Add New or Edit Filing window: Click on Save and New to save this filing and begin another filing for this submission.

Add New Filing

Filing Type*: Petition (\$252.00)

Filing Description*: Petition

Reference Number*: Petition-ddd

Comments for Clerk: Your comments to the clerk may go here(Optional)

Documents
Additional Services
Email Copies

Type	File	Description (OPT)	Doc Details	Document Type
Lead Document	banes.pdf	Banes Plaintiff's Original Petition	0.04MB/1pg	Ad... ✕

Filing Size: 0.04 MB Envelope Size: 0.04 MB
 Filing Pages: 1 Envelope Pages: 1

Add Document

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

Click here to Save this filing and add an additional lead document

Save and New
Save and Close
Cancel

From the SubUpload Page: If you have already selected Save and Close or Cancel on the Add New or Edit Filing window you can still add a new filing. Click on Add New Filing.



When you have completed your filings:
Click on Save and Close to save this filing and move to the next step.

Click on Cancel to cancel this filing without saving.

Modifying the filing after saving

To edit a filing, click on the pencil icon next to the filing to be edited.

To delete a filing, click on the x next to the filing to be deleted.

eService

General information and How It Works

From the Supreme Court's Order regarding Rules of Civil Procedure adopted December 13, 2013, (highlights added):

RULE 21a. METHODS OF SERVICE

(a) *Methods of Service.* Every notice required by these rules, and every pleading, plea, motion, or other form of request required to be served under Rule 21, other than the citation to be served upon the filing of a cause of action and except as otherwise

expressly provided in these rules, may be served by delivering a copy to the party to be served, or the party's duly authorized agent or attorney of record, as the case may be, either in the manner specified below:

(1) **Documents Filed Electronically.** A document filed electronically under Rule 21 **must be served electronically** through the electronic filing manager if the email address of the party or attorney to be served is on file with the electronic filing manager. If the email address of the party or attorney to be served is not on file with the electronic filing manager, the document may be served on that party or attorney under subparagraph (2).

(2) Documents Not Filed Electronically. A document not filed electronically may be served either in person, or by agent or by courier receipted delivery or by certified or registered mail, to the party's last known address, by commercial delivery service, or by fax, telephonic document transfer to the recipient's current telecopier number, by email, or by such other manner as the court in its discretion may direct.

ProDoc eFiling allows eService as required above. ProDoc presents any Service Contacts attached to a case as well as the ability to search for Service Contacts on file with the eFiling Manager and attach or detach these Service Contacts to or from a case. You may only detach a Service Contact from a case if they are part of your firm.

ProDoc transmits the filings and Service Contact list to the eFiling Manager. The eFiling Manager directly emails the Service Contacts notifying them of the eService with a link to the documents being served.

When a Service Contact receiving the eService clicks on the link in the email to open the documents, the status of the eService reflects an "Opened" status.

Prior to August 24, 2014, the emails to Service Contacts did not flow through ProDoc; the emails went directly from the eFiling Manager to the recipient. ProDoc did not receive any notice of incoming eService or the documents eServed. That information was only available for outgoing eServices.

The State eFiling Manager will now send notices to ProDoc eFiling when a ProDoc eFiling customer (a customer who has ever eFiled through ProDoc) is eServed through the eFiling system.

Please see Adding Service Contacts in our [Registration Guide](#) for information on adding Service Contacts for your firm.

Any person attached to a case as a Service Contact will be eServed through the eFiling system and will appear as an Attached Service Contact for a case in all future eFilings unless detached from the case.

For all initial filings or subsequent filings into an existing case where this is the initial filing in that case in this eFiling system, there are no Service Contacts attached to the case.

Adding eService Contacts to a Case

After all filings, documents and court services have been added to the submission, Service Contacts (persons to be eServed) can be reviewed, attached or detached from a case.

You can also access this Service Contact maintenance screen by going to a filing in the case in you're [My Filings](#) report screen and clicking on the View Service Contacts icon.

The screenshot shows the ProDoc eFiling 2 web application interface. At the top, there is a navigation bar with tabs for Home, Submit Filing, Submit eService, My Filings (selected), My eServices, Firm Management, and Resources. A user is logged in as `sasteve1952@mailinator.com`. Below the navigation bar, there are tabs for eFiling 2 Filings, eFiling 1 Filings, and eFiling Charges. A 'Show/Hide Columns' button and several action buttons (Reset Filters, Copy, CSV, Excel, PDF, Print) are visible. The main content is a table with the following columns: Status, Envelope #, Date Submitted, Filing Type, Jurisdiction, and Case Number. A tooltip 'View Service Contacts' is shown over the envelope number 3033720.

Status	Envelope #	Date Submitted	Filing Type	Jurisdiction	Case Number
X	3033720	11/6/2014 9:20:03 AM	Petition	Dallas County - District Clerk - Civil	
X	2956346	10/25/2014 5:55:52 PM	Petition	Bexar County - District Clerk	
X	2755983	10/8/2014	Application	Pecos County -	

Note that only a filer in the firm of the Service Contact can remove that Service Contact from a case. Do not add an attorney from another firm to your firm's Service Contacts and attach them to a case. This causes issues when that attorney no longer is part of the case.

The top portion of the eService page displays all Service Contacts attached to the case.

ProDoc eFiling 2

logged in as sasteve1952@mailinator.com [Log Out](#)

Home **Submit Filing** Submit eService My Filings My eServices Firm Management Resources

Filing Progress

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

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

Service Contacts | Contacts to Fax

Service Contacts for this Case

Attached Service Contacts

Will Be EServed	Party Type	Firm Name	Last Name	First Name	Email
<input checked="" type="checkbox"/>	Other	Currier & Martin	Westerfield	Rene	rene@curriermartin.com
<input checked="" type="checkbox"/>	Other	Currier & Martin	Currier	John	jec@curriermartin.com

[Add Contact](#)

[Continue >>](#)

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Click on Add Contact to add additional Service Contacts to a case.

Add Service Contact

Firm Contacts | Search Contacts

Search:

	Firm Name	Last Name	First Name	Email
<input type="checkbox"/>		Schenk	Steve	sasteve1952@mailinator.com
<input type="checkbox"/>		Newcmer	Mary	mary1952@mailinator.com
<input checked="" type="checkbox"/>		Law	John	sasteve1952@mailinator.com
<input type="checkbox"/>		Law	Jane	sasteve1952@mailinator.com

[Update](#)

Your Firm's Service Contacts

Click on **Firm Contacts**

The Service Contacts for your firm are displayed.

Any Service Contacts already attached to the case will have a ✓ by the name.

Click in the box beside the name of any Service Contact and Click on **Update** to add them to the case.

Service Contacts on the Public List

Click on **Search Contacts** to search the Texas eFiling system Public List.

The screenshot shows the 'Add Service Contact' dialog box with the 'Search Contacts' tab selected. Under 'Search Details', there are three input fields: 'Firm Name:', 'Last Name:', and 'First Name:'. Below these fields is a 'Search Contact' button.

Enter your search criteria in one or more of the appropriate search boxes and click on **Search Contact**.

The screenshot shows the 'Add Service Contact' dialog box with the 'Search Contacts' tab selected. A 'Change Search Criteria' button is visible above a search input field. Below the search field is a table of search results:

	Firm Name	Last Name	First Name	Email
<input type="checkbox"/>	Rogers Garcia Ocampo	Ocampo	Charles	
<input type="checkbox"/>	Garcia, Ochoa & Mask	Ochoa	Lino	
<input type="checkbox"/>	Law Offices of Garcia & Karam, L.L.P.	Ochoa	Lino	

Below the table are two buttons: 'Attach Selected Contacts' and 'Create New Service Contact'.

Click on the box beside the desired Service Contact and click on **Attach Service Contacts** to add them to the case.

Any Service Contacts that you have added during this submission can be removed prior to clicking on Continue and moving to the Review Filing Page. **Subsequent to this you can only remove Service Contacts that are in your firm.**

Create a new Service Contacts adding them to the Case

Click on **Create New Service Contact** (see above) to add a Service Contact to your firm.

The screenshot shows a web application window titled "Add Service Contact". It features a tabbed interface with "Firm Contacts", "Search Contacts", and "Add Contact" tabs. The "Add Contact" tab is selected, displaying a "New Contact" form. The form includes a checkbox for "Appear on eService Public List" and various input fields for contact information: First Name*, Middle Name, Last Name*, Email*, Country* (set to "United States of America"), Address Line 1, Address Line 2, City, State (set to "Texas"), Zip, Phone* (with a "XXX-XXX-XXXX" mask), and Fax (with a "XXX-XXX-XXXX" mask). An "Add Contact and Close" button is located at the bottom of the form.

Enter the Service Contact information and click on **Add Contact and Close**.

The Service Contact you created will be added to the case.

Note

The Public List is comprised of all Service Contacts in the State eFiling system that have opted to appear on the list. Currently, the list may contain duplicates and some of the duplicated Service Contacts may have erroneous email addresses.

The Office of Court Administration and the State eFiling Manager are addressing these issues.

Detaching eService Contacts from a Case

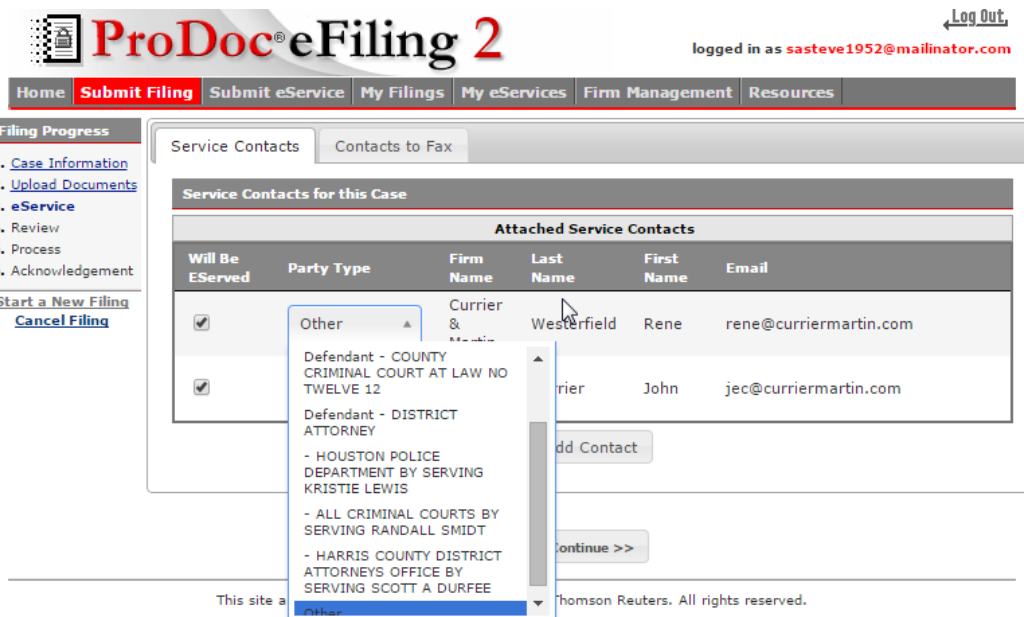
Click on the Remove button to the left of the desired Service Contact(s) in the Attached Service Contacts list at the top of the page. This will detach them from the case for this and all future filings. **This option is available only if the Service Contact is part of your firm.**



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Select the Party associated with a Service Contact

You can associate a Service Contact that is attached to the case to a Case Party. Select the appropriate Party from the drop-down list to the left of the Service Contact.



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This association will be added after the court clerk processed the submission.

NOTE

You can also remove or add service contacts to a specific case using View Service Contacts for a filing in that case in [My Filings](#).

To remove or change a service contact on multiple cases in a single process, see Modifying Case eService Contacts in our [Registration Guide](#).

Select or Deselect Service Contacts being eServed the documents in the Submission

You can choose not to eServe a Service Contact by submission. By default, ProDoc eFiling selects all Service Contacts attached to the case to be eServed. Click on the box to the left of the Service Contact to Deselect a Service Contact.

Any Service Contact not selected under the Will be EServed column will not be eServed any documents in this submission.

This does not remove the Service Contact for the case. The next filing in this case will display all of the Service Contacts previously attached to the case.

Fax Service

ProDoc eFiling will at no additional charge serve case parties via automated fax. This service does not communicate through the state's eFiling Manager.

You must eServe at least one Service Contact to enable the eFax service.

The Fax Service entry area is located at the bottom of the eService screen.

Send Additional Fax Service			
	Recipient Name	Description	Fax Number
<input checked="" type="checkbox"/>	John Doe	Attorney for Plaintiff	210-659-0736

Recipient Name*:
 Recipient Description*: Attorney for Defendant
 Fax Number*:

Enter the Recipient's name, role in the case, fax number and click **Add Fax Service**.

ProDoc will attempt to fax the listed recipient(s) three times. After three failed attempts, the fax status will be updated to Failed. The Status will appear as Successful if the fax is successfully sent.

My eService

Overview

ProDoc eFiling provides easy access to eServices information and documents you send out and eServices you receive. The documents associated with these eServices will be stored by ProDoc for you for at least one year.

Outbox

Any eService you have initiated in the State eFiling system will be listed in a table accessed by clicking on Outbox after selecting the My eService menu tab.

The listing can be filtered and sorted on any of the fields of information presented.

Envelope#	From to	Jurisdiction	Case Number	Filer Name (from)	Attorney
25042	8/19/2014 10:17:25 AM	Harris County Courts	2014-66615	Joe Ortega	Clayton Meisi
25029	8/18/2014 11:37:49 AM	Harris District Clerk	2014-66620	Joe Ortega	Clayton Meisi
25026	8/18/2014 10:40:06 AM	Harris District Clerk	2014-66608	Joe Ortega	Clayton Meisi
24939	8/13/2014 1:26:00 PM	Harris District Clerk	2014-666-01	Joe Ortega	Clayton Meisi

The listing can be printed or exported.

Each envelope appears only once however a dropdown provides a list of all Service Contact that were sent eService.

[Log Out](#)
logged in as anthony.ortega@thomsonreuters.com

Home Submit Filing Submit eService My Filings **My eServices** Firm Management Resources

Inbox Outbox

Show / hide columns Copy CSV Excel PDF Print

Jurisdiction	Case Number	Filer Name (from)	Attorney	Recipients
↓	↓	↓	↓	↓
Harris County Courts	2014-66615	Joe Ortega	Clayton Meisman	Clayton Meisman Clayton Meisman
Harris District Clerk	2014-66620	Joe Ortega	Clayton Meisman	Clayton Meisman Jim Bean Aug Thirteenth Joe Ortega
Harris District Clerk	2014-66608	Joe Ortega	Clayton Meisman	Clayton Meisman
Harris District Clerk	2014-666-01	Joe Ortega	Clayton Meisman	Joe Ortega

Showing 1 to 10 of 31 entries First Previous 1 2 3 4 Next Last

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Click on an envelope number on the list to get a detail of the eService.

The eService detail includes case and eService information, links to the documents in the eService and the email delivery log.

The email delivery log is a record of the electronic path of email from when it was sent until it was delivered. If it was unsuccessful, the log will assist in determining why it failed.

ProDoc eFiling 2 logged in as anthony.ortega@thomsonreuters.com

Home Submit Filing Submit eService **My Filings** My eServices Firm Management Resources

« Back to eService Outbox [Print Page](#)

Filed Date & Time
 Date: Tuesday, August 19, 2014 Time: 10:17:27 AM

Envelope Information
 Envelope Number: 25042 Court Assignment: Harris County Courts
 Case Category: Family Case Type: Adoption
 Cause Number: 2014-66615 Case Title:

Envelope Fee Est.Amount
 Total Envelope Fees: \$0.00

Payment Information
 Account Name: ZZZ Waiver
 Payment Method: Waiver

Personal Information
 Filer: Joe Ortega
 Attorney of Record: Clayton Meisman
 Firm or Organization: Ortega & Sons Law and Law Services
 Bar Number: 1111111

Service Recipients
 Clayton Meisman
 Email: clay@mailinator.com
 Status: Sent
 Service Opened: No
 Clayton Meisman
 Email: clay.meisman@thomsonreuters.com
 Status: Sent
 Service Opened: No

Agreement

Filing Fees
 Unknown filing code \$140.00
 Total Filing Fees: \$140.00

Filing Information
 Current Status: **accepted**
 Accepted Date/Time: 8/19/2014 10:20:34 AM
 Filing Description: Agreement
 Reference Number: safdaf
 Clerk Comments: Accepted

Document Information
 Document(s) Filed:
 Lead Document:
 Original - eFilingTest.pdf [Public Document]
 Transmitted - eFilingTest.pdf [Public Document]

Inbox

If you have ever submitted an eFiling using ProDoc eFiling any eService sent to you through the State eFiling system on or after August 23, 2014 will appear in a table accessed by clicking on Inbox after selecting the My eService menu tab.

The listing can be filtered and sorted on any of the fields of information presented.

A link to the document(s) served is available on the listing.

eService Inbox

Status	From to	Filer Name (To)	Jurisdiction	Case docket	Filer Name (from)	Filer Firm (from)	Document(s)
Status	Date of Filing	Filer Name (To)	Jurisdiction	Case docket	Filer Name (from)	Filer Firm (from)	Document(s)
✓	9/19/2014 12:07:54 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	Original - 9.18.14 Ltr Clerk (Reschedule) .pdf Transmitted - 9.18.14 Ltr Clerk (Reschedule) .pdf
✓	9/19/2014 12:07:54 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	Original - 9.18.14 Ltr Clerk (Reschedule) .pdf Transmitted - 9.18.14 Ltr Clerk (Reschedule) .pdf
✓	10/19/2014 5:06:26 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	Plaintiffs Motion in Limine.pdf
✓	10/19/2014 5:06:26 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	Plaintiffs Motion in Limine.pdf
✓	10/19/2014 6:33:22 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	P's original Answer to Counter Claim.pdf
✓	10/19/2014 6:33:22 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	P's original Answer to Counter Claim.pdf
✓	10/3/2014 11:57:14 AM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	10.3.14 Rule 11 (Cancio) .pdf
✓	10/3/2014 11:57:14 AM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	10.3.14 Rule 11 (Cancio) .pdf
✓	10/15/2014 4:57:32 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	Cancio.jury.demand.pdf
✓	10/15/2014 4:57:32 PM	Steve Schenk	Hidalgo County - 139th District Court	C-2041-11-C	Ronald Armstrong	The Armstrong Firm	Cancio.jury.demand.pdf

Review and Submit eFiling and eService

eFiling and Service Review

ProDoc presents a detailed review of the eFiling. An example appears below.

Starting from the top of the page user should review:

Submission Envelope Information: Includes Case Information and Case Parties.

Fee: Details estimates of the ProDoc fee, all court costs and the State eFiling Manager’s convenience fee. Final fee amounts are not determined until the filing is Accepted.

Filer information: Includes information on the filer, filing attorney and firm.

Service recipients: Service Contacts being eServed and/or served by ProDoc fax service.

Filings: A separate area for each filing that includes the Filing Type, your Reference Number and the documents in the filing. Click on the document name to open it for review.

Editing the Submission

Use the [Filing Progress](#) panel or the browser back arrow to move to the page of the submission requiring editing.

Payment Account


Select the appropriate firm Payment Account from the dropdown list in Payment Information.

Firm Managers have the option to add a new payment account if necessary. Click on Add New Payment to be directed to the Add Payment Account process. Refer to the [Registration Guide](#) for instructions.

Submit the eFiling and eService

Click on Submit Filing button at either the upper or lower right of the screen to submit your eFiling and eService.

Filing Review Page


Log Out

logged in as [sastev1952@mallinator.com](#)

[Home](#) | **Submit Filing** | [Submit eService](#) | [My Filings](#) | [Firm Management](#) | [Resources](#)

Filing Progress

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

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

[Cancel Filing](#)
[Submit Filing 1](#)

If you would like to cancel this filing and return to the home page, click "Cancel Filing". Clicking on "Submit Filing 1" will begin processing your 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.

Envelope Information

Case Title: MELISSA BRENNER vs. JENNIFER BANCROFT, et al	Plaintiff(s):
Sealed Case: No	MELISSA BRENNER
Court Name: Dallas County - 191st District Court	Defendant(s):
Case Category: Civil - General Litigation	JENNIFER BANCROFT
Case Type: Cntr Crsmr Com Debt	LEIO CORPORATION
Cause Number: DC-13-06769	Mediator(s):
	P MICHAEL MCCULLOUGH JR

Fee	Est.Amount	Payment Information
ProDoc, Inc. Fees		
eFiling/eService Fee	\$3.00	Payment Account: Please select
8.25% Sales Tax	\$0.25	
Court Fees		
Issue Notice	\$8.00	
Cross Claim - \$50	\$55.00	
The State eFiling System Processing Fees		
Convenience Fee	\$1.82	
Envelope Total:		
	\$68.07	Add New Payment

Personal Information

Filer: MELISSA BRENNER

Attorney: Steve Schenk

Firm or Organization: Steve Transition Firm

Bar Number: 1234567

Address: 962 Coronado
SA, TX 78148

Phone: 333-222-5555

Service Recipients

eService

- » Michael Farris
- » Steve Schenk

Cross Claim - \$50

ReferenceNumber: ssssssssss

CommentsForClerk:

Document Information

Lead Document:

[Motion.doc](#) [Public]

Agreement Misc.

ReferenceNumber: ssssssss

CommentsForClerk:

Document Information

Lead Document:

[cpr.pdf](#) [Public]

Attachments:

[Release of Lien.word](#) [Public]

[Cancel Filing](#)
[Submit Filing 1](#)

If you would like to cancel this filing and return to the home page, click "Cancel Filing". Clicking on "Submit Filing 1" will begin processing your filing.

Post Submission

Canceling a submission

An eFiling may be cancelled from the time of submission until a court clerk begins work on the eFiling.

A list of the most recent eFilings appears on the Home page. A red x will appear to the right of an eFiling that may be cancelled. Click on the x to cancel the filing.

ProDoc® eFiling 2 LOG OUT
logged in as sasteve1952@mailinator.com

[Home](#) [Submit Filing](#) [Submit eService](#) [My Filings](#) [Firm Management](#) [Resources](#)

Firm Information
Steve Transition Firm
962 Coronado
SA , TX 78148
333-222-5555
[Firm eFiling Manager](#)

Recent Filings

Envelope ID	Description	Timestamp		
? 34157	Motion - Bench Warrant	11/22/13 04:09 PM		X
! 23440	Pleading - No Fee	11/13/13 02:03 PM		

Your Information
sasteve1952@mailinator.com
Steve Schenk
sasteve1952@mailinator.com
[Edit Your Information](#)
[Notification Options](#)
[Change Your Password](#)

Filing Status Definitions

News & Information
Jurisdiction Specific eFiling Information has been added to the Resources menu to help speed up your eFiling and avoid having your eFiling returned for correction.

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A list of all eFilings appears under My Filings → Submitted → eFiling 2 Filings. A red x will appear to the right of an eFiling that may be cancelled. Click on the x to cancel the filing.

Proof of Submission

A Proof of Submission screen appears when an eFiling is submitted successfully. The Proof of Submission indicates the time and date of submission and a link to detail of the eFiling. It also provides an envelope, or trace, number for tracking purposes.

[Log Out](#)
 logged in as **sasteve1952@mailinator.com**



[Home](#) | [Submit Filing](#) | [Submit eService](#) | [My Filings](#) | [Firm Management](#) | [Resources](#)

Filing Progress

1. Case Information
2. Upload Documents
3. eService
4. Review
5. Process
6. **Acknowledgement**

[Start a New Filing](#)

Proof of Submission

Your submission was successful! Your trace number is **1000108**. The details of your filing are shown below.

You can monitor the status of [this submission](#) by clicking here.

The date and time below will be the official timestamp when this filing is accepted by the clerk.

Filed Date & Time	
Date:	Time Time Zone:
Tuesday, April 15, 2014	2:57:30 PM

Fee	Est.Amount	Payment Information
ProDoc, Inc. Fees		
eFiling/eService Fee	\$3.00	Account Name: Fake Card
8.25% Sales Tax	\$0.25	Payment Method: Credit Card
		Credit Card Type: AMEX
		Card Number: XXXX XXXX XXXX 1003
		Card Expiration Date: 02/2015
		Transaction Amount: \$273.94
		Transaction Status:
		Transaction ID: 1650052
		Transaction Order ID: 001000108-0
Court Fees		
Citation Not Prepared By Dc	\$8.00	
Divorce	\$253.00	
Total Court Service Fees	\$2.00	
The State eFiling System Processing Fees		
Convenience Fee	\$7.60	
Envelope Total:		\$273.85

Personal Information	Envelope Information
Filer: Steve Schenk	Case Title: N/A
Filer Type: Attorney	Sealed Case: No
Attorney: Steve Schenk	Court Name: Harris District Clerk
Firm or Organization: Steve Transition Firm	Case Category: Family
Bar Number: 1234567	Case Type: Divorce
Address: 962 Coronado SA, TX 78148	Cause Number: N/A
Phone: 333-222-5555	
Petitioner(s): John Smith	
	Respondent(s): Martha Smith

Document Information	Service Recipients
Document(s) Filed:	eService
Original - Petition.pdf	» Steve Schenk
	» Jenny Contact
	ProDoc will Fax
	» Steve S
	(Fax # 210-659-0637)

[Bookmark This Page](#) | [Privacy Policy](#) | [www.ProDoc.com](#) | [Contact Us](#)

Transmission and Clerk Disposition of eFiling

If an eFiling is not cancelled, it is transmitted to the State eFiling Manager. If there is a technical issue detected, the eFiling will "Fail" and the filer will receive a Failed filing email from the no-reply@txcourts.gov. This occurs relatively infrequently. The main reason for a failed filing is a payment issue (AMEX used for a jurisdiction that does not accept AMEX, other credit card problem).

If an eFiling is not cancelled and does not Fail, the credit card is preauthorized for the amount of the Submission and the data and documents are forwarded to the appropriate jurisdiction.

A clerk for the jurisdiction then reviews the filing data and documents for compliance with [eFiling rules](#). The clerk may:

Accept the filing

The lead document(s) is/are date stamped, the credit card is charged by the State eFiling manager and the filer will receive an Accepted notification email from no-reply@txcourts.gov.

When you next log into ProDoc eFiling or refresh your eFiling Home page or Submitted report under My Filings, the status and other information for your eFiling will be updated.

Return the filing for correction

Not accept (reject) the filing

The clerk will provide a Rejection Reason and provide more explanation in Comments from Clerk. The credit card is not charged and the filer will receive a Return for correction or Rejected notification from no-reply@txcourts.gov.

When you next log into ProDoc eFiling or refresh your eFiling Home page or Submitted report under My Filings, the status and other information for your eFiling will be updated.

Specific reasons for the return or rejection of an eFiling are listed in the [JCIT Technology Standards](#). Within 60 days of the issue date of these standards, (March 21, 2014) these will be the only reasons a clerk will return or reject an eFiling.

Currently about 7% of all eFilings submitted through ProDoc eFiling are currently rejected or returned for correction. The reasons vary by jurisdiction. Please read the [Jurisdiction Help](#) provided during eFiling to avoid having your eFiling returned.

Notifications from eFiling Manager

Email notifications regarding your eFiling and its status are sent to the filer from no-reply@txcourts.gov.

The table below summarizes the notifications from the eFiling Manager.

eFiling/eService Status	Case number	Envelope ID	Date submitted	Filing Code	Filing type	Date Accepted	Clerk or EFM comments and codes (if any)	Service Contact	Document link
eFiling									
Submitted	X		X	X	X				
Accepted	X		X	X	X	X	X		X
Failed filing	X	x	X	X	X		X		
Returned for correction/Rejected	X	x	X	X	X		X		
eService									
Service undeliverable	x		x	x	x			x	
Service*	x		x	x				x	X

* This email is to the recipient, sender does not receive an email.

Document links active for 30 days. ProDoc will continue to store your documents for 2 years.

My Filings-Viewing eFilings Status, Details and Documents

A list of the most recent submissions appears on the Home page. Click the magnifying glass icon beside the envelope to view the detail of the envelope. This view includes all of the information displayed at the [Filing Review Page](#) as well as the current status of the filing. If the filing is accepted, a link to the date/stamped document(s) is included. Click the file name to view the document.

A list of all submissions appears under My Filings → Submitted → eFiling 2 Filings. This list can be filtered and sorted.

The screenshot shows the ProDoc eFiling 2 interface. At the top right, it says "logged in as sasteve1952@mailinator.com" with a "Log Out" link. The navigation bar includes "Home", "Submit Filing", "Submit eService", "My Filings", "My Cases", "My eServices", "Firm Management", and "Resources". Below this, there are tabs for "eFiling 2 Filings", "eFiling 1 Filings", "eFiling Charges", and "Drafts".

The main area shows a table of filings. Above the table, there are controls: "Show 10 entries", "Show Columns", "Download Filings", "Reset Filters", "Copy", "CSV", "PDF", and "Print". The table has columns for Status, Envelope #, Date Submitted, Jurisdiction, Case Number, Case Title, and Submitted By. Annotations include a "Filter box" pointing to the Envelope # column and "Click on header to sort" pointing to the Date Submitted header.

Status	Envelope #	Date Submitted	Jurisdiction	Case Number	Case Title	Submitted By
X	63957412	4/27/2022 12:52:20 PM	Bexar County - District Clerk			Steve Schenk
X	63099462	4/6/2022 8:17:21 AM	Orange County - District Clerk	220065-C		Steve Schenk
X	62971861	3/30/2022 12:48:28 PM	Bexar County - District Clerk			Steve Schenk
X	62663623	3/25/2022 2:33:28 PM	Orange County - District Clerk	220065-C		Steve Schenk
X	62447575	3/16/2022 12:46:54 PM	Bexar County - District Clerk			Steve Schenk
X	62306450	3/9/2022 12:50:39 PM	Bexar County - District Clerk			Steve Schenk
X	62306450	3/4/2022 11:50:39 AM	Bexar County - District Clerk			Steve Schenk

- Hover over the Envelope # and click the to review the submission details including links to your documents. This information is refreshed each time you log into ProDoc eFiling or you refresh this page;
- Click on “+” to start a submission into this case;
- Click on the envelope icon to start an eService into this case;
- Click on the person icon to review, edit service contacts attached to this case.

eFiling Charges Report and Reconciling Your Credit Card

Overview

When you submit an eFiling and it is accepted your credit card is charged for the transaction. There is no charge for a standalone eService.

The costs for the transaction appear as two charges on your credit card; one for all of the fees going to the county or court and the other for all of the processing costs. The processing costs include ProDoc's fee with the related sales tax (\$3.25 total) and the State EFM credit card processing fee that is 2.89% of the total transaction cost.

The charges on the credit card statement or download will appear similar to this:

Transaction Date	Process Date	Reference	Amount
1/28/2014	1/29/2014	TYLER TXFILE CONV FEE 972-713-3770 TX	4.79
1/28/2014	1/29/2014	TXEFILE *000410255-0 214-653-7260	50.00

The first line represents the processing costs and the second the court fees.

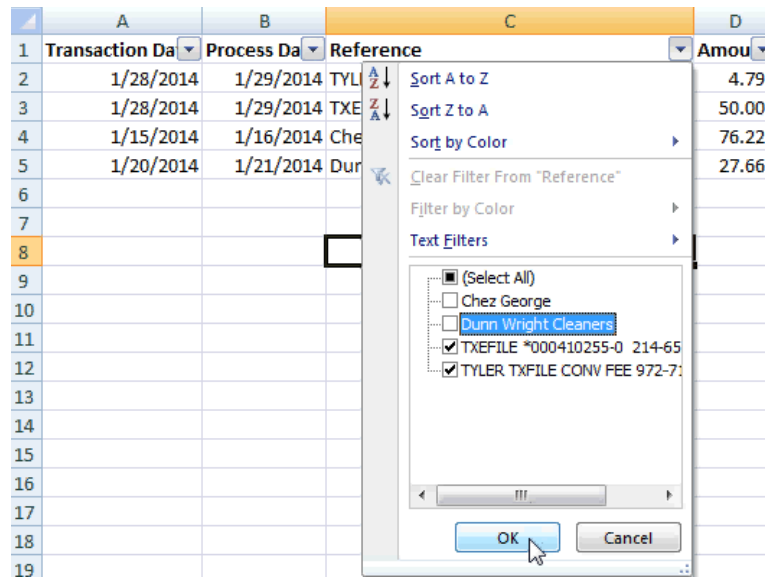
The second line also contains the envelope number for your eFiling submission. This portion is highlighted above.

The ProDoc eFiling Charges report lists information about your submissions and breaks out the costs by the two categories discussed above to help reconcile your charges.

Credit Card Detail

Most credit card services will allow you to download all of your card charges into a csv file. You can then open this file using MS Excel.

Once in MS Excel, filter the list of charges to display only rows that contain TYLER TXFILE or TXEFILE in the reference column.



eFiling Charges from ProDoc eFiling

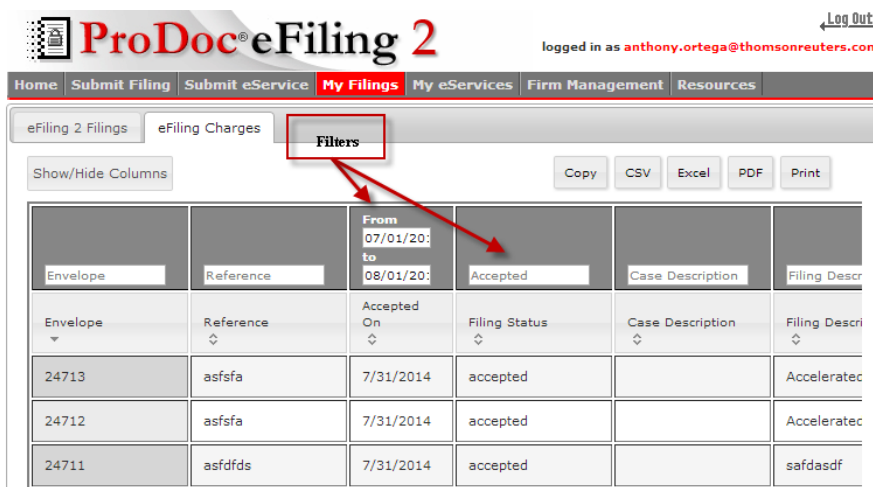
Download a filtered eFiling Charges report:

Select My Filing → Submitted → eFiling Charges;

Filter the report for Accepted filings during the period covered by your credit card statement.

Click on Excel or CSV.

Select a file location and rename the file to your preferences;



Open the file in Excel.

Delete move or adjust the columns in the report to your preferences.

Reconciling your charges

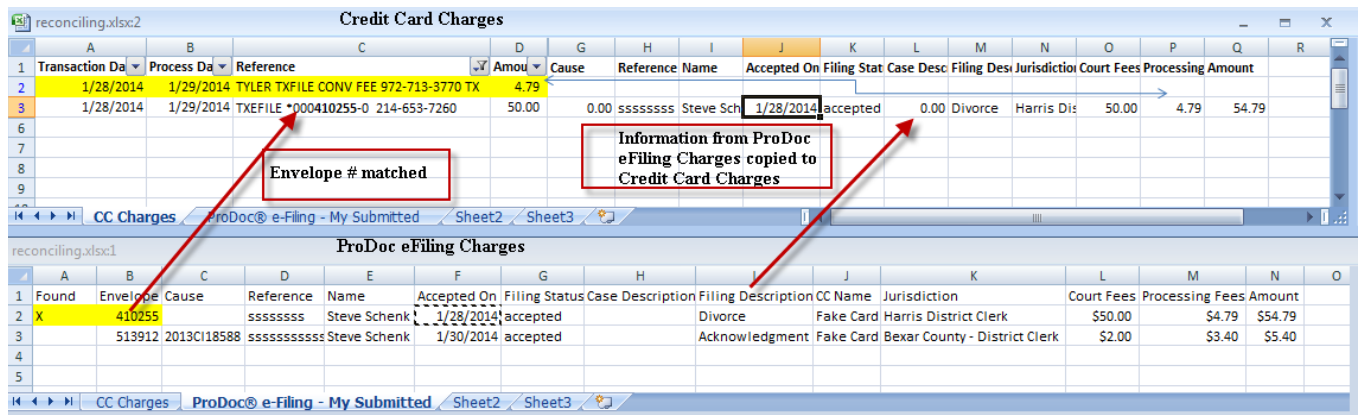
Open both the credit card detail and the eFiling Charges report files in Excel.

Use Arrange All (MS Excel 2007) to view both sheets simultaneously.

Match the envelope number from the eFiling Charges report to the credit card report.

To indicate that an item is reconciled, cut and paste information from the eFiling charges report to the credit card statement report and highlight a column on the eFiling Charges report.

For envelopes that have been matched, match the amount in the Processing Fees column on the eFiling Charges report to the charges on nearby rows on the credit card charges report and highlight part of the row when matched.



When no court costs are incurred only one line will appear on your credit card statement. This line does not contain the envelope number so these will need to be matched by date.