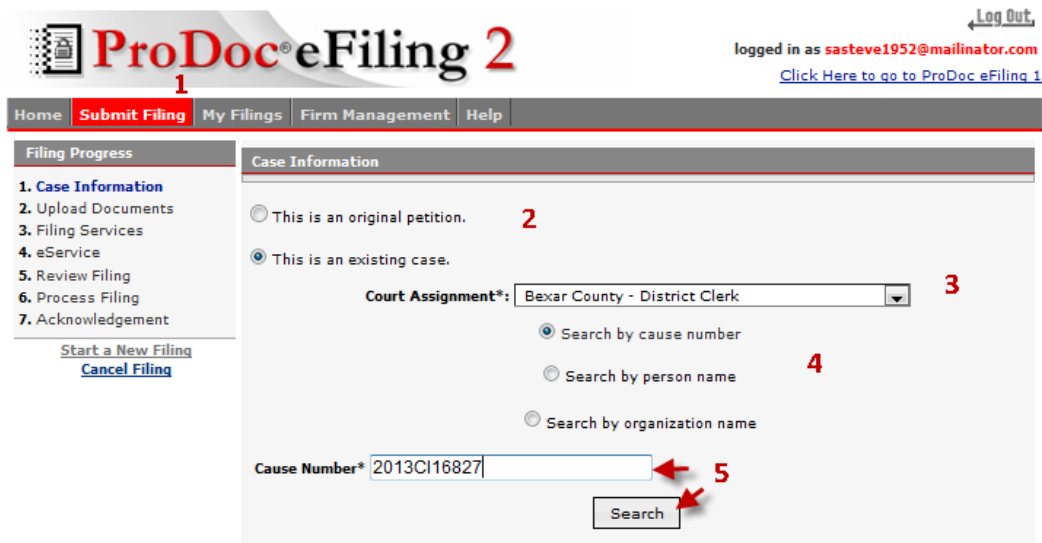


eFiling into Existing Cases

1. Select Submit Filing from the main menu
2. Click “This is an existing case”
3. Choose your jurisdiction for the Court Assignment from the drop down menu
4. Leave the selection, “Search by cause number”
5. Enter your Cause Number and click Search



The screenshot shows the ProDoc eFiling 2 interface. At the top right, there is a 'Log Out' link and the user is logged in as 'sasteve1952@mailinator.com'. A navigation bar includes 'Home', 'Submit Filing', 'My Filings', 'Firm Management', and 'Help'. The 'Submit Filing' button is highlighted with a red '1'. On the left, a 'Filing Progress' sidebar lists steps 1 through 7, with '1. Case Information' selected. The main 'Case Information' form contains the following elements:

- Radio buttons for 'This is an original petition.' (2) and 'This is an existing case.' (selected).
- A 'Court Assignment*' dropdown menu set to 'Bexar County - District Clerk' (3).
- Radio buttons for search methods: 'Search by cause number' (selected), 'Search by person name' (4), and 'Search by organization name'.
- A 'Cause Number*' text input field containing '2013CI16827' (5).
- A 'Search' button (5).

The search may or may not locate your case. Follow the steps below depending on if your case was found or not.

If your case is located, your case information will be automatically populated. You can proceed by dismissing the information box and selecting Continue at the bottom of the page.

The screenshot shows the ProDoc eFiling 2 web interface. At the top, there is a navigation bar with 'Home', 'Submit Filing', 'My Filings', 'Firm Management', and 'Help'. The user is logged in as 'sasteve1952@mailinator.com'. A sidebar on the left shows the 'Filing Progress' steps: 1. Case Information, 2. Upload Documents, 3. Filing Services, 4. eService, 5. Review Filing, 6. Process Filing, and 7. Acknowledgement. The main content area is titled 'Case Information' and contains several sections:

- Case Information:** Radio buttons for 'This is an original petition.' and 'This is an existing case.' (selected). A 'Court Assignment*' dropdown menu is set to 'Please select...'. Search options include 'Search by cause number' (selected), 'Search by person name', and 'Search by organization name'. A 'Cause Number*' input field is present.
- Alert:** A modal dialog box with the text 'Case information has been loaded.' and a 'Dismiss' button.
- Case Details:** 'Cause Number: 201221663', 'Case Category*: Civil', 'Case Type*: Breach Of Contract', and 'Sealed Case: No'.
- Attorney Information:** 'Case Attorney*: Steve Schenk'.
- Filer Information:** 'Filer Type*: Attorney'.
- Case Parties:** A table with the header '*Required parties for this case: Defendant, Plaintiff'. The table lists three parties: a Plaintiff (VILLARIN, JOHN ANTHONY), a Defendant (VILLARIN, ROGELIO), and a Cross Plaintiff (VILLARIN, ROGELIO), each with an assigned attorney and a 'Filing Party' radio button.

	Party Type	Name	Attorney	Filing Party
	Plaintiff	VILLARIN, JOHN ANTHONY (INDIVIDUALLY AND DOING BUSINESS AS MRT AUTO and	WELSCHER, CRAIG	<input type="radio"/>
	Defendant	VILLARIN, ROGELIO	PHILLIPS, SYD	<input type="radio"/>
	Cross Plaintiff	VILLARIN, ROGELIO	PHILLIPS, SYD	<input type="radio"/>

If your case is not found please review the jurisdiction and cause number for accuracy. You may also attempt to search by party. If your search still does not find your case your next steps will be determined by the jurisdiction you have selected.

If you are eFiling in a jurisdiction where their Case Management System is not fully integrated into the eFiling system, you can still proceed with your eFiling. Your Case Information screen will appear as below.

ProDoc® eFiling 2

logged in as sasteve1952@mailinator.com
[Click Here to go to ProDoc eFiling 1](#)

Home **Submit Filing** My Filings Firm Management Help

Log Out

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](#)

Case Information

This is an original petition.
 This is an existing case.

No cases were found matching the selected criteria

Since case information was not found, please fill in the information below if you wish to file into a non-index case.

Non-Indexed Cause Number

Cause number*:

County / Jurisdiction

County / Jurisdiction*:

Case Detail

Please enter the details of this case below.

Case Category*:

Case Type*:

Sealed Case:

1. Begin by entering your Cause Number again under Non-Indexed Cause Number
2. Select your jurisdiction, Case Category and Case Type
3. Add the case parties and proceed to your eFiling.

DO NOT modify the selection of ‘This is an original petition’, (i.e. do not re-select ‘This is an existing case.’)

Our training video, Subsequent Filings, will walk you through eFiling and includes a demonstration of eFiling in either type of jurisdiction. You can access our video page here - [ProDoc eFiling Videos](#).