

Registration & eService Option

Each attorney and secretary/ legal assistant must register separately. Attorneys may authorize legal secretaries or paralegals to file documents on his/her behalf by adding them as **Delegates** (see next page).

Please fill out the following form and we will register you to e-file. All fields that are bolded are required. Please select your own User ID and password.

Your User ID must contain 6 to 15 letters and / or numbers.

The password must be 6-10 characters long with at least 1 numeric digit and contain 1 letter.

eFiling Location	
Location:	Please Select One <input type="button" value="v"/>
Your Information	
User ID:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
First Name:	<input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/>
Type of Filer:	Attorney <input type="button" value="v"/>
Bar Number:	<input type="text"/> State of Bar Record: <input type="button" value="v"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Your Organization	
Law Firm or Organization:	<input type="text"/>
Organization Contact Person:	<input type="text"/>
Government Agency:	<input type="text"/>
Filing Location Time Zone:	Int. Dateline <input type="button" value="v"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/> State: <input type="button" value="v"/> Zip Code: <input type="text"/>
Phone:	<input type="text"/> example: 555-555-5555

NOTE: Filing Location Time Zone is "Central United States"

Fax Number:	<input type="text"/>	example: 555-555-5555
Organization Website:	<input type="text"/>	
Organization Email:	<input type="text"/>	
Individuals who can File on Your Behalf		
Add User ID:	<input type="text"/>	<input type="button" value="Add"/>
Delegates:	<input type="text"/>	<input type="button" value="Delete"/>
Allow the Clerk to Modify Fields if Necessary		
<input checked="" type="checkbox"/> Allow the clerk to modify *		
* Please note that by selecting to allow field updates that you are allowing the clerk to make updates that may cause the amount charged for your filing to increase or decrease. If you do not select to allow field updates and the filing needs to be changed the clerk must reject the filing causing you to lose your timestamp.		

To add a **Delegate** enter the **User ID** of the desired person and click **Add**. The User ID will then be listed in the Delegate box. **REMEMBER** that the User ID must be correct.

When the legal secretary or paralegal logs in and selects **Submit Filing**, the first field is **Filing Attorney**. He/she can select the appropriate attorney from the drop down window.

Allow the clerk to modify: Please note that you are authorizing the court clerk to modify "Fields". This simply means that if the filer has selected the incorrect field, for example number of copies or filing type, the clerk can modify to the correct field and **NOT** have to reject the filing.

Continued next page

User Account Agreement

IF ACCEPTED BY YOU, BY CLICKING THE BUTTON AT THE END OF THIS USER ACCOUNT AGREEMENT, THESE TERMS CONSTITUTE A LEGALLY BINDING CONTRACT WITH BEARINGPOINT.

The BearingPoint Hosted Service Provider Service (the "Service") allows parties to a lawsuit to file documents in court in digital form instead of using paper. These documents have legal significance and may constitute an official court record or notice.

By clicking the "Register" button at the end of this agreement, you affirm that the personal and corporate identification information provided by you to obtain registration is accurate and true.

ACCURACY OF SUBSCRIBER INFORMATION.

You and your Users (defined here as anyone who files on your behalf) are responsible for providing and verifying the personal and corporate identification information within the system and notifying BearingPoint representatives of any discrepancies. By providing this information, you attest that the personal identifying information is yours, including a valid and active bar card

I have read and understand this Agreement.*  [Print a Copy](#)

register

Complete text below:

Print Agreement | Close Window

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PARTIES.

This Service Agreement (the Agreement) is made between BearingPoint, Inc. (We or Us) and You, a person wishing to use the BearingPoint Hosted Service Provider Service. You represent to Us that You are authorized to enter into this Agreement on behalf of yourself, your organization and/or your Users (as defined below).

SUBSCRIBER RESPONSIBILITIES.

You and your Users shall maintain the security and confidentiality of your passwords. You shall promptly notify Us if a password is no longer valid or has been misused or compromised, and We will cancel the password upon written direction from You. We shall have no liability to You, your Users, or any third party (including, without limitation, Your clients, if any) for any claim based upon misuse of Your passwords. It is Your sole responsibility to control the passwords assigned to You, your Users, and your accounts. We may immediately suspend access to the Service for You and your Users in the event that We suspect that unauthorized use of Your passwords is occurring or in the event that any activity that might compromise the Service occurs from Your account.

THIRD-PARTY SOFTWARE.

The Service may utilize software from third-party providers such as your EFSP (Third Party Software). The EFSP may require password, log-in information, and other information to participate in the Service.

Once you have registered you need to Log In into Your Account in order to 1) select an **eService Option** and 2) enter **Delegates** (if you did not do so in Registration).

Court File America
"Your Vehicle to E-Filing with Courts"

PHONE: 713-863-0195
EMAIL: support@coufileamerica.com
Customer Support 24/7/365

HOME REGISTRATION YOUR ACCOUNT TECHNICAL SUPPORT E - FILING INFO NEWS

Court File America

Roadrunner Couriers
MACH 5 COURIERS

In order to login, you must first [register](#).

Login

User ID:

Password:

Location: Please Select One

[If you are not registered, Click here](#)

My Account is the screen that appears after logging in. Select **Edit Account Information** to add Delegates.

My Account Submit Filing Review Filings / eService Jurisdictions Filing Reports Sign Out

Account Information
Change your Password
Edit Account Information
Edit Billing Information
Edit eService Profile

Account Information

User Information

First Name	Texas
Last Name	Welsh
Address Line 1	301 Congress
City	Houston
State	TX
Zip Code	78701
Email Address	tex@roadrunnercouriers.net
Phone	555-555-5555
Fax Number	555-555-5555

Billing Information

You can pre-populate the billing information of your credit card.

My Account	Document Queue	Standalone eService	Submit Filing	Review Filings / eService	Jurisdictions
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Account Information
Change your Password
Edit Account Information
Edit Billing Information
Edit eService Profile

Your Account

As a convenience, we can store your non-confidential billing information and pre-populate it whenever you pay for a filing.

Payment Information

Credit Card ACH

Billing Name:

Address Line 1:

City: **State:** TX
Zip Code:

Credit Card Type:

Make the payment type chosen above my default.

Continued on the next page.

eService

eService allows the attorney to be served electronically when opposing counsel eFiles documents. eService is by email that contains a link to the filed document. You can select either 1) Global eService, any cause or 2) by selected causes.

My Account	Submit Filing	Review Filings / eService	Jurisdictions	Filing Reports	Sign Out									
Account Information Change your Password Edit Account Information Edit Billing Information Edit eService Profile	<h3>eService Profile</h3> <p>By selecting the Global Acceptance option, you grant other attorneys the right to serve you electronically in any case. Alternatively, you can specify specific cases where you are prepared to be served electronically. Select a Jurisdiction, Court and Case Number combination and click the "Add Case Number" button. You will see the case number added to your eService Profile. You may delete the Jurisdiction, Court and Cause Number combination at any time by selecting the "Remove" button.</p> <p>Your e-Service registration will only take effect after you select the "Save Profile" button.</p>													
<div style="background-color: #e0e0e0; padding: 5px;">eService Profile Information</div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">User ID:</td> <td>courtfileameric</td> </tr> <tr> <td>Email Address:</td> <td>tex@roadrunnercouriers.net</td> </tr> <tr> <td>Global eService Opt-in:</td> <td><input type="checkbox"/></td> </tr> </table>						User ID:	courtfileameric	Email Address:	tex@roadrunnercouriers.net	Global eService Opt-in:	<input type="checkbox"/>			
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<div style="background-color: #e0e0e0; padding: 5px;">Select Cases for eService</div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Jurisdiction:</td> <td><input type="text" value=""/></td> <td><input type="button" value="v"/></td> </tr> <tr> <td>Court/Calendar:</td> <td colspan="2"><input type="text" value="-- Please select a jurisdiction --"/></td> </tr> <tr> <td>Case/Cause Number:</td> <td><input type="text" value=""/></td> <td><input type="button" value="Add Case"/></td> </tr> </table>						Jurisdiction:	<input type="text" value=""/>	<input type="button" value="v"/>	Court/Calendar:	<input type="text" value="-- Please select a jurisdiction --"/>		Case/Cause Number:	<input type="text" value=""/>	<input type="button" value="Add Case"/>
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