

## Standalone eService

This feature allows you to serve discovery directly to opposing counsel without having the data pass through the court. You will receive email proof of electronic delivery.

Just like in eFiling you can pre-populate case and eService data.



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Document Queue
Standalone eService
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Jurisdicti

1. Case Information
2. Case Pre-Population
3. Service List / Case Attorneys
4. Payment Information
5. Attach Documents
6. Summary / Submit

### Case Information

Identify the attorney in whose name the service will be submitted. Identify the case, and select a method for pre-population of the data fields.

**Case Information**

**Filing Attorney:**  ▼

**Role:**  ▼

**Jurisdiction:**  ▼

**Court/Calendar:**  ▼

**Case/Cause Number:**

**Import Case Data from:**

My Case Data

eFiling for Courts

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1. Case Information

**2. Case Pre-Population**

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## Case Pre-Population

**Case Pre-Population**

**Style/Case Name:**

Client Matter Number:

**Service Comments:**

Pre-populated attorney lists would appear.

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## Service List / Case Attorneys

Add an attorney that is registered to your Service List. You can serve by traditional means and/or invite.

Add an unregistered Attorney that can be served by traditional means and/or invited to participate in eService.

**Important**

**There are no Attorneys in your case list.**  
Please select one of the following search features to add Attorneys to your case list. You must have at least one Attorney in your case list.

Most jurisdictions require you to provide a list of parties served and the method of service. To do this, add the parties to the list below. Parties registered for e-service can be served electronically.

Payment is just like an eFiling

The maximum document(s) you can send a one time is 30 Megs.

June 1, 2006

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## Attach Documents

[Attach Document](#) Upload the lead document first (normally the pleading that gets time-stamped), followed by one or more attachments (exhibits).

[Upload Document](#) If the document needed for filing submission has not been processed and is not in the Document Cache, you may upload documents by clicking the **Upload** button.

I have verified that all files have been converted correctly

Attachments	File Size	Description	
<a href="#">BigScredit.pdf</a>	0.04 MB	Big State Credit Applicatio	<a href="#">View</a> <a href="#">Delete</a>
<a href="#">GLAlpha.pdf</a>	0.04 MB	GenLedger AR Alpha U	<a href="#">View</a> <a href="#">Delete</a>

Total Filing Sizes: 0.09 MB

Delete Documents from Document Queue on successful submission

[Back](#) [Next](#)

Continued next page.

This example is from the simulation web site so eService is not an option so example Delivery Type is "mail" (just visualize it saying "electronic").

## Summary / Submit

**This filing will not be deemed filed until you submit this page and receive a trace number.**  
By pressing submit, your filing will be submitted to the court.

Case Information	
Jurisdiction	Harris County District
Calendar/Court	11th District Court
Case/Cause Number	2006698765
Filing Attorney	Texas Welsh
Role	Plaintiff Attorney
Pre-Population Source	None
Style/CaseName	Big State Pipe v Alpha Utility & B Roe
Client Matter Number	9876.012
Service Description	Attached is discovery requested per

Fee Information	
Name	Amount
<b>Processing Fees</b>	
EFM TX SAES Fee	\$3.00
SAES Payment Discount	\$0.11
<b>Service Provider Fees</b>	
Court File America TX SAES Fee	\$2.00
<b>Total:</b>	<b>\$5.11</b>

Billing Information	
Billing Name:	Texas Welsh
Payment Method:	Credit Card
Address Line 1 :	720 w 6th
City:	Houston
State:	TX

Attachments	File Size
BigScredit.pdf	0.04 MB
GLAlpha.pdf	0.04 MB
<b>Total:</b>	<b>0.09 MB</b>

Service List			
Attorney	Representation	Invite	Delivery Type
Donald L. Williams	Defendant Attorney	False	Mail

Save Attorneys to My Case Information

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Cancel

Submit

## Confirmation



Your submission was successful! Your trace number is **ES001500070427**. The details of your filing are shown below. To view a printable version of your filing summary, [click here](#).

### Time Submitted:

07/31/2006 12:47:14 PM ( Central (U.S. and Canada) )

### Case Information

Jurisdiction	Harris County District
Calendar/Court	11th District Court
Case/Cause Number	2006698765
Filing Attorney	Texas Welch

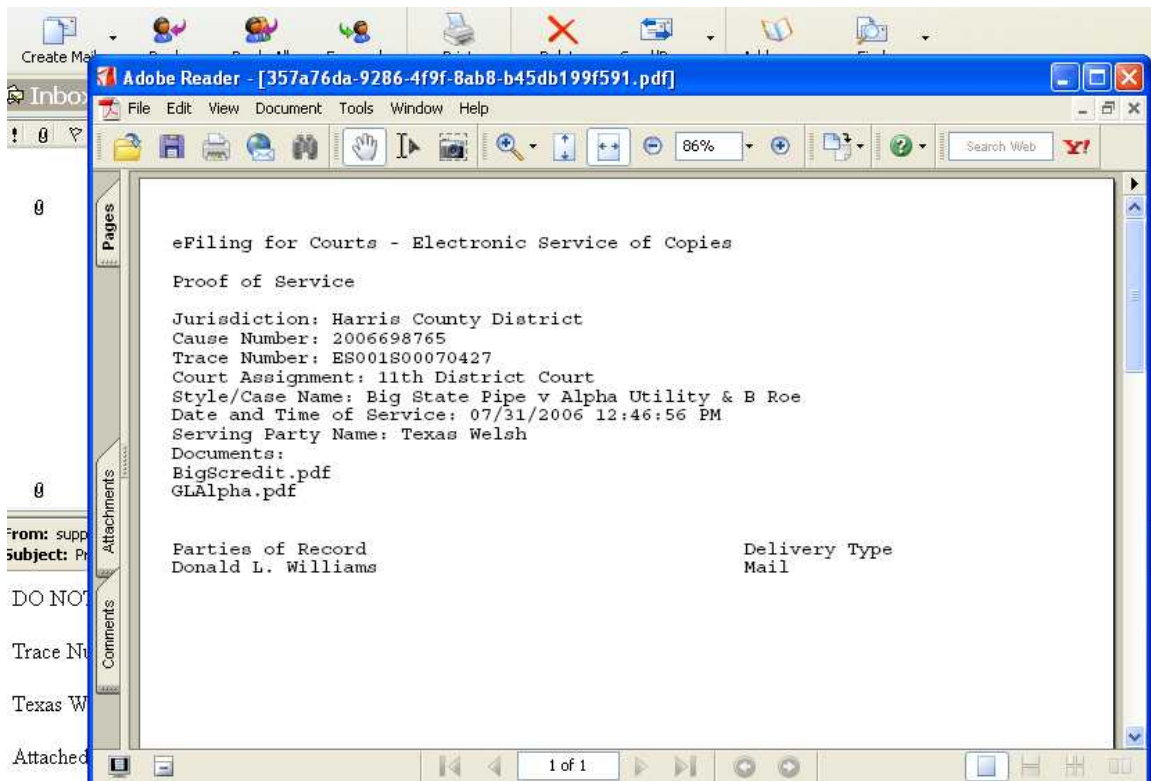
### Fee Information

Name	Amount
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### Processing Fees

EFM TX SAES Fee	\$3.00
SAES Payment Discount	\$0.11

This email is your proof of electronic service (remember that the simulation web site from which these screen shots are taken does not have “electronic” as a delivery type).



This screen shot is from **Review Filing/ eService**.

My Account	Document Queue	Standalone eService	Submit Filing	Review Filings / eService	Jurisdictions	Filing Reports	Sign Out
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Filing Inbox eService Inbox <b>eService Report</b>	<h2 style="margin: 0;">eService Report</h2> <p style="font-size: small; margin: 5px 0;">View services sent to other attorneys. Select the Trace Number link of a service to view service details and documents. Select the Refresh Data from eFiling for Courts link to update the eService report listing.</p> <p style="font-size: small; margin: 5px 0;"><a href="#">Refresh Data from eFiling for Courts</a></p> <p style="font-size: small; margin: 5px 0;">You have 1 records in your eService Report.</p> <p style="font-size: small; margin: 5px 0;">1 - 1 of 1   Page Size <a href="#">10</a> <a href="#">25</a> <a href="#">50</a> <span style="float: right;"><a href="#">»</a> <a href="#">«</a> Page 1 of 1 <a href="#">»</a> <a href="#">«</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Trace Number</th> <th style="text-decoration: underline;">Case/Cause Number</th> <th style="text-decoration: underline;">Jurisdiction</th> <th style="text-decoration: underline;">Court/Calendar</th> <th style="text-decoration: underline;">Serving Party</th> <th style="text-decoration: underline;">Process Date/Time</th> </tr> </thead> <tbody> <tr> <td><a href="#">E5001500070427</a></td> <td>2006698765</td> <td>Harris County District</td> <td>11th District Court</td> <td>Welsh, Texas</td> <td>07/31/2006 12:46 PM</td> </tr> </tbody> </table>	Trace Number	Case/Cause Number	Jurisdiction	Court/Calendar	Serving Party	Process Date/Time	<a href="#">E5001500070427</a>	2006698765	Harris County District	11th District Court	Welsh, Texas	07/31/2006 12:46 PM
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