



## Firm and Administrator Registration

The State's new TexFile e-filing system is based on the "firm" whether the firm is a sole practitioner or multi-location practice. Once a Firm is registered, the Firm Administrator adds attorneys, users (filers) and credit cards.

**First Step:** The Firm designates an **Administrator**. This person will register both the Firm and his/her self as administrator. An administrator will have add and delete authority over the Firm's attorneys, users and credit cards plus general administrative options.

NOTE: A Firm can have multiple administrators. At your request, Court File America will be happy to serve as an additional administrator. You can request that we register your firm and act as an active administrator or simply serve as a backup administrator. There is no charge for this service.

Below is a shot of the **first** registration screen:

**TexFile Registration** **Step 1 of 5**

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**I want to Register as a**

Firm Administrator  
Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

User with an Existing Firm  
Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

An Independent User  
You are a single user, not associated with or represented by a law firm.

Directions for User Self-Registration with an Existing Firm start on page 12.



**Second Step: Administrator** accepts TexFile's terms and conditions.

**TexFile Registration** **Step 2 of 5**

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TexFile Usage Agreement

Welcome to TexFile, the electronic filing program of the Texas Judicial Branch. Please read this Agreement carefully. It governs Your access to and use of TexFile. Your use of TexFile is conditioned upon Your acceptance of this Agreement. By clicking on the "I Accept" button or similar button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. As used in this Agreement, "You" or "Your" includes You and Your employer and Users.

Sections:

1. Definitions
2. License; Restrictions on Use
3. Access to the TexFile Internet Site
4. Limitations on Use
5. Representations and Warranties
6. Fees
7. Proprietary Rights
8. Disclaimers and Limitations

I Agree



**Third Step: Administrator** identifies your firm.

NOTE: If you are a multi-location practice, you may want to register each location as a “firm”. This will simplify administration and reduce the attorney and credit card lists available to each user/filer.

### New User Registration Options

1. If you check the box “Allow Users to Self Register”, secretaries/legal assistants will be able to add themselves (see instructions on page 12 ). Their addition to the Firm’s list of users is subject to an **administrator’s** approval.

If you do not check this box, the **Administrator** will have to register each user individually (directions on page 8).

**TexFile Registration** **Step 3 of 5**

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**Firm Information**

Name\*

Country\*

Address Line 1\*

Address Line 2

City\*

State\*  Zip Code\*

Phone Number\*

**New User Registration**

Allow Users to Self Register

Require Administrator Approval of New User Registration



**Fourth Step:** Register yourself as **administrator**. In the TexFile system your email address is your log-in ID.

Also, included is a security question and answer that will allow you to request a temporary password.

**TexFile Registration** **Step 4 of 5**

**User Information**

First Name\*  MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*  Your password is case sensitive and must be at least six characters.

Verify Password\*

Attorney

I am also an Attorney

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question\*

Security Answer\*

**Step Five:** Once you hit “*Register*” your will receive notice that your registration is accepted.

**TexFile Registration** **Step 5 of 5**

**Your Registration is Complete.**

Your login information is listed below and will be emailed to you.

Firm ID: Roadrunner Archives  
Email Address: records@roadrunnerarchives.net

You must verify your email address before you can log in. A verification email has been sent to you, please open it and click the link inside.



**Step Six:** You will receive an email to confirm your email address.

**Texas E-Filing - New User Activation**

no-reply@txcourts.gov

To: records@roadrunnercouriers.net

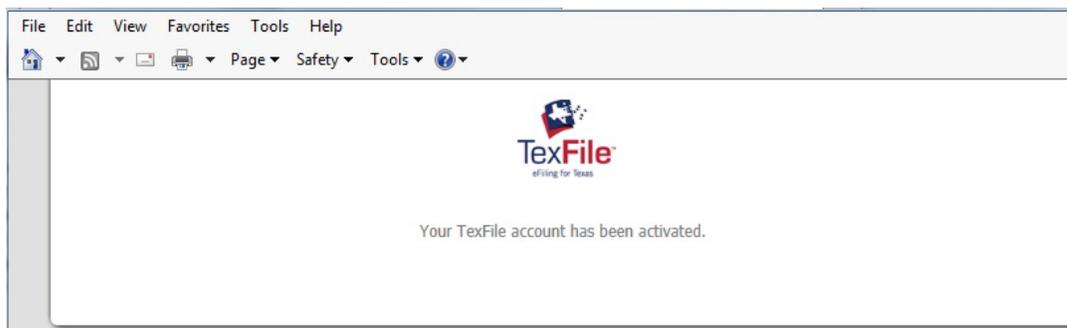
You have been registered with the Texas E-Filing System. Please click on the link below to activate your account.

[Activate Account](#)

This message was automatically generated from the Texas E-Filing Manager; do not reply to this email. Should you need assistance, please contact your E-Filing Service Provider.

**Step Seven:** You must “click” on [Activate Account](#) in order confirm this is your correct email address and activate 1) your firm and 2) your account as administrator with the TexFile system.

You will receive this confirmation.



**HOWEVER, your Firm is vacant; it has no attorneys, users or credit cards.**



Log-in and select **FIRM ADMIN** from the tool bar.

## Administrator Add Attorneys

*Definition:* An Attorney is simply someone who has passed the State Bar and is associated with the Firm. **ONLY** registered Users can efile documents.

The screenshot shows a web application interface for managing attorneys. At the top, there are navigation tabs: "Approve New Users", "Firm Users", "Attorneys", "Payment Accounts", and "Firm Information". Below the tabs is a header "Manage Attorneys for Your Firm" with a help icon. A table lists three attorneys: Allison Beckham (24050271), Kathleen Beduze (24052205), and Jonathan Bickham (2295500). Below the table is an "Add Attorney" button. The form below the button has fields for "First Name\*", "Middle", and "Last Name\*", and "Attorney Number\*" with a help icon. There is also a checkbox for "Save Attorney as Firm User". At the bottom of the form are "Cancel Changes" and "Save Changes" buttons.

First Name	Last Name ^	Attorney Number
Allison	Beckham	24050271
Kathleen	Beduze	24052205
Jonathan	Bickham	2295500

**Add Attorney**

First Name\*  Middle  Last Name\*

Attorney Number\*  ⓘ

Save Attorney as Firm User

1. *Click* on **Add Attorney** to open Attorney input screen.
2. As you type in the name and Sate Bar Number they are added simultaneously to the firm's Attorney list.
3. An Attorney can also be a User.
4. Select **Add Attorney** to add a second Attorney or **Save Changes** if you are finished adding.

NOTE: Be sure to cover Service Contacts on page 15 for information on how your attorneys receive eService from opposing counsel.



## Administrator Add Credit Cards

In order to efile the Firm must have a credit card(s) on file to pay for any expenses associated with the efilings.

1. *Click* on **Add Payment Account** to open the Payment Account Name screen. Since your Firm may have several credit cards available, each is given a Name which populates a Payment drop down window during efilings.
2. *Click* on **Enter Credit Card Information** to input the card specifics.
3. *Click* **Save Changes** to add the data.

The screenshot shows a web application interface for managing payment accounts. At the top, there are navigation tabs: "Approve New Users", "Firm Users", "Attorneys", "Payment Accounts", and "Firm Information". The "Payment Accounts" tab is selected. Below the tabs, the title "Payment Accounts" is displayed with a help icon. A table lists existing payment accounts with columns for "Payment Account Name", "Payment Account Type", and "Active".

Payment Account Name	Payment Account Type	Active
Court File America (AMEX 2044)	Credit Card	Yes
Court File America	Credit Card	No

Below the table are buttons for "Add Payment Account" and "Refresh". A form for adding a new account is shown below, with fields for "Payment Account Name\*" (containing "Court File America"), "Payment Account Type\*" (a dropdown menu set to "Credit Card"), and a checkbox for "Available at all locations" which is checked. A button labeled "Enter Credit Card Information" is next to the dropdown. At the bottom of the form area are buttons for "Cancel Changes" and "Save Changes".



## Administrator Add New Firm Users (if not allow self-registration)

*Definition:* A User is someone authorized by the Firm to efile documents. They can efile documents on behalf of any attorney listed by the Firm.

1. Click on **Add Firm User** to open User input screen.
2. As you type in the name and email address they are added simultaneously to the firm's User list.
3. A User can also be an Attorney and/or another Administrator.
4. Select **Add Firm User** to add a second User or **Save Changes** if you are finished adding.

The screenshot shows a web application interface for managing users. At the top, there are navigation tabs: "Approve New Users", "Firm Users", "Attorneys", "Payment Accounts", and "Firm Information". The main heading is "Manage Users for Your Firm". Below this is a table with columns for "First Name", "Last Name", "Email Address", "Role", and "Status". The table contains one entry: "Texas" (First Name), "Welsh" (Last Name), "craica@courtfileamerica.com" (Email Address), "Filer, Firm Admin" (Role), and "Active" (Status). Below the table is a section titled "Add Firm User" with input fields for "First Name\*", "Middle", and "Last Name\*", and an "Email Address\*" field. There are also checkboxes for "Roles": "Firm Admin", "Filer" (checked), and "Attorney". At the bottom of the form are "Cancel Changes" and "Save Changes" buttons.

The **User** will receive a confirmation email with a temporary password (next page).



## User's Response to Administrator Addition

**Step 1.** Since a User's log-in ID is their email address, each User will receive an "Activation" email from [no-reply@txcourts.com](mailto:no-reply@txcourts.com) that contains a temporary password. This assures that the User is added with the correct email address.

**From:** [no-reply@txcourts.gov](mailto:no-reply@txcourts.gov)  
**To:** Texas Welsh  
**Subject:** Texas E-Filing new user activation

Your firm administrator has added an account for you to use for e-filing. Please click on the link below to activate your account.

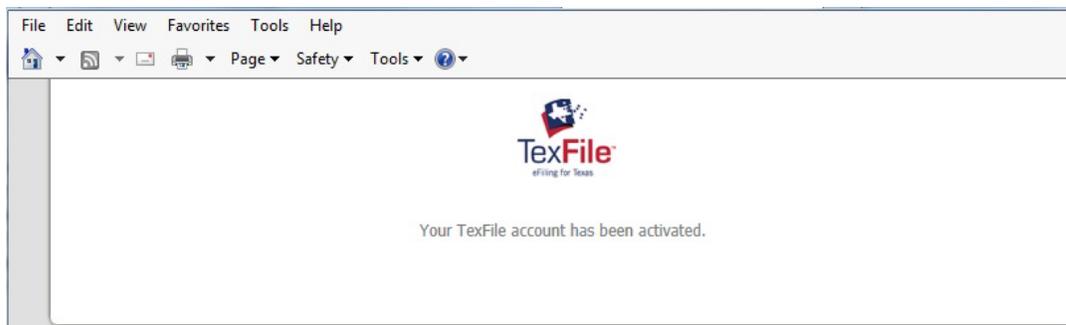
[Activate Account](#)

A system generated password has been created for you. After activating your account, you will need to use the following password to log in.

Password: -A&yn\*Bjv

After you log into your E-Filing Service Provider using this password, please change your password,

**Step 2.** The User must "click" on [Activate Account](#) in order to confirm this is their correct email address. User will receive this activation notice.





**Step 3.** The User then logs-in using 1) email address and 2) temporary password.

The User then 1) selects a permanent password and 2) completes a security question and answer.

**TexFile Registration** **Step 4 of 5**

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**User Information**

First Name\*  MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*   
Your password is case sensitive and must be at least six characters.

Verify Password\*

Attorney

I am also an Attorney

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question\*

Security Answer\*



**Administrator Approve New Users** If your firm allows users to self register, as administrator you will have to Approve them before they are “active”.

Place a “check” in the appropriate box(s) and **Approve**.

When you have approved all Users select **Save Changes**.

Users will then appear in **Firm Users List**.

Approve New Users   Firm Users   Attorneys   Payment Accounts   Firm Information

**Approve New Users for Your Firm**

<input checked="" type="checkbox"/>	First Name	Last Name ^	Email Address	Role	Status
<input type="checkbox"/>	Raynel	Ward	rward@craincaton.com	Filer	Active

Reject   Approve

Cancel Changes   Save Changes



## User Self Register with a Existing Firm

NOTE: Text in first registration screen is incorrect. You do not need to know the Firm's ID.

1. In the **Search for Firm** type in name (i.e.crain)and *Click Search*.
2. From the Search results **highlight** the correct firm (Crain Caton & James).
3. Firm and address will appear in **Selected Firm**.
4. *Click Next*.

The screenshot shows a web interface for "TexFile Registration" at "Step 2 of 4". The main heading is "Select Your Firm". Below this, it says "Narrow your firm list by entering all or part of the firm name." There is a search input field containing "crain" and a "Search" button. Below the search field, the "Selected Firm\*" is listed as "Crain Caton & James", "1401 McKinney Suite 1700", and "Houston, 77010". A list box below this shows "Crain Caton & James" selected. At the bottom, there are "Previous", "Cancel", and "Next" buttons.



**Enter User Information:** Name, Email address, Password and Security Question.

**NOTE:** your Email Address is your log-in ID.

**TexFile Registration** **Step 4 of 5**

**User Information**

First Name\*  MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*   
Your password is case sensitive and must be at least six characters.

Verify Password\*

Attorney

I am also an Attorney

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question\*

Security Answer\*

**Step 4:** Your registration is accepted.

**TexFile Registration** **Step 5 of 5**

**Your Registration is Complete.**

Your login information is listed below and will be emailed to you.

Firm ID: Roadrunner Archives  
Email Address: records@roadrunnerarchives.net

You must verify your email address before you can log in. A verification email has been sent to you, please open it and click the link inside.



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**Texas E-Filing - New User Activation**

no-reply@txcourts.gov

To: records@roadrunnercouriers.net

You have been registered with the Texas E-Filing System. Please click on the link below to activate your account.

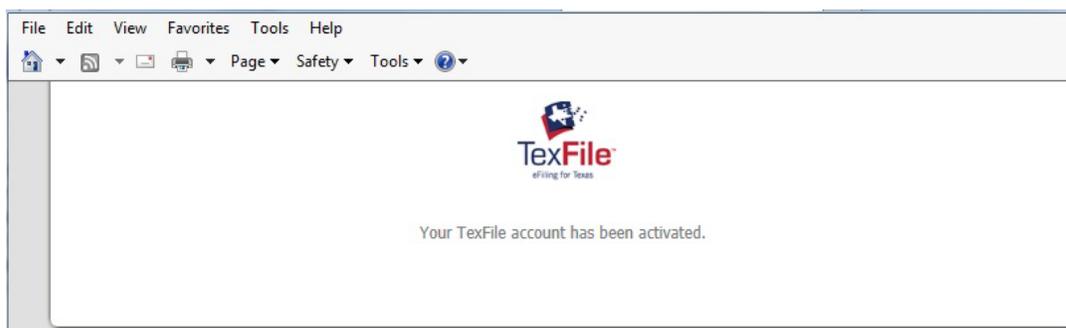
[Activate Account](#)

This message was automatically generated from the Texas E-Filing Manager; do not reply to this email. Should you need assistance, please contact your E-Filing Service Provider.

**Step 6:** You must “click” on [Activate Account](#) in order confirm this is your correct email address.

**Step 7.** The Firm Administrator will approve you as User.

You will receive this confirmation.





## eService

As the Firm's administrator you must address how your attorneys will electronically receive required service from opposing counsel of filed documents.

### **Rule 21a Methods of Service (Supreme Court of Texas 13-9165)**

#### (a) Methods of Service

- (1) Documents Filed Electronically. A document electronically filed under Rule 21 must be served electronically through the electronic filing manager ([eFileTexas.gov](http://eFileTexas.gov)) **if the email address of the party or attorney to be served is on file with the electronic filing manager** . If email address is not with the electronic filing manager, serve per subparagraph 2.
- (2) Served: in person, mail, commercial delivery service, fax, or email

**NOTE:** Above Rule allows your attorney to be served by email. By creating a **Service Contact** and voluntarily adding the contact to the above eFileTexas.gov list you gain more control by 1) requiring eService and 2) establishing the email address and a backup email address to which you wish to receive eService.

**Service Contacts** can be created by any User and are created on the User's Work Station and not in the Administration system.



A User opens **Service Contacts** and then selects **Add New** to enter the name of the Attorney and email address the attorney.

**Administrative Copy** is a second email address the attorney wishes to receive eservice (ie. Attorney's secretary or Firm's Reports Department).

**Make This Public** Confirmation by "check" allows the attorney's eService contact information to be available to **eFileTexas.gov's Public List**.

## Save Contact

FILINGS BOOKMARKS TEMPLATES **SERVICE CONTACTS**

**Add New**

<b>First Name*</b> Jerry	Middle 	<b>Last Name*</b> Smith
<b>Email*</b> jsmith@getdownlaw.com	Administrative Copy ⓘ admin@getdownlaw.com	Firm Name Get Down Law Firm
Country United States of America	Address Line 1 	
Address Line 2 ⓘ 		
City 		
State 	Zip Code 	
Phone 		
<input checked="" type="checkbox"/> Make this contact Public		

**Save Contact**



FILINGS BOOKMARKS TEMPLATES SERVICE CONTACTS	
Name	Email
Jerry Smith	jsmith@getdownlaw.com

[Add New](#)

The Firm's Service Contacts may be administered and edited:

[View Contact Details \(edit \)](#)

[View Attached Case List \(cases attorney is attached as Service Contact\)](#)

[Replace Service Contact \(with another attorney\)](#)

[Deactivate Contact \(if leaves the firm\)](#)