



eFiling Update January 10, 2014 eService

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) 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

(b) When Complete

(3) Electronic service is complete on transmission of the document to the serving party's electronic filing service provider ([Court File America/eFile@TXCourts.gov](http://CourtFileAmerica/eFile@TXCourts.gov)). The electronic filing manager (eFileTexas.gov) will send confirmation of service to the serving party.

eFileTexas.gov is compiling a "public list" of attorney emails address. Currently, this list is populated when each Firm "checks" the *Make this contact Public* box for every attorney listed in the Firm's SERVICE CONTACTS (example on next page)

NOTE: You are making yourself available for opposing counsel to eServe you. Opposing counsel must do the same in order for you to eService them.

NOTE: Above Rule allows you to be served by email (a2 above). Volunteering for eService allows you more control by requiring eService (a1 above) and establishing the email address and a backup email address to which you wish to receive eService.

support@courtfileamerica.com

713-863-0195



SERVICE CONTACT List This is the list created by each Firm of every attorney authorized to receive eService from opposing counsel.

Add Attorney 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

First Name* Jerry	Middle 	Last Name* Smith
Email* 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

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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 \(if leaves the firm\)](#)



eFiling into an Existing Case

3. eService Screen

To add eService you must “check” the Service box in the **Filing Screen**.

A screenshot of the eFiling interface. At the top, it shows the case number "Case C-2084-12-1", the case name "INTER NATIONAL BANKVS.NETSPEND...", the filer "(Salinas Flores, Aida)", and the court "Hidalgo County - 398th District Court". Below this are four tabs: "1 Parties", "2 Filings" (which is active), "3 Service Contacts", and "4 Summary". The main heading is "Enter Filing Details" with a help icon. There is a button "Add Another Filing". Below that is a form with a "Select Filing Code*" dropdown menu set to "Exhibit", and two checked checkboxes: "EFile" and "Service". A "Filing Description" field is partially visible below.

This screen follows the Filing Screen. It lists all the parties of the case. In this example we are the Defendant and wish to serve the Plaintiff with our answer.

Select Contacts to Receive Service for this Envelope

A screenshot of the "Select Contacts to Receive Service for this Envelope" screen. It features a list of checkboxes for selecting service contacts. The first checkbox, "Select All Service Contacts", is checked. Below it are five unchecked checkboxes: "Defendant: BDO USA, LLP D/B/A BDO SEIDMAN", "Defendant: METABANK", "Defendant: NETSPEND CORPORATION", "Plaintiff: INTER NATIONAL BANK" (which is highlighted with a blue background), and "Other Service Contacts". At the bottom of the screen are three buttons: "Add New", "Add From Master List", and "Add From Public List".

If the Plaintiff’s attorney has already “attached” him/herself to the case ,we would simply “check” the box by the Plaintiff to eServe him/her a copy of our eFiling (and receive proof of service).

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If opposing counsel has not already attached him/her self to their client, you can search for opposing counsel and attach them. The Supreme Court of Texas has charged eFilingTexas.gov with developing and maintaining a list of attorneys who have “volunteered” to be served electronically.

First, have your cursor highlight the opposing party and then select **Add From Public List** to search the list for opposing counsel.

Enter the opposing attorney’s last name (target is James Bean) and hit **Search**.

Highlight the correct attorney and hit **Add** then **Save**.

The screenshot shows a web interface titled "Add Service Contact from Public List". At the top, there are four input fields for "First Name", "Last Name", "Email", and "Firm", followed by "Search" and "Clear" buttons. Below the search fields, there are two main sections: "Search Results" and "Case Service Contacts".
Search Results table:

Name	Email	Firm	Action
Sheri Adel	denton_red@yahoo.com	Denton County District Clerk	[e]
Sheri Adelstein	sheri.adelstein@dentoncounty.com	Denton County District Clerk	[e]
Rob Adkins	robert.adkins@tylertech.com1	System	[e]
Thomas Anderson	thomas.anderson@tylertech.com	Dallas County Clerk	[e]
nita bauer	nita.bauer@publicans.com	LGBS, IT	[e]
Philip Baughman	philip.baughman@tylertech.com	System	[e]
Sherry Bodine	sherry.bodine@dentoncounty.com	Denton County District Clerk	[e]

Case Service Contacts table:

Name	Email	Firm	Action
James Bean	james.bean33@gmail.com	Acosta and Associates PLLC	[e]

Between the two tables are "Add >" and "< Remove" buttons. At the bottom right, there is a "Save" button.



The subject attorney will now be eServed when you submit the eFiling.

Select Contacts to Receive Service for this Envelope

Select All Service Contacts
 Defendant: BDO USA, LLP D/B/A BDO SEIDMAN
 Defendant: METABANK
 Defendant: NETSPEND CORPORATION
 Plaintiff: INTER NATIONAL BANK
 James Bean (james.bean33@gmail.com) 
 Other Service Contacts

First Name* James	Middle 	Last Name* Bean
Email* james.bean33@gmail.com	Administrative Copy 	Firm Name Acosta and Associates PLLC
Country* United States of America		
Address Line 1*		

Your action of electronic eService to James Bean will be listed (and preserved) on your eFiling summary.

Also, eFilingTexas.gov will email you confirmation that James Bean was eServed. This will serve as your proof of service.



Summary Screen will show your eService selections.

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... (Salinas Flores, Aida) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties
 2 Filings
 3 Service Contacts
 4 Summary

Envelope and Filing Summary

Case Information				Edit
Location:	Hidalgo County 398th...	Filing Attorney:	Minster Get Down	
Case Category:	Civil	Payment Account:	Mr. Get Down	
Case Type:	All Other Civil Cases (OCA)			
Date Filed:	7/13/2012			
Case Short Title:	INTER NATIONAL...			

Parties					Edit
Party Type	Name	Address	Phone	Attorney	
Plaintiff	INTER...	S 1801 2ND ST MCALLEN, TX 78505		RAYMOND...	
Defendant	NETSPEND...			BRENT BISHOP	
Defendant	METABANK				
Defendant	BDO USA,...				

Filings				Edit
Filing Code	Filing Description	Reference Number	Filing Type	
Answer	Defendants Original Answer	1736.001	EFileAndServe	
Lead Document	File Name	Status	Security	
	test.pdf	Ok	Public	

Service

	File Name	Status	Security
Attachments	website2.pdf	Ok	Public
Filing Comment	Filed with Exhibit A		

Service Contacts		Edit
Name (Email)	Service Type	
<input type="checkbox"/> Defendant: BDO USA, LLP D/B/A BDO SEIDMAN		
<input type="checkbox"/> Defendant: METABANK		
<input type="checkbox"/> Defendant: NETSPEND CORPORATION		
<input checked="" type="checkbox"/> Plaintiff: INTER NATIONAL BANK		
<input checked="" type="checkbox"/> James Bean (james.bean33@gmail.com)	EServe	
<input type="checkbox"/> Other Service Contacts		

Fees

Answer	Filing Fee	
	Total this Filing	
Envelope Total		

Payment

Payment Account*	Mr. Get Down
Filer Type*	Not Applicable
Party Responsible for Fees*	INTER NATIONAL BANK

Filing Attorney

Filing Attorney	Minster Get Down
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support@courtfileamerica.com

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Your eFiling envelope detail will show the eService Details.

[Print this Page](#)

Case# C-2084-12-I International vs Netspend Corp.

Case Information

Location	Hidalgo County 398 th . Dist. Ct.
Date Filed	
Case Number	C-2084-12-I
Case Description	International vs
Assigned to Judge	
Attorney Name	Name
Firm Name	
Filed By	Texas Welsh

Fees

Convenience Fee
Total Court Fee

Payment

Account Name	Court File America
Transaction amount	
Transaction ID	

Filing Code

Filing Type	EFileAnd Serve
Filing Code	Exhibit
Filing Description	Post-Hearing Submission
Comments	Post-hearing submission with exhibit A
Status	Submittin

Documents

<i>Lead Document</i>	Post-Hearing Submission	[Original]	click to view
<i>Attachment</i>	Exhibit A	[Original]	click to view

eService Details

Name/Email	Firm	Service Type	Status	Served	Date/Time Opened
James Bean James.bean33@gmail.com	Acosta and	EServe	Sent	Yes	Not Opened

support@courtfileamerica.com

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eService to You

When you are eServed by opposing counsel you and your administrative address will receive an email from **eFileTexas.gov** with a link to a copy of the documents filed.

From: No-Reply@eFilingTexas.gov
Sent: Tuesday, January 07, 2014
To: You
Subject: Copy of Service for Case envelope: 429-04764-2013 (Case Name)

This is a copy of the service fill for Case No. 429-04764-2012, Case Name

Dare Submitted: 1/7/2014 2:28 PM

Filing Code: Objection

The following are service contact on this filing:

Plaintiff Your Name and email address

[Download Document](#) (link to document)

This message was automatically generated from the Texas E-Filing Manager; do not reply to this email.