

COURT FILE AMERICA

The State of Texas granted **eFiling for Courts** a monopoly for interacting with the various jurisdictions in the state. Court File America is an *electronic filing service provider*; we are your link to eFiling for Courts.

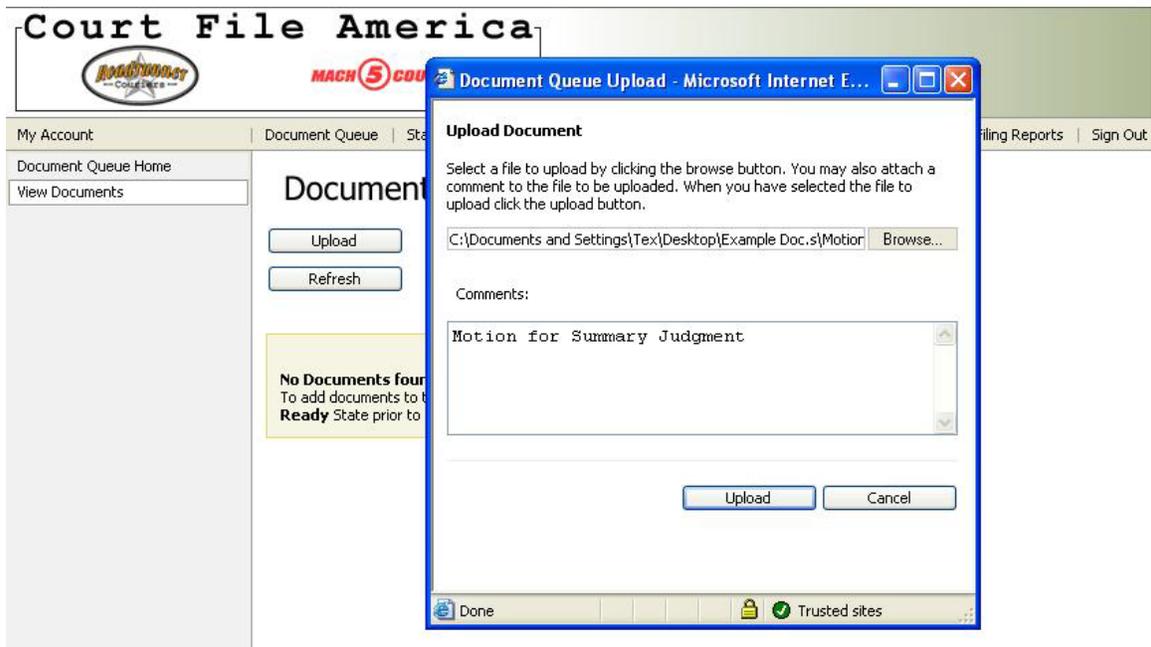
Court File America's job is two fold. First , we serve as your electronic link to eFiling for Courts and secondly, we serve as your customer support for actual utilization of the link.

This tutorial will cover the eight electronic filing functions and reports:

- I. Account Information:** edit account information,
- II. Document Queue:** upload your documents prior to attaching them to a filing,
- III. Submit Filing:** file pleadings in any jurisdiction connected to eFiling for Courts,
- IV. Standalone eService:** electronically deliver documents to opposing counsel without passing through the court (i.e. discovery documents)
- V. Review Filings/eService:** 30 day accumulation of your activity,
- VI. Jurisdictions:** a list of Jurisdictions connected to eFiling for Courts and
- VII. Filing Reports:** searchable history of your past activity by topics

DOCUMENT QUEUE FUNCTION

When you are in **Submit Filing**, you can only attach documents that are already residing the Document Queue. It is a best practice to upload all documents before starting your filing. Select *Upload*. If your blue colored **Browse** window does not activate, then your *Popup Blocker Setting* is preventing activation. Set *Popup Blocker* to always allow popups from this site.



Select **Browse** to open your computer desktop.

1. Find your document and *Open* it.
2. Name your document in “Comments” section.
3. Select **Upload**.

NOTE: 1) Court File America can only accommodate documents that are saved in Microsoft Word (doc), ASCII Text Files (txt) or Adobe Acrobat (pdf).
 2) When a Word or ASCTT document is uploaded, Court File America automatically converts it into pdf format in the Queue.
 3) When you upload a pdf document make sure that its PDI is between 200& 400.
 4) The maximum size of a single document is 4 Megs and the maximum size of an e filing is 30 Megs.

Once the document is uploaded it will appear in the Document Queue inventory.

My Account | Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Document Queue Home
View Documents

Document Queue

[Upload](#) To add documents to the queue click the **Upload** button. You must upload documents and in **Ready** State prior to Filing Submission.
To check the status of documents in the **Processing** State, click the **Refresh** button.

[Refresh](#)

Document Filename	Last refresh date/time	Status	Comments	
Motionfor.pdf	03/15/2006 09:25	Ready	Motion for Summary Judgment	Edit View Delete

Click **View** to see the document.

File Edit View Document Tools Window Help

86%

Search Web

Cause No.200698765

Big State Pipe, Inc * In the District Court of
*
* Harris County, Texas
V. *
*
* 11th Judicial District
*
*
Alpha Utility Corp. and
Billie C. Roe, Individually *

PLAINTIFF'S MOTION FOR SUMMARY JUDGMENT

Plaintiff, BIG STATE PIPE, INC. files this Motion for Summary Judgment against Defendants ALPHA UTILITY CORP. AND BILLIE C. ROE, INDIVIDUALLY.

CASE LAW

Jurisdiction: cause 1949238 11th Dist. Court. Harris Co. Main Machine v

NOTE: The only two ways that documents are removed from your Queue are 1) if you **Delete** them while you are in Queue or 2) if your filing is successful (you will be asked during submittal).

Once you have uploaded all your documents you can either select **Sign Out** or **Submit Filing**.

SUBMIT FILING FUNCTION

My Account | Document Queue | eService Plus | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports

1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Attach Documents
6. Submit Filing

Submit a Filing

Identify the attorney in whose name the filing will be submitted, and the jurisdiction into which you are filing. If this is not an original petition, you will need to identify the case and select a method of prepopulation for data fields.

Jurisdiction/Case

Filing Attorney: courtfleameric

Representation: Plaintiff

Jurisdiction: Travis District - Civil

Original Petition: Yes No

Case/Cause Number:

Court/Calendar:

Import Case Data from: My Case Data E Filing for Courts

Payment Source: Service Provider Billing Info Enter Billing Info

1. Jurisdiction

Filing Attorney: If you are a Delegate to multiple attorneys, this will be a dropdown window.

Original Petition: Once you have selected “yes” or “no”, the screen will change as the program loads the corresponding sequence. Instructions for an original petition are on page 17.

Import Case Data from: Retain the default “My case data”; this will automatically preload your information the next time you file in the Case/Cause Number.

Payment Source:

- 1) *Service Provider:* Select if you have a prearranged credit card payment (see page 2).
- 2) *Enter Billing:* Select if you will enter credit card information during the e filing (Step # 5)..

NEXT

My Account | Document Queue | eService Plus | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports

1. Jurisdiction
2. Filing
 3. Service
 4. Party Information
 5. Attach Documents
 6. Submit Filing

Submit a Filing

Enter information about the filing.

Filing Information

Filing Type: Motion

Style/Case Name: Big State Pipe v Alpha Utility & R. Roe Individually

Sealed Document:

Client Matter Number: 9876.012

Special Instructions: Free hand space i.e. "Filing a Motion for Summary Judgement"

Other Services Provided

Clerk Fee Adjustment
 Adjustment Amount
 Counterclaim: Civil

2. Filing

Filing type: Your options for “Filing type” are populated by each jurisdiction; Travis District has 12 options while Harris District has over 100. **RULE OF THUMB:** if you cannot find a Filing Type that is a *direct match*, select “No Fee Pleading” or “Pleading No Fee” depending on jurisdiction. **Remember** that in Registration you selected the option “*Allow the clerk to modify*”. This gives the clerk the authority to change the Filing Type if it does not reflect the pleading filed. **Also**, later in the e filing you will have the opportunity to provide a more detailed description of the pleading. See: # 6. Attach Documents

Style Name: You currently have a 200 character limit.

Sealed Document: This informs the clerk of a previous Court Order sealing the documents. This is NOT a request for the documents to be sealed.

Client Matter Number: This field is for your firm’s identifying numbers/letters.

Special Instructions: This is a free hand area. A “best practice principle” is to include the title of the pleading that you are e filing.

Other Services Provided: This section ***does not apply*** to no fee filings

NEXT

My Account	Document Queue	eService Plus	Submit Filing	Review Filings / eService	Jurisdictions	Filing Reports
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1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Attach Documents
6. Submit Filing

Submit a Filing

 Currently there are no attorneys in your list.

List any registered users whom you would like to serve electronically. Also include registered and non-registered users served by other means whom you wish to appear on the proof of service document.

Select the Edit link to edit Delivery Type or other information about an attorney. Select the Delete Link to remove an attorney from the Service List.

Please Note: If you select service by mail, fax, or courier for a party, you are responsible for delivering the documents to the selected party. If you select electronic service for a party, the system will automatically serve the documents electronically.

Registered

Add attorneys who are registered for e-filing.

Unregistered

Add an attorney who is not registered for e-filing.

Back

Next

3. Service

eFiling gives you the option of electronically serving opposing counsel. If you do not wish to employ this option hit “Next”. Go to page 9.

You can only electronically serve attorneys who are 1) registered with eFiling **and** 2) have elected *electronic service*. Registered without electronic service election and Non registered attorneys must be served by traditional methods.

Initiate electronic service by selecting “Registered” in order to get a search screen (below).

1. Jurisdiction	2. Filing	3. Service	4. Party Information	5. Payment Information	6. Attach Documents	7. Submit Filing
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1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Payment Information
6. Attach Documents
7. Submit Filing

Submit a Filing

To search for a registered party, enter one or more of the parameters below and select the "Search" button.

Search Registered Attorneys

First Name:

Last Name:

Firm/Organization Name:

Bar Number:

State: 

Back

Search

Once your search has identified the appropriate attorney,

1. *select* the attorney by “checking” his/her box,
2. indicating his/her *Representation*,
3. select *Serving Type* “electronic” then
4. click *Next*

Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Submit a Filing

Please select each attorney you want to add to the Service List. You must enter Representation and/or Delivery Type. Click invite to email attorney information on how to be served electronically in the case.

Name	Bar Number	Law Firm/Organization	Representation	Service Delivery Type	Invite
<input checked="" type="checkbox"/> Williams, Donald L.	21528200	LAW OFFICES OF DONALD L. WILLIAMS	Defendant Lead Attorney	Electronic	<input type="checkbox"/>
<input type="checkbox"/> Williams, Jeremy A.	24037714	Gardere Wynne & Sewell	None	None	<input type="checkbox"/>
<input type="checkbox"/> Williams, Marlene C.	024001872	Beirne Maynard & Parsons LLP-Houston	None	None	<input type="checkbox"/>
<input type="checkbox"/> Williams, Jeremy	24037714	Gardere Wynne Sewell LLP-Dallas	None	Fax	<input type="checkbox"/>
<input type="checkbox"/> Williams, Michael D.	21564330	Brown Sims PC	None	Mail	<input type="checkbox"/>
<input type="checkbox"/> Williams, Scott	00791937	Akin Gump Strauss Hauer & Feld LLP-Dallas	None	Courier	<input type="checkbox"/>
<input type="checkbox"/>			None	None	<input type="checkbox"/>

You will receive confirmation of your selection.

My Account | Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Submit a Filing

List any registered users whom you would like to serve electronically. Also include registered and non-registered users served by other means whom you wish to appear on the proof of service document.

Registered Add attorneys who are registered for eFiling.

Unregistered Add an attorney who is not registered for eFiling.

Service List

Name	Law Firm or Organization	Bar Number	Representation	Service Delivery Type	Invite
Donald L. Williams	LAW OFFICES OF DONALD L. WILLIAMS	21528200	Defendant Lead Attorney	Electronic	<input type="checkbox"/> Edit Delete

Back **Next**

Select “Registered” to add another attorney or

NEXT

My Account | Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Payment Information
6. Attach Documents
7. Submit Filing

Submit a Filing

ⓘ There are no Parties attached to this filing. Click the **Add Party** button below to add a party.

Add Case Party

Select the Add Case Party button to add a party. Select the Edit link to edit a party's information. Select the Delete link to remove a party.

Back **Next**

1. Party Information: This option is **required only** in 1) Original Petitions (see page 17) and 2) efilings in the Appellate Courts.

Appellate Courts require information on the party the filer represents.

My Account | Document Queue | eService Plus | Submit Filing | Review Filings / eService | Jurisdictions

1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Attach Documents
6. Submit Filing

Submit a Filing

Enter the required information for your party.

Add Case Party

First Name:

Middle Initial

Last Name

-OR- Company:

Role:

Counseled By:

Delivery Method:

Address Line 1:

Address Line 2:

City:

Appellant
Appellee
Applicant
Petitioner
Real Party in Interest
Relator
Respondent

NEXT

2. Payment Information: If you 1) do not have a credit account or 2) have not edited your Account Information to preload your credit card, then, enter credit card information here.

NEXT

6. Attach Documents

Only documents residing in your Document Queue can be added to your filing. If you have previously uploaded the documents, select **Add Lead**. If you need to NOW upload documents from your computer, select **Upload Documents** and refer to Document Queue instructions (page 3).

Add Lead: eFiling for Courts is formatted to place the Clerk File Time/Date Stamp **only** on your “Lead Document”. Consequently you can file only one pleading at a time. Filing multiple pleadings at a time is the primary cause for rejection by the Clerk of the Court. Exhibits and attachments can be added later.

Select “Add Lead” to open up your Document Queue.

REMEMBER: You are limited to a maximum document size of 4 Megs and a filing size of 40 Megs. Each file’s size is listed in the Document Queue.

Place a dot on the Lead Document and select “OK”.

Document Queue | eService Plus | Submit Filing | Re

Submit a Filing

I have verified

Lead Document		
Document Filename	File size	Description
Motionfor.pdf	0.05 MB	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> Interventions/3rd Parties/Interpleaders Juror Information (Jury Questionnaire) Medical Records Motion to Stay Motions Motions for New Trial Motions to Re-instate New Case Filings Notice of Hearing Notice of Submission Notices Orders/Judgments Paupers/Indigencies Protective Orders Releases (of Judgement, of Lien, of Surety) Requests Responses/Replies/Objections Restraining Orders Rule 11 Agreements/Stipulations None </div>

Delete Documents from Document Queue on successful submission

Total Filing Size: 0.0

The screen will list your Lead Document and ask that you give it a description. Some jurisdictions will require two descriptions 1) a free hand description and 2) selection from a dropdown window. “None” is not an acceptable description.

NOTE: In Step #2 *Filing*, if you did not select “No Fee Pleading”, you may have inadvertently selected an original petition type of filing. In the next section, # 7 *Submit Filing*, check your “Fees” summary to insure that you selected correctly.

Add Lead	Add a lead document previously uploaded to the Document Queue to the filing.
Attach Document	Add additional documents previously uploaded to the Document Queue to the filing.
Upload Document	Upload a document to the Document Queue and then you may add it to the filing.

I have verified that all files have been converted correctly

Review files that you have attached by clicking **view** hyperlink to view the document. This will open directly in your PDF viewer. You may delete the file at any time during the filing submit process by returning to this page and clicking the **delete** hyperlink. You must click the agree and click the checkbox before continuing.

Lead Document			
Document Filename	File size	Description	Document Name
Motionfor.pdf	0.05 MB	Motions	Motions
Attachments			
Document Filename	File size	Description	Document Name
Exhit.pdf	0.04 MB	Exhibit	Exhibits

Delete Documents from Document Queue on successful submission

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

Attach Documents

Select this option to add Exhibits and Attachments.

After all the documents have been added, you have two boxes to check.

If the “**I have verified that all the files have been converted correctly**” box is not checked, eFiling for Courts will not let you continue your filing.

To remove the documents automatically from your Document Queue check the “**Delete Document**” box.

NEXT

7. Submit Filing

This is a summary of all the information you have listed in your e filing.

My Account	Document Queue	Standalone eService	Submit Filing	Review Filings / eService	Jurisdictions	Filing Repor
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1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Payment Information
6. Attach Documents
7. Submit Filing

Submit a Filing

This filing will not be deemed filed until you submit this page and receive a trace number.

Name	Amount
Filing Fees	
Harris County eFiling Fee	\$2.00
No Fee Filing	\$0.00
Processing Fees	
eService Fee	\$3.00
TxO Processing Fee	\$4.32
Service Provider Fee	
Court File America Processing Fee	\$5.00
Court File America Service Fee	\$2.00
Total Filing Fees:	\$16.32

The Personal Part Filer ID (Maryann)

Filing Attorney ID (Texas M. Welsh)

Personal Information	Billing Information
Filer ID: maryann Edit	Billing Name: Texas M. Welsh
Type of Filer: Paralegal	Payment Method: Credit Card
Filing Attorney ID: courtfileameric	Address Line 1 : 720 W 6
Filing Attorney: Texas Welsh	City: Houston
Law Firm or Organization: Road Runner Couriers	State: TX
Bar Number: 1234567	Zip Code: 77007
Bar State: TX	Credit Card Type: VISA
Address Line 1 : 301 Congress	Credit Card #: ***** 6781
Address Line 2 :	Expiration Date: 2006-12-31
City: Houston	
State: TX	
Zip: 78701	
Phone: (555) 555-5555	

Filing Information	
Style/Case Name:	Big State Pipe v Alpha Utility & B. Roe, Individually
Sealed Document:	No
County Name:	Harris
Court/Calendar:	District
Court Name:	11th District Court
Filing Type:	Answer
Case/Cause Number:	2006698765
Special Instructions:	Filing Motion for Summary Judgement. This is a time sensitive document. Please do not reject. Telephone me at 713-863-7600 if problem. Thank you
Client Matter Number:	9876.012
Plaintiff Attorney(s):	
Texas Welsh	
Defendant Attorney(s):	
Donald L. Williams	- Filer will Courier service of copies
James R. Bennett	- Filer will Courier service of copies

NOTE: The staging/simulator program does not have eService so Mr. Williams is shown as courier service. However, this example assumes that Maryann eServed him

Document Information		
File Name	Document Name	Document
Lead Document		
Motionfor.pdf	Motions	Motions
Attachments (1)		
Exhit.pdf	Exhibits	Exhibit

The Document Part

Saves your entire Service and Party List

Back

Cancel Filing

Submit Filing

NOTE: By checking the last box you can save your eService. When you enter the cause number in a future eFiling, your eService List will be entered automatically.

After your review, you have 3 options:

- 1) **Back** to previous screens for editing,
- 2) **Cancel Filing** and kill attorney or
- 3) **Submit Filing**.

Submit Filing will send the filing to the Clerk of the Court. You will receive confirmation with a **Trace Number**

Submit a Filing



Your submission was successful! Your trace number is **ED101J000009676**. The details of your filing are shown below. To view a printable version of your filing summary, [click here](#).

To view the status of this and other submissions, click the "Review Filings" above.

[Submit Another Filing](#)

Time Submitted:

03/16/2006

4:23:54 PM (Central (U.S. and Canada))

NOTE: Printable Version of your filing summary is available (SEE: [click here](#) just under the Trace Number in above example).

EMAIL CONFIRMATIONS of your eFiling

eMail #1 Confirmation that your filing was given to the jurisdiction.

PLEASE DO NOT REPLY TO THIS E-MAIL

This email acknowledges that a filing with the following information was received from the Electronic Filing Service Provider and has been transmitted successfully to eFiling for Courts:

eFiling for Courts Received Date/Time: Thursday March 16, 2006 4:23 AM

Delivered to Court: Harris County District

Trace Number: ED101J000009676

Official Date/Time: Thursday March 16, 2006 4:23 AM

Cause Number: 2006698765

Style/Case Name: Big State Pipe v Alpha Utility & B. Roe, Individually

Title of Document: Motionfor.pdr

eMail #2 Acceptance/Rejection of filing by the clerk with a link to file stamped copy

<p>DO NOT REPLY TO THIS E-MAIL This e-mail serves as your receipt.</p> <p>FILING INFORMATION Case/Cause Number: 2006698765 Filing Type: Motion Filing Attorney : Texas Welsh Client Matter #: 9876.012 Style/Case Name: Big State Pipe v Alpha Utility & B. Roe Individually Sealed Indicator: No</p> <p>Status: CONFIRMATION Date of Status: Thursday, March 16, 2006 04:24PM Court Assignment: 11th District Court Trace Number: ED101J000009676</p> <p>*In order to have a copy of your filing, access the following URL and download: https://efilingforcourts.com/CourtFileAmerica/FilingInbox.aspx</p> <p>**Filing Status Legend Confirmation-Reviewed and accepted by the clerk Alert-Reviewed and rejected by the clerk</p>
--

A “Status” of **CONFIRMATION** gives you a link to a File Stamped Copy of your pleading.

An **Alert** (rejected) Status will be followed by an email from the clerk explaining the reason for the rejection.

eMail #3 PROOF OF SERVICE TO APPOSING COUNSEL (only if eService is elected in the filing)

eFiling for Courts- Electronic Service Copies	
Proof of Service	
Jurisdiction: Harris County District	
Cause Number: 2006698765	
Trace Number: ED101J000009676	
Court Assignment: 11 th District Court	
Style/Case Name: Big State Pipe v Alpha Utility & B. Roe Individually	
Date and Time of Service: 03/16/2006 04:24PM	
Serving Party Name: Texas Welsh	
Documents:	
Motion.pdf	
Exhibits.pdf	
Parties of Record	Delivery Type
James R. Bennett	Electronic
Donald L. Williams	Electronic

Filing an Original Petition

You will go through the same sequence in every filing. The format of some screens will change.

1. Jurisdiction

My Account | Document Queue | eService Plus | Submit Filing | Review Filings / eService | Jurisdictions | F

1. Jurisdiction
2. Filing
3. Service
4. Party Information
5. Attach Documents
6. Submit Filing

Submit a Filing

Identify the attorney in whose name the filing will be submitted, and the jurisdiction into which you If this is not an original petition, you will need to identify the case and select a method of prepopulate data fields.

Jurisdiction/Case

Filing Attorney: courtfileameric

Representation: Plaintiff Attorney

Jurisdiction: Travis District - Civil

Original Petition: Yes No

Next

2. Filing

Filing Information	
Filing Type:	Petition or Application: Civil
Style/Case Name:	Big State Pipe v Alpha Utility & B. Roe, Individually
Sealed Document:	<input type="checkbox"/>
Client Matter Number:	9876.012
Special Instructions:	Service by Constable
Other Services Provided	

Filing Types Remember that the names of are determined by each Jurisdiction.

Special Instructions Communicate to the clerk your method of citation service.

Other Services Provided You must inform the clerk of 1) the number of citations to be issued and 2) the number of pages to be photocopied (so that each citation will have an original petition attached) . From this information the clerk calculates your photocopy fees.

<input type="text"/>	Number of Interventions
<input checked="" type="checkbox"/>	Issuance of Process: Citation, Scire Facias, Notice, Subpoena
<input type="text" value="2"/>	Number of Writs
<input type="checkbox"/>	Issuance of Process: Abstract, Execution, Order of Sale, Writ of Possession
<input type="text"/>	Number of Writs
<input type="checkbox"/>	Issuance of Process: Writ of Garnishment, Highway/Insurance Comm, Sect of Stat Citation/Writs
<input type="text"/>	Number of Writs
<input type="checkbox"/>	Jury Fee
<input type="checkbox"/>	Motion: Contempt, Enforce, Modify, New Trial/Rehearing
<input type="checkbox"/>	Multiple Plaintiffs 11-25
<input type="checkbox"/>	Multiple Plaintiffs 26-100
<input type="checkbox"/>	Multiple Plaintiffs 101-500
<input type="checkbox"/>	Multiple Plaintiffs 501-1,000
<input type="checkbox"/>	Multiple Plaintiffs over 1,000
<input checked="" type="checkbox"/>	Service Copies for Process: 1 copy Per Party/2 Copies Per State Agency Citation
<input type="text" value="8"/>	Number of Copies times Number of pages
<input type="checkbox"/>	Third Party Petition: Civil
<input type="text"/>	Number of Third Party Petitions

The number of citations to be issued

The total number of pages to be photocopied

- 3. Service** Disregard Service as it is the option for servicing opposing counsel electronically. You do not yet know who the defendant will use for counsel.

My Account	Document Queue	Standalone eService	Submit Filing	Review Filings / eService	Jurisdictions	Filing Reports	Sign Out
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- 1. Jurisdiction
- 2. Filing
- 3. Service
- 4. Party Information
- 5. Payment Information
- 6. Attach Documents
- 7. Submit Filing

Submit a Filing

 There are no Parties attached to this filing. Click the **Add Party** button below to add a party.

Add Case Party

Select the Add Case Party button to add a party. Select the Edit link to edit a party's information. Select the Delete link to remove a party.

Back

Next

- 4. Party Information** Select **Add Case Party** to add each entity to receive a citation and indicate how you wish to service the citation.

1. Jurisdiction	2. Filing	3. Service	4. Party Information	5. Payment Information	6. Attach Documents	7. Submit Filing
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- 1. Jurisdiction
- 2. Filing
- 3. Service
- 4. Party Information
- 5. Payment Information
- 6. Attach Documents
- 7. Submit Filing

Submit a Filing

Enter the required information for your party.

Add Case Party

First Name:

Middle Initial

Last Name

-OR- Company:

Role:

Counseled By:

Delivery Method:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Submit a Filing

 There are no Plaintiff Parties attached to this filing. Click the **Add Party** button below to add a party.

Add Case Party

Select the Add Case Party button to add a party. Select the Edit link to edit a party's information. Select the Delete link to remove a party.

Current Respondents/Defendants

Name	Role	Counseled By	Delivery Method
Alpha Utility Company	Defendant		Constable Service Fee: Citation, Notice, Scire Facias, Subpoena Edit Delete
Burton Roe	Defendant		Constable Service Fee: Citation, Notice, Scire Facias, Subpoena Edit Delete

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Return to page 9 for instructions covering steps 5 through 8.

REVIEW FILINGS/ESERVICE FUNCTIONS

My Account | Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Filing Inbox
eService Inbox
eService Report

Filing Inbox

Click a trace number to view detailed information.
Some jurisdictions may define certain days as holidays. To see a list of jurisdiction holidays, please check [jurisdiction information](#).

Search the Filing Inbox

You have 1 filings in your Filing Inbox.
1-1 of 1 | Page Size [10](#) [25](#) [50](#) << < Page 1 of 1 > >>

Trace Number	Case/Cause Number	Filing Type	Jurisdiction	Filing Status	Status Date/Time
ED101J000009676	2006698765	Answer	Harris County District	Acknowledgement	3/16/2006 4:24:07 PM

Filing Inbox This is a 30 day history of your efilings.

My Account | Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Filing Inbox
eService Inbox
eService Report

eService Report

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.

[Refresh Data from eFiling for Courts](#)

You have 1 records in your eService Report.
1 - 1 of 1 | Page Size [10](#) [25](#) [50](#) << < Page 1 of 1 > >>

Trace Number	Case/Cause Number	Jurisdiction	Court/Calendar	Serving Party	Process Date/Time
ED101J000009676	2006698765	Harris County District	11th District Court	Welsh, Texas	03/16/2006 4:24 PM

eService Report This is a 30 day history of your eService to others

My Account | Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Filing Inbox
eService Inbox
eService Report

eService Inbox

 Your eService inbox is currently empty.

eService Inbox This is a 30 day history of eService to you from other attorneys.

FILING REPORTS FUNCTION

Document Queue | Standalone eService | Submit Filing | Review Filings / eService | Jurisdictions | Filing Reports | Sign Out

Filing Reports

[View Last Report](#)

Find Filings

Filing Criteria:		Filing Results:	
From Date:	<input type="text" value="3/1/2006"/>	<input checked="" type="checkbox"/> Client Matter Number	<input checked="" type="checkbox"/> Jurisdiction
To Date:	<input type="text" value="3/17/2006"/>	<input checked="" type="checkbox"/> Trace Number	<input checked="" type="checkbox"/> Filing Size
Client Matter #:	<input type="text"/>	<input checked="" type="checkbox"/> Document Type	<input checked="" type="checkbox"/> Court / Filing Fees
Trace #:	<input type="text"/>	<input checked="" type="checkbox"/> Filed On	<input checked="" type="checkbox"/> eFiling for Court Fees
		<input checked="" type="checkbox"/> Filing Status	<input checked="" type="checkbox"/> Service Provider Fees
		<input checked="" type="checkbox"/> Last Modified	

Create Report