

iDocket eFile™



eFiling from an EFSP's Perspective

iDocket.com, 1-800-iDocket, support@idocket.com



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Why iDocket as an EFSP?

To begin eFiling you must first choose an Electronic Filing Service Provider (EFSP). iDocket is one of many providers certified in the State of Texas that offers a variety of services for your eFiling needs. Listed below are the features that iDocket has to offer:

User Friendly and Simple to Use

- Simple explanation and very easy to use website

Free eFiling

- Free access to our e-Filing Portal

Access to Judicial Information Online (www.iDocket.com)

- 24/7 access to Judicial Information & Images online for over 85 counties in Texas
- Anything filed in a participating court will be on the iDocket.com website the next day

Case Tracking

- Tag cases you are interested in and an email notification alert you on any changes to the case(s).

Form Converter

- Ability to upload a PDF, Word, or Word Perfect document and we will convert your filings into searchable PDF's.

Document Repository

- Access to file-stamped copies of your firm's/pro se filings.

Tracking Tools

- Ability to review status of filings and resubmit returned filings easily.

24/7 Customer Support

- 15 years of experience in County Government
- Bilingual Support available

Once registered with an EFSP, you are registered under the State of Texas to eFile. This means you do not need to re-register should you choose another service provider. You may login with the same username and password throughout all EFSP's.



General Information

What is iDocket eFiling for Courts?

iDocket eFiling for Courts is the official electronic filing solution for the State of Texas. With iDocket eFiling for Courts, filers can submit documents online to participating courts and Clerks can receive and process the documents and associated fees.

How do I know if my eFiling was received?

You will receive an immediate acknowledgement message by email when you submit a document. Once the Clerk accepts your eFiling, you will receive a confirmation message and file-stamped copy via email.

What does EFSP stand for?

EFSP is the **E**lectronic **F**iling **S**ervice **P**roviders, this in definition would be a web portal, operated by an independent company, which would collect the data from the filer and transmit said files to **eFileTexas.gov**

When can I use iDocket's eFiling service?

iDocket eFiling for Courts is accessibly online 24/7 with internet connection.

Can I refile a rejected eFiling?

No, you cannot resubmit the same rejected filing. You would have to create a new filing, which will assign you a new envelope number. The charges for a rejected filing will remain on hold for 7 to 10 business days.

What if the filing code that I am looking for is not an option in iDocket eFile?

The state has adopted a standard set of codes that all EFSP providers follow. Please notify us and we can contact the state directly.

My filing was rejected can I resubmit it under the same filing envelope?

No, you cannot resubmit the same rejected filing. You would have to create a new filing, which will assign you a new envelope number. The charges for a rejected filing will remain on hold for up to 10 business days. (This is State Level and not controlled by iDocket.)



Uploading Documents

How do I file documents to a court online through iDocket?

Once you have registered, return to <https://secure.idocket.com/efile/> and log in with your email and password. Click on the "File a New Case" button or search for a case and click the "File Into this Case" button. Select the applicable jurisdiction for your case and complete the filing information online. Then add your document, attachments, and select your e-service contacts if applicable. Click the Submit button and you're done!

What documents can I eFile?

eFiling for Courts accepts filings in civil, family, probate, justice of the peace, appellate, and criminal cases. **(Where criminal case e-filing has been implemented in a county, the electronic filing and serving of court documents is permitted.)** You can file original petitions, pleadings, and motions in new cases and established cases, even if the case was initiated with traditional paper filings.

What is the filing size limit?

The size limit for the entire filing is 35MB. A filing may include several documents. (You may need to compress files to not exceed 35MB limit.)

Can I eFile a document with a physical signature?

Yes. You may submit these documents as scanned images.

What time and date stamp are applied to my eFiling?

A document is considered timely filed if it is electronically filed at any time before midnight (in the court's time zone) on the filing deadline. An electronically filed document is deemed filed when transmitted to the filing party's electronic filing service provider, except:

- if a document is transmitted on a Saturday, Sunday, or legal holiday, it is deemed filed on the next day that is not a Saturday, Sunday, or legal holiday;
- if a document requires a motion and an order allowing its filing. It is deemed filed on the date the motion is granted

In other words, the instant you click the Submit when eFiling determines the File Stamp time and date subject to the exceptions listed above.

Is e-Filing Secure?

Yes, our system insures our users' safety. We do this by meeting state and federal security regulations. We also protect our filer's transaction information by meeting Payment Card Industry Security Standards.



What format do my uploading documents have to be in?

Our website is compatible with Microsoft Word, .pdf, .jpg, .tiff, .png & txt formats

e-Service Contacts

What is eService?

eService is a feature that allows filers to electronically serve documents to other case parties. eService also enables filers to be served electronically. As a registered filer, you can choose to be served electronically in your cases via eService. eService is available for delivery of discovery requests, interrogatories, letters, and service copies of electronically filed documents. If you need to serve documents that are not normally filed with the court you can do so by clicking on the "eServe A Document" button.

How do I Serve individuals with e-file?

The filer is responsible for undertaking this service of all filings as required by applicable court rules. For this purpose, filers may use the mail service, serve by hand delivery, send an e-mail, or use <https://secure.idocket.com/efile/welcome.aspx>, as we offer the option of electronic service of each filing to the designated service contact.

Can I use an e-service without filing papers with the court?

From Supreme Court of Texas:

E-filing will be mandatory in civil cases in the district courts, statutory county courts, constitutional county courts and statutory probate courts according to the following implementation schedule based upon the counties' 2010 Federal

Census population:

- **Courts in counties with a population of 500,000 or more - January 1, 2014**
- **Courts in counties with a population of 200,000 to 499,999 - July 1, 2014**
- **Courts in counties with a population of 100,000 to 199,999 - January 1, 2015**
- **Courts in counties with a population of 50,000 to 99,999 - July 1, 2015**
- **Courts in counties with a population of 20,000 to 49,999 - January 1, 2016**
- **Courts in counties with a population less than 20,000 - July 1, 2016.**



Registration Setup

How do I register to eFile?

Once you have registered, you will receive a confirmation email. Open the email and click on the confirmation link provided. After this, you will be automatically registered with the Texas eFiling system for Courts. Now, you can begin eFiling documents in new and active cases.

I already have a EFSP, do I need to create another account?

No, when you create an account with any e-Filing service provider you can use that login information to log into which EFSP you choose. Since the account information is stored at the state level, the login information is compatible with all EFSPs.

Billing & Fees

Why is my session timing out when I enter my credit card info?

If you are using Safari browser, you will get an error message that your session has timed out. You may enter your credit card information through other Browsers (ex. Firefox Mozilla, Google Chrome & Internet Explorer with no error message). Then continue using Safari, after your Credit card information is processed.

Are there any Fees to eFile?

Yes, there will be fees with electronically filing your documents:

- Standard court filing fees - Contact your local court for information on filing fees
- Cost-recovery court filing fees - Some courts charge a cost-recovery fee per filing to recoup their costs for developing electronic processes.
- Service provider fees - Some EFSPs charge fees for e-filing and related services. These fees vary by EFSP and transaction. iDocket EFSP is free to use.
- Convenience fees - A convenience fee is assessed to cover the credit card processing fees and may vary by court.

Will I be charged for rejected filings?

No, you will not be charged for rejected or cancelled filings. Only accepted filings are charged. Funds should be released within 7-10 business days.



[Can I cancel a filing?](#)

If you cancel the filing before the clerk opens the filing for review, all fees associated for the filing are refunded. Refunds for a cancelled filing may take up to 7-10.

[Does iDocket charge to eFile?](#)

No, iDockets eFiling services are **FREE**.

Local Rules & Courts

[Is eFiling mandatory for my court?](#)

This will depend on what court you are filing into. Please contact the specific court for e-filing rules.

[Can I use iDocket eFile if I am a pro per or pro se?](#)

Yes, pro se parties are entitled to eFiling. However, it is not required that they do so.

[What courts can I file into?](#)

Follow this link for more information:

https://secure.idocket.com/efile/support_off.aspx?page=counties

Contact Us

[Will there be Support available?](#)

Yes, we have support available.

- Live Chat: 1-800-iDocket (800-436-2538)
- Email: support@idocket.com
- Hours: 24 X 7
- Call Center Locations: Amarillo, TX & El Paso, TX



How To Whitelist an Email Address

Whitelisting an email address tells your email service that you wish to receive emails from a specific address. This ensures that an email that you wanted to receive doesn't end up going into your spam box.

Email Companies/Internet Providers:

AOL Mail

1. Click Contacts in the right toolbar.
2. Click Add Contact.
3. Enter (email address/contact) and additional information if you wish.
4. Click Add Contact button in the popup to finish.



Comcast

1. Click Preferences from the menu.
2. Click Restrict Incoming Email.
3. Click Yes to Enable Email Controls.
4. Click Allow email from addresses listed below.
5. Enter (email address/contact) you want to whitelist.
6. Click Add.
7. Click Update to finish.



Earthlink

1. Click Address Book.
2. Click Add Contact.
4. Save (email address/contact) as a contact.
5. Click save.



Gmail

1. Open an email from the sender that you want to whitelist.
2. Click on the little down-pointing-triangle-arrow next to "reply."
3. Click Add (email address/contact) to contacts list to finish.



Apple Mail

1. Click (email address/contact) in the header of the message you're viewing.
2. Click Add to finish.



NetZero

1. Click the Address Book tab on the top menu bar.
2. Click Contacts.
3. Click Add Contact.
4. Enter (email address/contact) and additional information if you wish.
5. Click Save to finish.



Yahoo! Mail

1. Open the email message from the sender you want to add to your address book.
2. Click Add to contacts next to (email address/contact).
3. On the Add Contact popup, add additional information if needed.
4. Click Save to finish.



Windows Live Hotmail

1. Open an email from the sender that you want to whitelist.
2. Click Add to contacts next to (email address/contact) to finish.



Microsoft Outlook 2003

1. Open the email message from the sender you want to add to your address book.
2. Right-click Click here to download images in the gray bar at the top of the message.
3. Click Add Sender to Senders Safe List to finish.



Outlook 2007

1. Right-click on the email you received (in the list of emails).
2. Click Junk E-mail.
3. Click Add Sender to Safe Senders List to finish.



Outlook 2010

1. Click the Home tab.
2. Click Junk.
3. Click Junk E-mail Options.
4. Click Safe Senders.
5. Click Add.
6. Enter (email address/contact) and additional information if you wish.
7. Click OK to finish.



Mac Mail

1. Click Address Book.
2. Click File.
3. Click New Card.
4. Enter (email address/contact) and additional information if you wish. .
5. Click Edit to finish



Mozilla Thunderbird for PC

1. Click Address Book.
2. Make sure Personal Address Book is highlighted.
3. Click New Card. This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under Contact, enter (email address/contact) and additional information if you wish.
5. Click OK to finish.



Mozilla Thunderbird for Mac

1. Click Address Book.
2. Make sure Personal Address Book is highlighted.
3. Click New Card. This will launch a New Card window that has 3 tabs: Contact, Address & Other.
4. Under Contact, enter (email address/contact) and additional information if you wish.
5. Click OK to finish



iOS Devices – iPad, iPhone, iPod Touch

1. On any message, tap the sender
2. Add to either a new contact or an existing contact



Android Devices – Samsung, Google Nexus, others

1. In the default email client, touch the picture of the sender.
2. Click OK to add to contacts.





Acceptance of Document for eFile

A clerk must accept a document tendered for eFiling unless specifically authorized **NOT** to accept the document(s) by statute or by the Rules of Civil Procedure for the reasons listed below:

Category	Reason	Authority
Sealed Documents	Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled. (A sealed case, including the docket and all documents, may only be viewed by certain court users and by the party who filed the sealed case. Access may be given to other users as needed; but once a user is given access, he/she will have access to the entire docket and all documents. The party who filed the case and any other party given access must then file subsequent documents electronically. All other filing parties must file all documents non-electronically with wet signatures, and the Clerk will scan and docket the documents.)	TRCP 21(f)(4)
Vexatious Litigant	<p>Filer has been found to vexatious litigant and has not presented an order from the local administrative judge permitting the filing. (Vexatious litigation is legal action which is brought, regardless of its merits, solely to harass or subdue an adversary. It may take the form of a primary frivolous lawsuit or may be the repetitive, burdensome, and unwarranted filing of meritless motions in a matter which is otherwise a meritorious cause of action. Filing vexatious litigation is considered an abuse of the judicial process and may result in sanctions against the offender.</p> <p>A single action, even a frivolous one, is usually not enough to raise a litigant to the level of being declared vexatious. Rather, a pattern of frivolous legal actions is typically required to rise to the level of vexatious. Repeated and severe instances by a single lawyer or firm can result in eventual disbarment.)</p>	CPRC §11.103



Request For Correction (REJECTED FILINGS)

A clerk may request a filer to correct an eFiled document only for the following reason. Request must state the reason and reference supporting authority as follows:

Category	Reason	Authority
Insufficient Fees	Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type. <provide short summary as to what fees were not included>	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
Insufficient Funds	Credit Card was declined. Please resubmit with a valid method of payment.	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
Document Addressed to Wrong Clerk	The document is addressed to a court for which this clerk's office does not accept filings. Please correct or re-file with the appropriate clerk's office.	
Incorrect/Incomplete Information	Please resubmit using the correct (a) Cause number (b) Case Type (c)Case Category (d)Filing Code (e)Party names on document(s) (f)Attorney/Party email address(es)	
Incorrect Formatting	Please resubmit the document (a)By rotating the document so that the file mark will appear in the upper right corner (b) In text searchable PDF (c)Directly converted to PDF if possible (d)With a 300dpi resolution (e)With a page size of 8.5"x11" (f)With no embedded fonts	TRCP 21 (f)(8)
PDF Documents Combines	You have submitted multiple documents for filing in a single PDF. The file-mark will only appear on documents submitted as lead documents. Please file all lead documents as separate PDF documents.	
Illegible/Unreadable	Please resubmit in a format that is legible.	
Sensitive Data	Please resubmit in five (5) business days with all sensitive data redacted: (a) DL, SSN, Passport Number, Tax ID Number, Government Issues ID Number (b)Bank Account Number, Credit Card Number, Financial Account Number ©Birth Date, Home Address and name of any person who was a minor when the suit was filed.	TRCP 21c (a-f) NOTE: Family Code §102.008 and §105.006 require identification of children by name and DOB
Filer's Request	The filer requested that this filing be returned.	



Charge for Rejected, Cancelled, or Failed Filings

Users do not get charged for rejected, cancelled, or even failed filings. Only accepted filings are charged.

From eFileTexas.gov:

“When the filing is submitted, the system does a pre-authorization that will hold the funds on your card, but once the rejection notification has been sent to the financial institution that owns your card, those funds should be released (some banks and credit card companies can take up to several days to process this information and remove the hold). The money is never actually removed from your account. The same is true once you cancel a filing.”

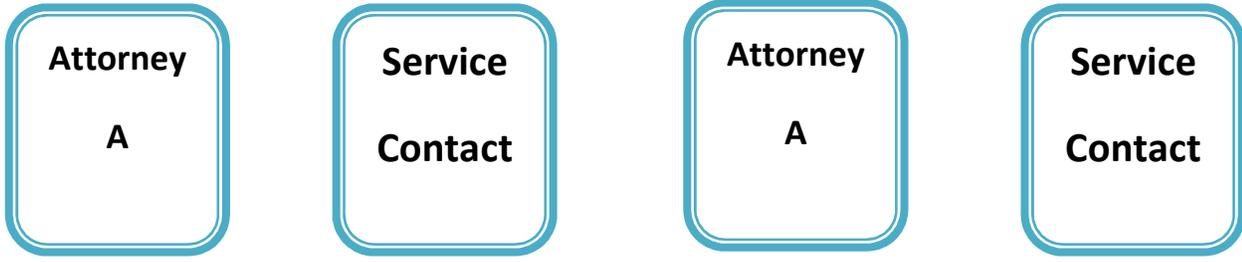
Funds may not be released for up to 7-10 days. If the customer sees their funds have not been released with a few days, they will need to contact the court to which they are filing.

Fees are set and charged by the court. (iDocket has no control over these fees.)

If you re-file and it is accepted then and only then will the money be removed from you account.



The eFile System



Filers (Attorneys/Files)



EFSPs



EFILE TEXAS.gov



- Pre-AuthORIZES Credit Card Charges
- Checks Documents Submitted (meets PDF requirements)
- File Marks document for the Clerk

- Places Final Credit Card Charges or Lifts Hold (7-10 days)
- Sends Email Notification
- iDocket notified

Efiling Manager (EFM)



(Accepted/Rejected)

Court (CMS-Case Management System)



EFileTexas Notifications after eFiling

The following eFile Texas notifications are delivered directly to recipients. iDocket has no control and is not involved in this process.

- **Filing Submitted Notification (received immediately after submission)**

	<p>Filing Submitted</p> <p>Envelope Number: 123456</p>																
Filing Details																	
Date/Time Submitted:	5/1/2016 12:00:00 PM																
Filing Type:	Motion																
Activity Requested:	EFileAndServe																
Filed By:	iDocket.com																
This envelope is pending review and fee may change.																	
Case Fee Information	\$0.00																
Case Fees	\$0.00																
Court Service Fees	\$0.00																
Petition	\$0.00																
Optional Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%;">Fee Per</th> <th style="width: 10%;">Quantity</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Citation On A Civil Case Served By A Private Process Server</td> <td style="text-align: right; padding: 2px;">\$0.00</td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td style="padding: 2px;">Copies</td> <td style="text-align: right; padding: 2px;">\$0.00</td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: right; padding: 2px;">\$0.00</td> </tr> <tr> <td colspan="4" style="padding: 2px;">Total: \$0.00 (The envelope still has pending filings and the fees are subject to change.)</td> </tr> </tbody> </table>		Fee Per	Quantity		Citation On A Civil Case Served By A Private Process Server	\$0.00	1	\$0.00	Copies	\$0.00	1	\$0.00	Total: \$0.00 (The envelope still has pending filings and the fees are subject to change.)			
	Fee Per	Quantity															
Citation On A Civil Case Served By A Private Process Server	\$0.00	1	\$0.00														
Copies	\$0.00	1	\$0.00														
Total: \$0.00 (The envelope still has pending filings and the fees are subject to change.)																	
Lead File:	Motion-Dismissal																
Lead File Page Count:	1																



- **Filing Accepted Notification (received once a filing is accepted by clerk office)**

	<p>Filing Accepted</p> <p>Envelope Number: 123456</p>
---	--

Filing Details	
Case Number	2016-12345
Case Style	iDocket v iDocket
Date/Time Submitted	5/1/2016 12:00:00 PM
Date/Time Accepted	5/1/2016 02:00:00 PM
Filing Type:	Motion
Activity Requested:	EFileAndServe
Filed By:	iDocket.com

Fee Details			
This envelope is pending review and fee may change.			
Case Fee Information			\$0.00
Case Fees			\$0.00
Court Service Fees			\$0.00
Petition			\$0.00
Optional Services	Fee Per	Quantity	
Citation On A Civil Case Served By A Private Process Server	\$0.00	1	\$0.00
Copies	\$0.00	1	\$0.00
Total: \$0.00 (The envelope still has pending filings and the fees are subject to change.)			

Document Details	
Lead File:	Motion-Dismissal.pdf
Lead File Page Count:	1
File Stamped Copy	https:iDocker.efiletexas.gov/ViewDocuments.aspx?-FID=a12b345-678c-9012-3456-789d012efg3h This link is active for 30 days.



- **Filing Returned Notification** (received once a filing is rejected by clerk office for correction/reason provided)

	Filing Returned
	Envelope Number: 123456
<p>The filing below which has been previously served to you have been returned for further action from the filer.</p>	
Return Reason(s) from Clerk's Office	
Return Reason(s)	Illegible/Unreadable: Please resubmit in a format that is legible
Return Comment	
Document Details	
Case Number	2016-12345
Case Style	Idocket v Idocket
Date/Time Submitted	5/1/2016 2:00:00 PM
Activity Requested	No Legible Format
Filed By	iDocket
Service Contacts	iDocket



- **Filing Failed Notification** (received once a filing is received and an error in the document is found)

	Filing Failed
	Envelope Number: 123456
<p>This is a notification indicating that your filing failed during submission. Please make the necessary changes and resubmit your filing.</p>	
Filing Details	
Case Number	2016-12345
Envelope ID:	123456
Date/Time Submitted	5/1/2016 2:00:00 PM
Case Style:	iDocket v iDocket
Document Details	
Filing with error:	2016-12345
Documents that caused that error:	Motion-Dismissal.pdf
Reasons for Error:	Non-Allowed Fonts



Format Requirements

Judicial Committee on Information Technology (JCIT) requires:

- eFile document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated. (iDocket can convert Word, WordPerfect, and most work processing files to a text-searchable PDF.)
- The document being submitted should be done with a PDF converter.
- Prior to being filed, a scanned document must have a resolution of 300 DPI. Scanned documents should be made searchable.
- An e-filed document may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
- Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Each Document must be a single PDF. An appellate court may require that multiple PDF documents be combined into a single PDF document and bookmarks used to separate content appropriately. The content of the document should not depend on bookmarks.
- Any e-filed document filename should contain only alphanumeric characters that are part of the Latin1_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters including the extension (.doc, .pdf, etc).

***NOTE: When submitting documents in pdf format, you must conform to these standards or there is a possibility, your filing will be REJECTED.**

Some jurisdictions require you complete and file a Civil Process Request Form if you are requiring process service in the eFiling.

Some jurisdictions require your pleading and exhibits to be combined into a single document and each section bookmarked.

- There is a 35MB limit on any eFiling. If your submission exceeds the limit, you will need to break it down into more than one submission.



Existing (Indexed) vs. Non-Indexed Cases

Existing (Indexed) Cases

- **Most cases already exist at the court.**



- **A user simply has to search for the case by navigating within our eFile Homepage using the “Click Here to eFile Case or to Search for Case” link. Enter **“Court Location”** and **“Cause Number”** to start search.**



- You may also **“Search by Person”** or **“Search by Business”**: entering **Court Location and Name /Business Name**.

Court Location:

search by person search by business

*First Name:

Middle Name:

*Last Name:

(Search by Person)

Court Location:

search by person search by business

Business Name:

(Search by Business)



Non-Indexed Cases

- A non-indexed case is a case that exists physically in the court but has not been entered into the system and will not be searchable.
- If the case does not come up when searched, the user can still file into it by clicking **“eFile into an Existing Case not yet in the eFiling System”** link.

No Results Were Found.
If you have trouble finding a case,
try removing the dashes or letters from the cause number,
try another court in the county, or
[click here](#)
to search by case party name.

Court Location:

Cause Number:

[Search](#)

[search by party](#)

Note: If you wish to eFile into a case that exists in the court physically but is not yet in the Texas eFiling System (in other words, it is not searchable), you can eFile into it by clicking the button below:

 [eFile into an Existing Case not yet in the eFiling System](#) 



You will be required to fill in “Cause Number, Case Description, Court Location, Category, Case Type, Filer Type, and Payment Account”

<p>*Cause Number for the Existing Case:</p> <input type="text"/>	←
<p>*Case Description (for example 'In the Matter of Mary doe vs John Doe') :</p> <input type="text"/>	←
<p>*Court Location:</p> <input type="text" value="--Select a Location--"/>	←
<p>*Category:</p> <input type="text" value="--Select a Category--"/>	←
<p>*Case Type:</p> <input type="text" value="--Select a Case Type--"/>	←
<p>*Filer Type:</p> <input type="text" value="--Select filer type--"/>	←
<p>*Payment Account:</p> <input type="text" value="--Select a Payment Account--"/>	←

***Note: If the court is not listed on the drop down when trying to file into a non-indexed case, this means the court does not allow eFiling into cases that are not yet in the system. The user will need to contact the court.**



Credit Card Transaction Fee

- iDocket does not charge extra for eFiling.
- We are a **FREE** EFSP provider, so we do not charge for filing using iDocket. The eFile Texas does charge a Credit Card Transaction Fee (Convenience Fee) when submitting filing through any provider.

The complete lists of fees to file online are the following:

- Normal statutory court costs and fees for the county.
- A 2.89% of the totals filing fees are charged by eFileTexas.gov for all credit card transactions.

Filing Fees:	
Fee Details:	
Case Initiation Fee	\$ 247.00
Total Service Fees	\$ 0.00
Total Service Tax Fees	\$ 0.00
Convenience Fee	\$ 7.14
Total Provider Service Fees	\$ 0.00
Total Provider Tax Fees	\$ 0.00
Total Court Service Fees	\$ 0.00
Total Filing Fees	\$ 0.00
Envelope Grand Total	\$ 254.14

2.89%-Credit Card Transaction Fee

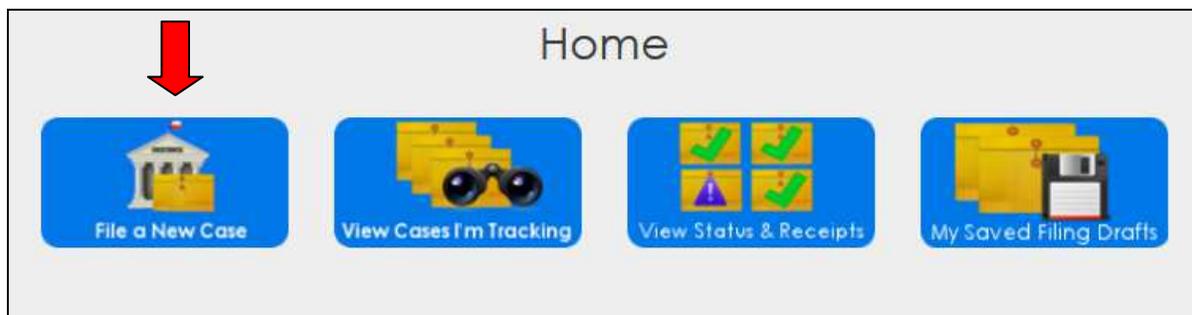


Receipts

Printing and viewing receipts is easy and simple, there are **two** ways of viewing receipts: [File a New Case/Into Existing Case Receipt & Already Filed Receipt](#)

File a New Case/Into Existing Case

- Enter Email and Password on sign in screen



(New Case)



(Existing Case)

- When you start a New Case or file into an Existing Case. Click on **“File a New Case”** icon or **“Click Here to eFile into an Existing Case”** link and enter the required information and upload documents.

<p>*Case Description (for example 'In the Matter of Mary doe vs John Doe') :</p> <input type="text" value="In the Matter of iDocket vs iDocket"/>
<p>*Court Location:</p> <input type="text" value="Supreme Court"/>
<p>*Category:</p> <input type="text" value="Civil - Other"/>
<p>*Case Type:</p> <input type="text" value="Civil"/>
<p>*Filer Type:</p> <input type="text" value="Not Applicable"/>
<p>*Payment Account:</p> <input type="text" value="iDocket (Active Waiver)"/> <small>📘 Cards accepted at this court: MASTERCARD, VISA, DISCOVER</small>



- Once all information is entered, Click 
- Enter your Firm Information or Party Information
- If no information regarding both parties is present, you must enter them.

Please Note: The first party that you add will be designated

***Select a Party Type:**
Respondent (required) ▼

***Party Class:**
 Business
 Person

Party Information:

*First Name: iDocket
Middle Name:
*Last Name: iDocket
Address:
Address Line 2:
City:
State: Texas
Country: United States of America ▼
Zip Code:
Phone: 800-iDocket

Add Party 

Parties Added:

Name	Party Type	Attorney	Delete
iDocket.iDocket	Respondent (required)		<input type="checkbox"/>

Person Information

Please Note: The first party that you add will be designated

***Select a Party Type:**
Respondent (required) ▼

***Party Class:**
 Business
 Person

Party Information:

*Business Name: iDocket.com

Add Party 

Parties Added:

Name	Party Type	Attorney	Delete
iDocket.com	Respondent (required)		<input type="checkbox"/>
iDocket.com (filing party)	Petitioner (required)		<input type="checkbox"/>

Business Information

(Person Information/ Business Information- Petitioner/Respondent)

- Once all information is entered, Click 
- Add your eService Contacts and/or Courtesy Contacts, Click 
- Verify all information pertaining to the Case, if correct, Submit Filing.

Filing Attorney: Pro Se Filing
Filing Party: iDocket.com
Filer Type: Not Applicable
Payment Account: iDocket (Active Waiver)

Party(ies)

Name	Party Type	Attorney
iDocket.com	Petitioner (required)	
iDocket.com	Respondent (required)	
iDocket.iDocket		
iDocket.iDocket		

Document(s)

Filing Code	Lead Document
Motion (No Fee)	eFile User Guide.docx
Motion To Terminate Wage Withholding \$20.00	img003.pdf

Service Contact(s) (optional)

First Name	Middle Name	Last Name	Email Address

Billing Information

Fee Details:

Case Initiation Fee	\$ 0.00
Optional Service Fee	\$ 8.00

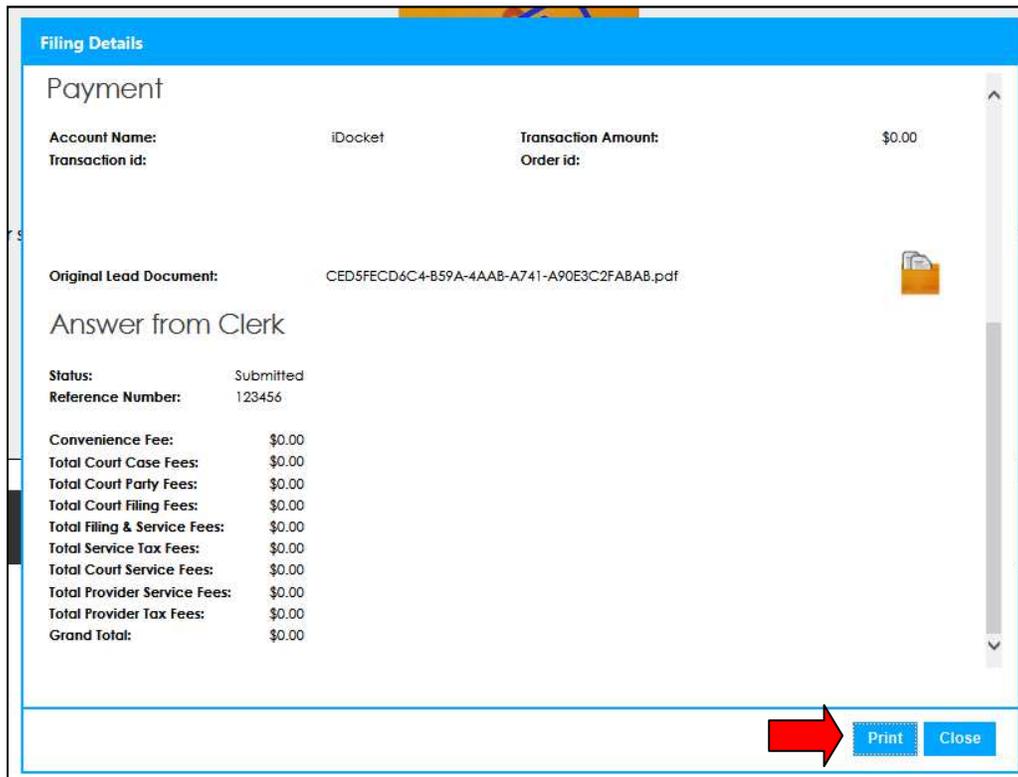
Final Review



- The Under Review pop up, showing you the option **“View Receipt”** appears.



- Click the **“View Receipt”** icon will display the receipt to View or Print.





Already Filed

- Enter Email and Password on sign in screen

The login screen for iDocket eFile. It features the iDocket logo with an American flag icon on the left. The text "iDocket eFile™" is prominently displayed. Below the logo, there is a question: "Already have an account with the eFileTexas.gov System? Sign in here:". Underneath this, there are two input fields: "Email" and "Password". At the bottom, there is a blue "Login" button.

- After you submitted a New Case or file into an Existing Case, click **“View Status & Receipts”** to access the **“Status of Filings”** screen.



The "Status of Filings" screen. It has a title bar with "Status of Filings" in a red box. Below the title bar, there are filters for "From:" (03/01/2016) and "To:" (06/01/2016), and a "Filing Status:" dropdown menu set to "All". A note below the filters says: "Please Note: If you don't see the eFiling you just performed, please try refreshing the page in a few minutes. If you efiled after 5 pm Central time, you may need to refresh the page again." There is a refresh icon below the note. At the bottom, there is a table with columns: "Case Number", "Case Description", "Date Filed", and "View Filing Details".

Case Number	Case Description	Date Filed	View Filing Details
Envelope # 10926784			
123456	ESTATE	2016-06-01	



- Click the **“View Filing Details”** icon will display the receipt to View or Print.



Filing Details

Payment

Account Name:	iDocket	Transaction Amount:	\$0.00
Transaction id:		Order id:	

Original Lead Document: CEDSFECDD6C4-B59A-4AAB-A741-A90E3C2FABAB.pdf 

Answer from Clerk

Status:	Submitted
Reference Number:	123456

Convenience Fee:	\$0.00
Total Court Case Fees:	\$0.00
Total Court Party Fees:	\$0.00
Total Court Filing Fees:	\$0.00
Total Filing & Service Fees:	\$0.00
Total Service Tax Fees:	\$0.00
Total Court Service Fees:	\$0.00
Total Provider Service Fees:	\$0.00
Total Provider Tax Fees:	\$0.00
Grand Total:	\$0.00

 [Print](#) [Close](#)



Converting WordPerfect to Word

Converting a WordPerfect file to a Word document requires two simple steps:

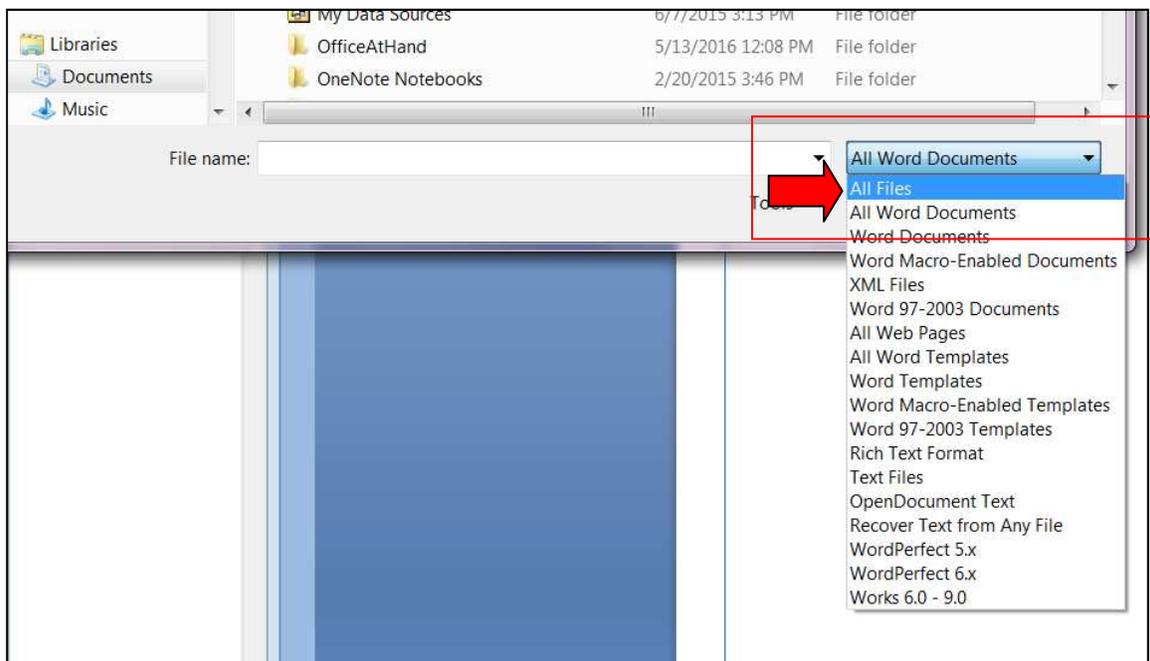
- **Opening the WordPerfect file in Word**
- **Saving the file in a Word document format.**

File formats are usually indicated by a **three-letter extension** that appears after the file name. Microsoft Word saves files in a Word format with a **.doc** file extension and WordPerfect format is a **.wpd** file extension.

Since Word and WordPerfect use different file formats, Word must first convert a WordPerfect document from **.wpd** to a file format it can read. After the file is opened, you need to save the file in a Word file format **.doc**.

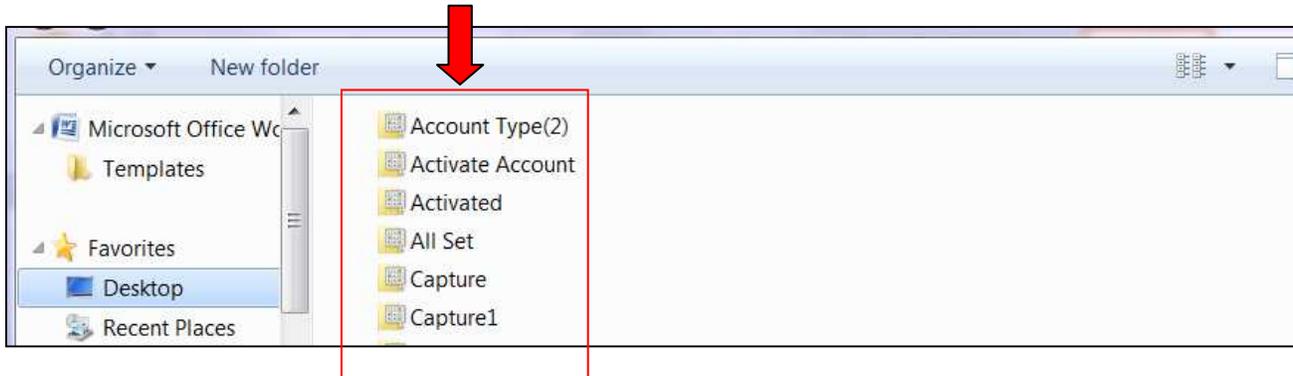
To convert WordPerfect to Word:

- Open Microsoft Word.
- Click Open on the File menu or click the Open button on the Standard toolbar.
- When the Open dialog box opens, check the **Files Type List** to ensure it is set to **All Files**. If necessary, click the File Type drop down arrow and then select **All Files** in the list.





Use the Look in list or double-click to browse through folders to locate and select the WordPerfect file you want to convert.



- Click the WordPerfect file name and then click the Open button. Word will convert the document and open it in Word.
- You should save the file in Word document format. To do so, click **Save As** on the File menu. The Save dialog box will open.

Note: Be sure to use the **Save As command to save the converted file. If you use the Save method, your document will be saved in Word format with a .wpd file extension, which may cause formatting issues.**

- When the Save As dialog box opens, check the Save as type list to ensure it is set to Word Document (*.doc). If necessary, click the Save as type arrow and then Word Document (*.doc) in the list.
- Word automatically will rename the file to use a **.doc** extension, not a **.wpd** extension. You may rename the file, type the new name in the File name box.
- Select the folder where you want to save the converted file.
- Click the Save button.

After you convert the **.wpd** file to **.doc**, you may need to reformat (for example, formatting like page breaks and columns may not convert cleanly). After you have made these formatting changes, simply save the document again.

Your document is now a Word document and will save, by default, as a Word document.



Viewing Stamped Documents

Once your document(s) are accepted by the Clerk's Office, your filing is then stamped. There are **two** ways to view your Stamped Document:

- [Email Link](#)
- [iDocket eFile Account](#)

Note: All File Stamped Copies are active and viewable for 45 days.
Courtesy contacts do not receive File Stamped Copies

Are all documents stamped during acceptance?

NO, some documents are not stamped due to different reasons: appropriate formatting and Manual Process done by the Clerk where the file mark is not applied.

We can also ask eFileTexas to provide a File Stamp Copy to you.

Email Link

This is a notification of service for the filing listed. Please click the link below to retrieve the submitted document.

Filing Details	
Case Number	
Case Style	
Date/Time Submitted	6/2/2016 4:10:35 PM CDT
Filing Type	Motion for Extension of Time - EXEMPT
Filed By	James Montoya
Service Contacts	Other Service Contacts not associated with a party on the case: iDocket iDocket iDocket iDocket User One (am J Michael Mor
Document Details	
File Stamped Copy	https://efile.txcourts.gov/ViewServiceDocuments.aspx?ADMIN=0&SID=640a27cf-a2e5-4e8b-a092-aa1247579027 This link is active for 7 days.

Once you have submitted your filing and it has been accepted by the Clerk, you will receive an email with a File Stamped Copy of a link to view your document. (Active for 30 days)

Document Details	
Lead File:	Motion-Dismis...l.pdf
Lead File Page Count:	1
File Stamped Copy	https://iDocket.efiletexas.gov/ViewDocuments.aspx?-FID=a12b345-678c-9012-3456-789d012efg3h This link is active for 30 days.



iDocket eFile Account

- Enter Email and Password on sign in screen

iDocket eFile™

Already have an account with the eFileTexas.gov System?
Sign in here:

Email

Password

Login

- After you submitted a New Case or file into an Existing Case, click **“View Status & Receipts”** to access the **“Status of Filings”** screen.





- Click the **“View Filing Details”** icon will display the details of the filing.

Status of Filings

From: 03/02/2016 To: 06/02/2016 Filing Status: All Case Number:

Please Note: If you don't see the eFiling you just performed, please try refreshing the page in a few minutes. If you efiled after 5 pm Central time, your envelope will not show up until the next business day.

Case Number	Case Description	Date Filed	View Filing Details	Reference Number	Filing Status	Action
Envelope # 10879482						
1104711	Order of Dismissal	2016-03-03		1104711	Accepted	
Envelope # 10408457						

- Towards of the end of the page, you will see **“Stamped Lead Document”**, click on the link to view File Stamped Copy.

Name: Dispute Resolution Services of North Texas, Inc. (Organization)

Original Lead Document: 05_30_2016 SCAN0008.pdf

Stamped Lead Document: 05_30_2016 SCAN0008.pdf

[Print](#) [Close](#)

EXAMPLE

v.
 TEXAS DEPARTMENT OF LICENSING AND REGULATION, ET AL.,
Respondents / Cross-Petitioners.

On Petition for Review from the
 Third Court of Appeals at Austin, Texas

PETITIONERS' BRIEF ON THE MERITS

WESLEY HOTTOT Institute for Justice 10500 NE 8th Street, Suite 1760 Bellevue, WA 98004-4309 (425) 646-9300 (425) 990-6500 (fax)	ARIF PANIU Institute for Justice 816 Congress Avenue, Suite 960 Austin, TX 78701-2475 (512) 480-5936 (512) 480-5937 (fax)
---	---

COUNSEL FOR PETITIONERS / CROSS-RESPONDENTS



eService Contacts and Courtesy Contacts

eService Contacts- names, firms, and email addresses that you can attach to a case to receive email alerts on its activity and receive file-stamped pdf copies of the eFiling.

Must be setup in the eFiling System.

- **Public Contact**- a listing of names, firms, and email addresses for every attorney registered in the eFiling system. The list is primarily of attorneys but non-attorneys can also opt in as well. It is from this list that you can search for counsel to add to your case service list if he/she does not display by default as an eService Recipient for your case.

Attach eService Contact(s) from Public List

First Name: Last Name: Email: Firm:

↓

Attach eService Contact(s) from Public List

First Name: Last Name: Email: Firm:

eService Contacts Found:
(multiple selections are allowed, hold the 'Ctrl' key and click to select)

Escontrias, Priscilla	priscilla@idocket.com	iDocket.com
iDocket, iDocket	james@idocket.com	Law Office of iDocket
One, User	ameliab@idocket.com	iDocket.com

- **Private Contact**- contact only viewable by the firm/account



Courtesy Contacts-an email sent to show that filing was submitted and accepted.

Courtesy contacts do not receive File Stamped copies of the documents. They will not be attached to the case or show up on the filing details.

After adding and uploading your document(s) in your filing (either New or Existing), you will be asked to add you Courtesy Contacts on the **“Contact Section”** of your filing.

If you need to upload a Wordperfect file, please convert it to MS Word and then upload it. [How do I convert WordPerfect files to Word?](#)

Document Security
Public

Attachment Security
Public

Attachment Type
Attachments

Upload Lead Document:

Make PDF text-searchable

Upload Document

Filing(s) Added to envelope:

Filing Size	Filing Code	Filing Comments	Lead Document	Attachment(s)	Delete
0.02MB	Letter/Notice		reinstate.pdf		<input type="checkbox"/>
.65MB	Motion for Extension of Time - EXEMPT		eFiling Integration.pdf		<input type="checkbox"/>
Total: 0.67MB					<input type="button" value="Delete Selected Filing(s)"/>

Upload Attachment (e.g. exhibits, supplements, etc.)
(Optional)
(multiples are allowed)

Make PDF text-searchable

Upload Attachment

Filing Fees:

Fee Details:

- Case Initiation Fee \$ 0.00
- Total Service Fees \$ 0.00
- Total Service Tax Fees \$ 0.00
- Convenience Fee \$ 0.00
- Total Provider Service Fees \$ 0.00
- Total Provider Tax Fees \$ 0.00
- Total Court Service Fees \$ 0.00
- Total Filing Fees \$ 0.00
- Envelope Grand Total \$ 0.00**

Simple add you Courtesy Contact(s) email address separated by a comma.

Select Court
Add Parties
Add Documents
Select Contacts
Review & Submit

Select Contacts to eServe

First Name	Middle Name	Last Name	Email Address	Select Contact
James		Montoya	james@idocket.com	<input type="checkbox"/>
J Michael		Montoya	jamesmichael1064@gmail.com	<input checked="" type="checkbox"/>
Contacts added from the Public List:				
iDocket		iDocket		<input checked="" type="checkbox"/>
Contacts added from the Public List:				
iDocket		iDocket		<input type="checkbox"/>
Contacts added from the Public List:				
User		One		<input checked="" type="checkbox"/>

Courtesy Contacts
(enter a list of emails separated by a comma, for example john@lawfirm.net,jane@company.com)
(this is optional)



contacts Emailed

Name: J Michael Montoya (jamesmichael1064@gmail.com)	email result: Not Sent	Email Opened: No
Name: User One (ameliab@idocket.com)	email result: Not Sent	Email Opened: No
Name: iDocket iDocket (james@idocket.com)	email result: Not Sent	Email Opened: No
Name: iDocket iDocket (james@idocket.com)	email result: Not Sent	Email Opened: No

Original Lead Document: eFiling Integration.pdf 

Answer from Clerk

Status: Submitting
Reference Number: 1234567890

(Note: You Courtesy Contact(s) will not be attached to the case or appear in filing details.)

(Contact Emailed Verification before Submitted)

This is a notification of service for the filing listed. Please click the link below to retrieve the submitted document.

Filing Details	
Case Number	
Case Style	
Date/Time Submitted	6/2/2016 4:10:35 PM CDT
Filing Type	Motion for Extension of Time - EXEMPT
Filed By	James Montoya
Service Contacts	Other Service Contacts not associated with a party on the case: iDocket iDocket iDocket iDocket User One (ame... J Michael Montoya (jamesmichael1064@gmail.com)
Document Details	
File Stamped Copy	https://efile.txcourts.gov/ViewServiceDocuments.aspx?ADMIN=0&SID=64da27cf-a2e5-4e8b-a092-aa1247579d27 This link is active for 7 days.

EXAMPLE



(Emailed after Submitted-Filed Stamped Attached)



Credit Cards

Can I use my debit card to pay for my filings?

Yes, but iDocket informs you there are obstacles in doing so:

- If a filing is **rejected** by the Clerk or **changes** are made, **the original amount** remains pending (during the Submitting Process, there is a hold placed on the funds against your bank account). These funds may not be released for up to 7-10 days.
- Recommendation is to have at least doubled the amount for both Submission pre-authorization fees and Accepted Fees.

(Note: This also applies to Credit Cards, they usually have a higher limit unlike other financial institutions, making much easier to avoid Fee Issues.)

Example: If your Submission Fees are \$250.00, there will be a hold on the amount for that amount. When the Clerk accepts the filing there is a Final Charge for \$250.00 against you account. This totals \$500.00 until the pre-authorization hold is lifted to credit back the Submission Amount.

Is a Credit Card account required?

Yes, the state eFile system in general requires you to set up a credit card account for Individual/Firm Users.

Any security features on your Credit Card account?

Yes, the state eFile system uses Chase Bank PaymentTech system, which uses the most advanced technology to protect your privacy.

(iDocket does not save your credit card information)



What debit/credit cards can I use to pay for my filings?

With the restriction of some Counties, you may use all forms of debit/credit cards. Some Counties **DO NOT TAKE AMEX**

(Since some courts do not accept AMEX, you may receive an error message that states "Payment Declined". This may indicate that the County you are filing that does not accept AMEX.)

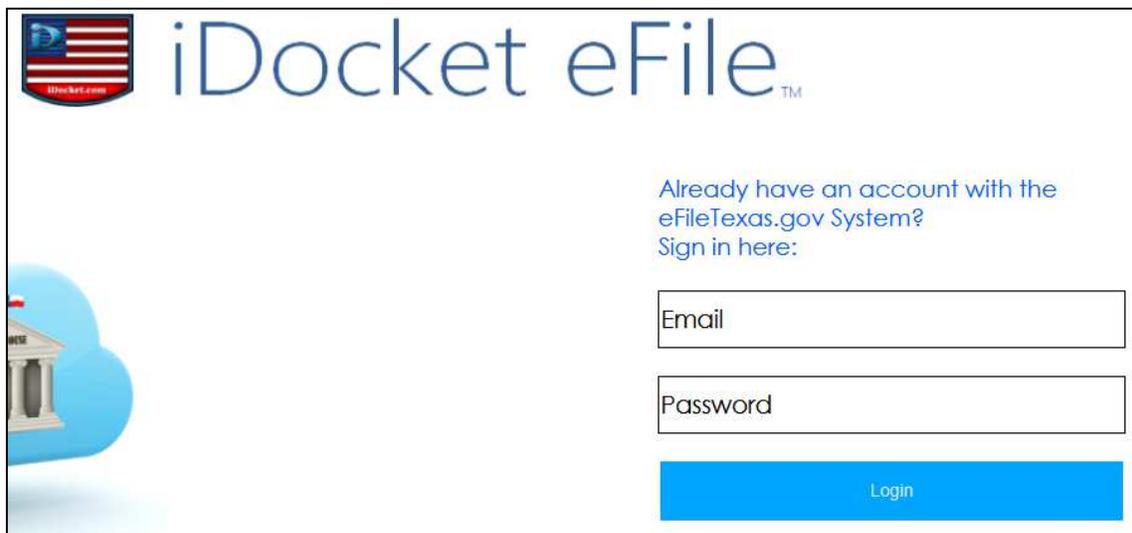
Counties that Accept AMEX

ARANSAS	HEMPHILL
ARCHER	HIDALGO
BAYLOR	HOOD
BELL	HUTCHISON
BEXAR	JACKSON
BRAZOR (District Court Only)	KERR
BROOKS (District Court Only)	LIBERTY
BROWN	LOVING
CAMERON	LUBBOCK (District Court Only)
CARSON	MATAGORDA
CHEROKEE	MAVERICK
COMAL	NAVARRO
COOKE	PAROLA (County & Probate Only)
DEWITT	PECOS
DUVAL	POLK
ECTOR	RANDALL
ELLIS	ROCKWALL
EL PASO	SAN PATRICIO
FAYETTE	SCURRY
FISHER	SMITH
FOARD	SWISHER
FORT BEND	TERRELL
GAINES	TOM GREEN
GALVESTON (District & Probate Only)	TRAVIS
GARZA	VICTORIA (District Court Only)
GILLESPIE (County & Probate Only)	WALLER
GREGG (County & Probate Only)	WEBB (District Court Only)
GUADALUPE	WICHITA
HARRIS	WILLIAMSON (District Court Only)
HAYS	WILSON (District Court Only)

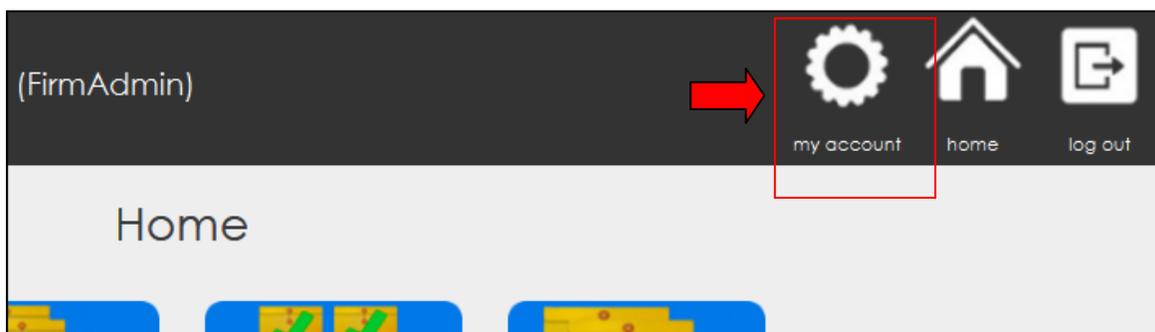


Setting Up Payment Types: Credit Card Account/Waiver

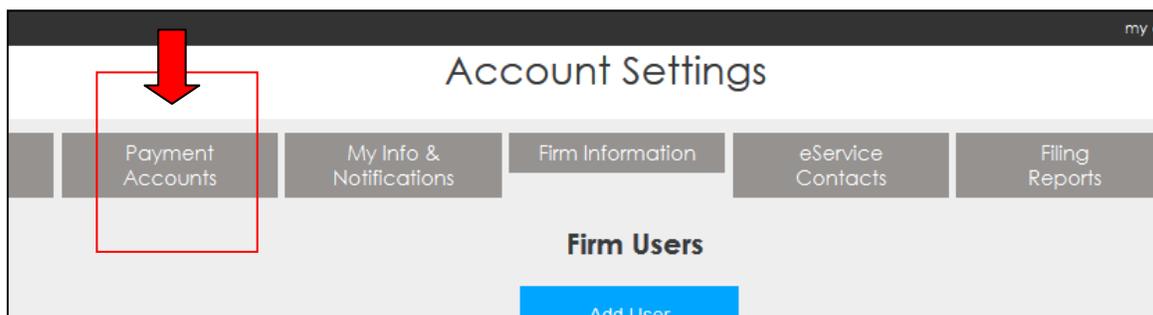
- Enter Email and Password on sign in screen



- Click **My Account** to access **Account Setting** page.

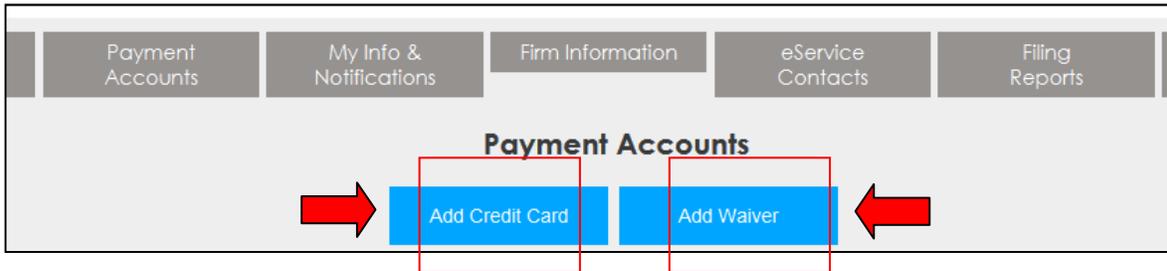


- Select **Payment Accounts**





- **Payment Account Fields appear to add Credit Card and/or Waiver**



(Credit Card)

(Waiver)

Credit Card Account

- Click to access the **“Add Credit Credit”** page.
- Enter all required information and click **“Continue”** to add to Individual/Firm Account.
- Once Credit Card information is entered and Submitted, the last 4 digits display in the Payment Accounts page (Ex: XXXX-XXXX-XXXX-1234)

Add Credit Card

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type

Card #

Exp. Date

CVV Code [CVV Help](#)

Name on Card

Address Type US Foreign

Address Line 1
Street address, P.O. box, company name, c/o

Address Line 2
Apartment, suite, unit, building, floor, etc.

City

State

ZIP Code

If you enter an invalid Credit Card, an error will appear to correct payment information.

There was an error submitting your form. Please check the following:

- Invalid Card Number.



(Expense Accounts: Firm Users-You may set up multiple Credit Card Accounts to distinguish or designate a specific Credit Card.)

Payment Accounts

Add Credit Card
Add Waiver

Account Name	Account Type	Account Number	Expiration
iDocket Waiver			
iDocket Credit Card-#101 El Paso			
iDocket Credit Card-#102 Amarillo			
iDocket Credit Card-Firm #103 Headquarters			

Type of Card, Last 4 digits of Card, and Expiration on Card displayed here.

Waiver Account

- Click to access the **"Add Waiver"** page.
- Enter a Name for the Waiver and click **"Add"** to add to Individual/Firm Account.

Adding Waiver

* Account Name:

iDocket Waiver

Add
Cancel

A waiver is a method of payment, which may be used when a filer has an agreement with a court to waive their court fees.

****Please Note: If you have not been approved by the court to use the waiver account, your filing could be rejected.**



Attorneys (State and Out of State Attorney)



State Attorney- an Attorney who has passed the Texas Bar Exam and Licensed to practice law. The Attorney has been issued a Bar Number by the State Bar of Texas.

- If you have a Firm Account, you may be listed as an Attorney with the Firm for eFile.
- eFile requires a Bar Number to be in a Firm Account for all Attorneys.
- eFile verifies your Bar Number to authorize you to be added to the Firm Account.
- The State Bar Act, adopted by the Legislature in 1939, mandates that all Attorneys licensed to practice law in Texas be members of the State Bar.

Out of State Attorney-an Attorney who is licensed in another jurisdiction (another State) without a Bar Number from the State Bar of Texas.

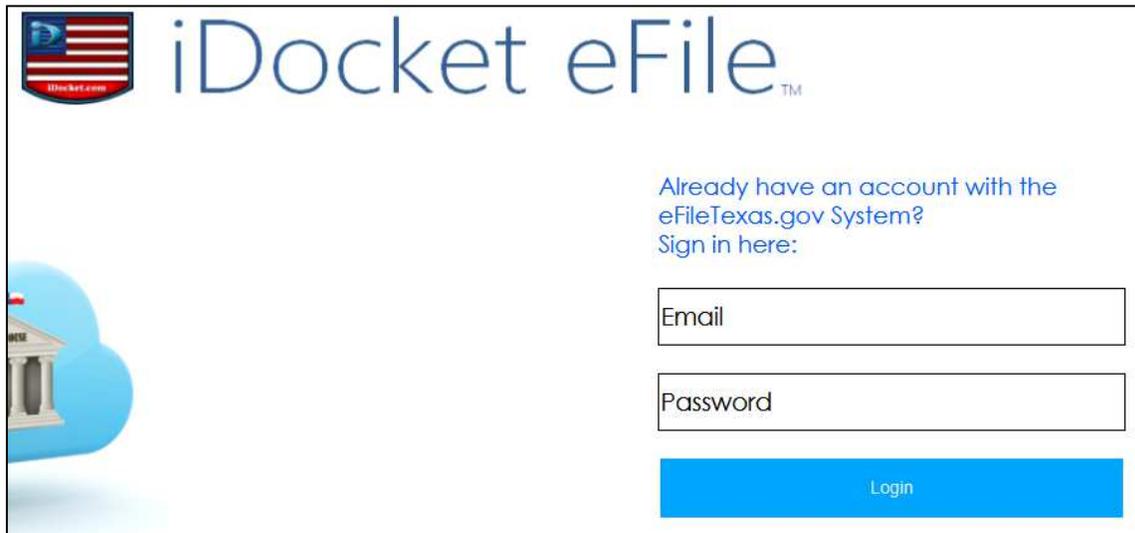
- These Attorneys must set up an Individual Filer Account and file Pro Se.
- Without a Bar Number you cannot be added to a Firm Account, eFile requires you have a Bar Number in Texas.

Exception: Since Texas is not involved in another jurisdiction or associate with one, you may practice law in the State by passing the Texas Bar Examination and completing all requirements to be Licensed.

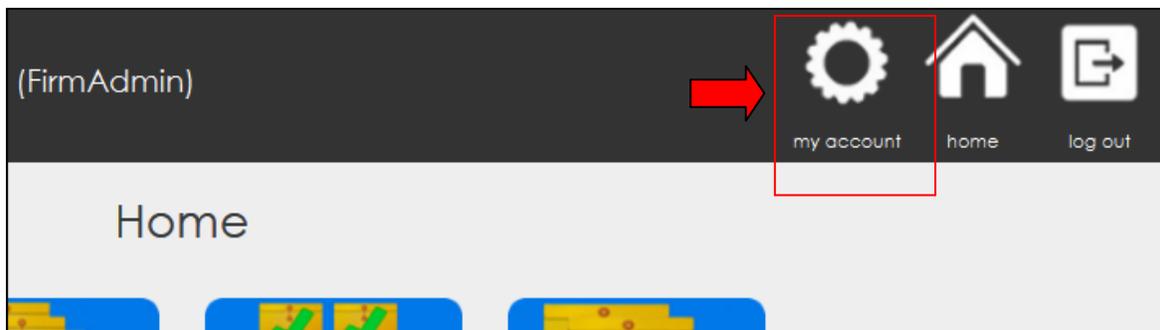


Adding an Attorney/Delete an Attorney

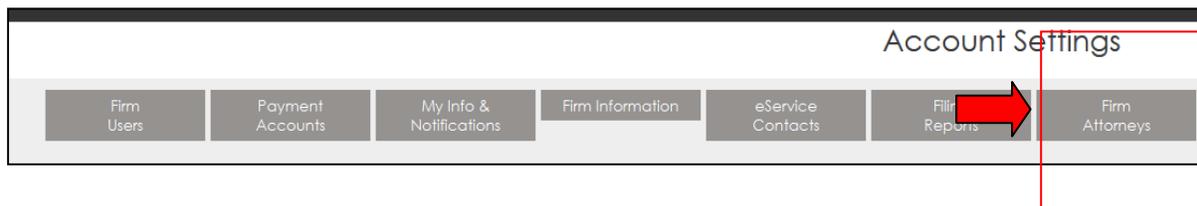
- Enter Email and Password on sign in screen



- Click **My Account** to access **Account Setting** page.

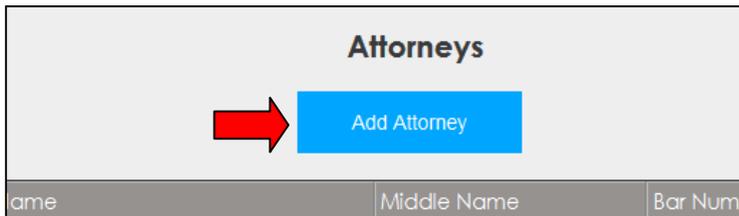


- **(For Firm Accounts)** Click on **Firm Attorney** to access **Attorney Field** page.





- Click on “**Add Attorney**” box to enter information on an Attorney(s).



Note: Once Attorney’s information is entered including Bar Number, it verifies the information with the State Bar of Texas. If there is any errors in Bar Number or Name, those need to be addressed with the State Bar for correction. Those changes are changed system wide once they do.

- Once an Attorney’s information is entered, it will show on the “Add Attorney” page.
- You may edit or delete Attorney’s relation with the case if it has changed.

You may also search for an Attorney with the State:
http://www.texasbar.com/am/template.cfm?section=advanced_search

Last Name	First Name	Middle Name	Bar Number	Edit Attorney
A				Edit



Filing Codes & Case Types (All Counties in Texas)

It is important to note that the Supreme Court of Texas has **mandated** that the filing codes and case types be standardized for all counties across the state.

Filing Codes-is the type of Case you are filing, whether it be a New or into an Existing Case.

- Civil
- Family/Juvenile
- Probate
- Multi-District Litigation (MDL)
- Criminal

Case Types-is the type of filing you are doing to a New or Existing Case.

For Example: (From JCIT-Judicial Committee on Information Technology)

4.5 CRIMINAL CASES

4.5.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Criminal - Misdemeanor	Appeal from a Lower Court
	Misdemeanor A
	Misdemeanor B
	Misdemeanor C
	Magistrate Case
	Writ - Other
Criminal - Felony	Writ - Habeas Corpus
	Appeal from a Lower Court
	Capital Felony
	Felony Indictment
	Felony Information
	Magistrate Case
	Writ - Other
Writ - Habeas Corpus	