

# TECHNOLOGY STANDARDS

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 5.0

Released: May 4, 2018

# 1 INTRODUCTION

## 1.1 PURPOSE

Pursuant to Texas Government Code, Chapter 77, Section 77.031, this document delineates standards for the technological needs of the judicial system. This document is approved by the Judicial Committee on Information Technology (JCIT) that was created by the 74<sup>th</sup> Texas Legislature. Changes to this document are effective 90 days after adoption and publication by the JCIT.

## 1.2 VERSIONS

Version	Action	Release Date
1.0	Initial Draft	April 11, 2012
1.1	Added Audio/Video Standards	July 25, 2012
1.2	Added eFiling Filing Types	November 12, 2013
1.3	Added additional eFiling Types	March 21, 2014
1.4	Added standards for Additional Services; Removed Digital Signature standard (covered in rules); Various changes to other standards	October 14, 2014
2.0	Small changes to codes per county feedback	February 20, 2015
2.5	Small changes to codes per county feedback	August 14, 2015
3.0	Changes to return for correction reasons, additional services	January 29, 2016
3.5	Addition of JP civil and criminal standards Additional codes in district/county criminal Addition of standard filer processes	August 26, 2016
4.0	Small changes per feedback	January 20, 2017
4.5	Small changes per feedback	October 20, 2017
5.0	Changed per Judicial Information. Combined JP code set into the District/County code set. Incorporated roles and permissions to support Re:SearchTX	May 4, 2018

## 1.3 DEFINITIONS

**Attachment** – any unique supporting document including exhibits and proposed orders that are not defined in Rule 21 (a) of the Texas Rules of Civil Procedure.

**Digital Media** – any files stored in an electronic format. This can include (but is not limited to) text, audio and video files.

**Document** – a pleading, plea, motion, application, request, exhibit, brief, memorandum of law, order, or other instrument in electronic form.

**Document Access System** – the statewide electronic court record system provided by the Office of Court Administration (currently Re:SearchTX).

**DPI** – Dots per inch

**Lead Document** – a document as defined by Rule 21 (a) of the Texas Rules of Civil Procedure. If filing a single document, it is the lead document.

**NARA** - National Archives and Records Administration

**NIEM** – National Information Exchange Model – a partnership of the U.S. Department of

Justice, the U.S. Department of Homeland Security, and the U.S. Department of Health and Human Services designed to develop, disseminate and support enterprise-wide information exchange standards and processes that can enable jurisdictions to effectively share critical information in emergency situations, as well as support the day-to-day operations of agencies throughout the nation. NIEM was adopted formally by JCIT and is promulgated in data exchanges in Texas Administrative Code, Title 1, Part 8, Chapter 177.

**Electronic Court Filing (ECF) standards** – a set of non-proprietary extensible markup language (XML) and Web services specifications, along with clarifying explanations and amendments to those specifications that have been added for the purpose of promoting interoperability among electronic court filing vendors and systems.

**OCA** – Office of Court Administration

**OCR** – Optical Character Recognition

**PDF** – Portable Document Format – for the purpose of these standards this is PDF 1.4 (ISO 19005-1:2005 – Revised as ISP/NP 19005-1). This standard specifies how to use PDF for long-term preservation of electronic documents and is applicable to documents containing combinations of character, raster and vector data.

**PDF Distiller** – a program or application that converts files into PDF files so that the printed appearance of a document is preserved regardless of the application used to create it. This functionality is commonly seen as “Print to PDF”, “Save to PDF” or “Export to PDF”.

**PDF Software** – software that conforms to International Organization for Standardization (ISO) 32000-1:2008. This standard specifies standards for creating (writing), reading, displaying and interacting with PDF documents.

**JCIT** – Judicial Committee on Information Technology

## 1.4 REFERENCES

- NIEM – <http://www.niem.gov>
- OASIS LegalXML Electronic Court Filing (ECF) specifications – <http://www.oasis-open.org/committees/legalxml-courtfiling/>
- VLC media player supported formats – <http://www.videolan.org/vlc/features.html>
- Windows media player supported formats – <http://support.microsoft.com/kb/316992>

## 2 SYSTEM DATA EXCHANGE STANDARDS

In accordance with Texas Administrative Code, Title 1, Part 8, Chapter 177, information exchanges that occur between the various systems (electronic filing manager, case management, document management, etc.) should occur using the current OASIS LegalXML specifications. The OASIS LegalXML specification is a subset to NIEM.

## 3 DIGITAL MEDIA STANDARDS

In addition to content and formatting promulgated by the Texas Rules of Civil Procedure, Texas Code of Criminal Procedure, and Texas Rules of Appellate Procedure, the following standards apply

to digital media filed electronically or scanned from source records (filed after the effective date of these standards) by the clerk.

### **3.1 DOCUMENTS**

- A. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated.
- B. When possible, the document should be generated directly from the originating software using a PDF distiller.
- C. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.
- D. 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.
- E. Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Documents may not contain embedded fonts. 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.
- F. 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.

### **3.2 AUDIO/VIDEO**

- A. The following media players are supported (specific audio/video formats can be found on each media player's website):
  - a. VLC media player (VideoLAN Organization)
  - b. Windows media player (Microsoft)
- B. When an audio/video file is natively supported by at least one media player listed in these standards, the file must not be converted into another format.
- C. If an audio/video file is not natively supported by at least one media player listed in these standards, the file must be converted to another format supported by at least one media player listed. The original, any hardware requirements, and software needed to view/hear the original must be submitted as well.
- D. If modifications are needed to enhance the native audio/video, a copy of the original must be made. The modified copy (submitted in addition to the original audio/video) must also be generated in a format supported by at least one media player listed in these standards.

## 4 EFILING FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system for district, county court at law, probate, constitutional county, and justice of the peace courts. This list of filing configurations must be accepted in each court. Courts and clerks may not add to this configuration but may eliminate codes if not needed in a particular jurisdiction.

It is important to note that these standards only apply to the electronic filing system which is a delivery system and are NOT standards for a county case management or document management system.

### 4.1 CIVIL CASES

#### 4.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Civil – Contract</b>	Debt/Contract – Consumer/DTPA
	Debt/Contract – Debt Collection
	Debt/Contract – Fraud/Misrepresentation
	Debt/Contract – Other
	Evictions – Commercial
	Evictions - Residential
	Foreclosure – Home Equity-Expedited
	Foreclosure – Other
	Franchise
	Home Owners Association
	Insurance
	Other Landlord/Tenant - Commercial
	Other Landlord/Tenant - Residential
	Non-Competition
	Partnership
	Repair and Remedy
Other Contract	
<b>Civil – Employment</b>	Discrimination
	Retaliation
	Termination
	Workers’ Compensation
	Other Employment
<b>Civil – Injury or Damage</b>	Assault/Battery
	Construction
	Defamation/Libel/Slander
	Malpractice – Accounting
	Malpractice – Legal
	Malpractice – Medical
	Malpractice – Other Professional Liability
	Motor Vehicle Accident
	Premises
Product Liability – Asbestos/Silica	

	Product Liability – Other
	Other Injury or Damage
<b>Civil – Other Civil</b>	Administrative Appeal
	Antitrust/Unfair Competition
	Appeal from a Lower Court
	Bill of Review
	Code Violations
	Communicable Disease
	Cruelly Treated Animal
	Dangerous Dog
	Dog Causing Death or Serious Bodily Injury
	Driver’s License Suspension Hearing
	Foreign Judgment
	Fraudulent Liens
	Garnishment
	Handgun License
	Intellectual Property
	Judicial Review- Fraudulent Documents
	Lawyer Discipline
	Order for Entry and Property Retrieval
	Perpetuate Testimony
	Protective Order (Non-Domestic Relations)
	Securities/Stock
	Small Claims
	Tortious Interference
	Toll Road
	Tow Hearing
	Transfer Structured Settlement Payment Rights
	Truancy
	Turnover
	Writ of Sequestration
	Writ to Retrieve Judgment
Other Civil	
<b>Civil – Real Property</b>	Condemnation
	Eminent Domain
	Partition
	Quiet Title
	Tax Appraisal
	Trespass to Try Title
	Other Property
<b>Civil – Related to Criminal Matters</b>	Expunction
	Judgment Nisi
	Non-Disclosure
	Occupational Driver’s License
	Seizure/Forfeiture
	Sexual Predator (Health & Safety Code 841)
	Stolen or Seized Property

	Writ of Habeas Corpus – Pre-indictment
	Other
<b>Civil – Tax</b>	Tax Delinquency
	Tax Suit
	Other Tax

4.1.2 *FILING TYPES*

<b>New Case</b>	<b>Subsequent Filings</b>
Application	Amended Filing
Petition	Answer/ Response
Proposed Order	Bond
Statement of Inability to Afford Costs	Counter Claim/Cross
Transfer (County Use Only)	Action/Interpleader/Intervention/Third Party
	Contest
	Filing of Action other than Original
	Garnishment
	Motion (No Fee)
	Motion for Contempt
	Motion for New Trial
	Motion to Modify
	Motion to Reinstate
	Motion to Terminate Wage Withholding
	Motion to Transfer
	Notice
	Notice of Appeal
	No Fee Documents
	Proposed Order
	Request
	Statement of Inability to Afford Costs
	Transfer (County Use Only)
	Vital Statistics Forms

## 4.2 FAMILY CASES

The Title IV-D Agency (Texas Office of the Attorney General – Child Support Division) will file its documents under the “Family – Title IV-D (OAG Use Only)” category and use only the case and filing types that begin with “(Title IV-D OAG Use Only) for all its new and subsequent filings.

### 4.2.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Family – Marriage Relationship</b>	Annulment with Children
	Annulment without Children
	Declare Marriage Void
	Divorce with Children
	Divorce without Children
<b>Family – Other Family Law</b>	Adult Adoption
	Register Foreign Judgment
	Garnishment
	Habeas Corpus
	Name Change
	Protective Order
	Removal of Disabilities of Minority
	Temporary Authorization for Care of Child
	Unaccompanied Alien Child
	Other
<b>Family – Parent-Child Relationship</b>	Adoption/Adoption with Termination
	Child Protection
	Child Protection (Gov. Code 24.620)
	Child Support
	Custody or Visitation
	Gestational Parenting
	Grandparent Access
	Parentage/Paternity/Voluntary Legitimation
	Termination of Parental Rights
	Other Parent-Child
<b>Family – Post-judgment Actions</b>	Enforcement
	Modification – Custody
	Modification – Other
<b>Family – Title IV-D (OAG Use Only)</b>	(Title IV-D OAG Use Only) Establishment
	(Title IV-D OAG Use Only) Paternity
	(Title IV-D OAG Use Only) Interstate – No TX Cause
	(Title IV-D OAG Use Only) Interstate – Existing TX Cause
	(Title IV-D OAG Use Only) Enforcement
	(Title IV-D OAG Use Only) Intervention
	(Title IV-D OAG Use Only) Other – Billed
	(Title IV-D OAG Use Only) Other – Not Billed
	(Title IV-D OAG Use Only) Capias/Writ
	(Title IV-D OAG Use Only) Service Documents



4.2.2 FILING TYPES

New Case	Subsequent Filings
Application Petition Proposed Order Statement of Inability to Afford Costs Transfer (County Use Only) (Title IV-D OAG Use Only) Establishment (Title IV-D OAG Use Only) Paternity (Title IV-D OAG Use Only) Interstate – No TX Cause (Title IV-D OAG Use Only) Interstate – Existing TX Cause (Title IV-D OAG Use Only) Enforcement (Title IV-D OAG Use Only) Intervention (Title IV-D OAG Use Only) Other – Billed (Title IV-D OAG Use Only) Other – Not Billed (Title IV-D OAG Use Only) Capias/Writ (Title IV-D OAG Use Only) Service Documents	Amended Filing Answer/Contest/Response/Waiver Bond Counter Claim/Cross Action/Interpleader/Intervention/Third Party Habeas Corpus (Continuing Jurisdiction) Motion (No Fee) Motion for Contempt Motion for Enforcement Motion for New Trial Motion to Modify Motion to Modify and Enforce Motion to Reinstate Motion to Revoke/Suspend/Withhold Motion to Stay Motion to Terminate Wage Withholding Motion to Transfer Notice Notice of Appeal Notice of Delinquency No Fee Documents Proposed Order Request Statement of Inability to Afford Costs Transfer (County Use Only) (Title IV-D OAG Use Only) Establishment (Title IV-D OAG Use Only) Paternity (Title IV-D OAG Use Only) Interstate – No TX Cause (Title IV-D OAG Use Only) Interstate – Existing TX Cause (Title IV-D OAG Use Only) Enforcement (Title IV-D OAG Use Only) Intervention (Title IV-D OAG Use Only) Other – Billed (Title IV-D OAG Use Only) Other – Not Billed (Title IV-D OAG Use Only) Capias/Writ (Title IV-D OAG Use Only) Service Documents

4.2.3 PARTY TYPES

For each Title IV-D case type, the court will list one (1) Petitioner and two (2) Respondents as required party types.

### 4.3 PROBATE CASES

#### 4.3.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Probate</b>	Dependent Administration
	Independent Administration
	Foreign Will
	Letters Testamentary
	Muniment of Title
	Other Estate Proceedings
	Small Estate Proceedings
	Open Safety Deposit Box
<b>Probate – Guardianship</b>	Guardianship – Adult
	Guardianship – Minor
	Guardianship Management Trust
	Sale of Property
<b>Probate – Other</b>	Other Probate
	Relief from Firearms Disability
	Condemnation/Eminent Domain (Bexar/Denton/Travis County Only)

#### 4.3.2 FILING TYPES

New Case	Subsequent Filings
Application	Amended Filing
Application with Ad Litem	Annual Account
Guardianship Information	Annual Report
Letter	Answer/Response
Petition	Application for Removal
Proposed Order	Application in an Existing Estate
Statement of Inability to	Application on Sale of Personal Property
Afford Costs	Application on Sale of Real Property
Will/Codicil	Bond
Transfer (County Use Only)	Claim
	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party/Contest
	Final Account
	Final Report
	Inventory
	Inventory – (filed after the 90 <sup>th</sup> day after the date the personal rep has qualified)
	Motion (No Fee)
	No Fee Documents
	Notice
	Oath
	Proposed Order
	Request
	Statement of Inability to Afford Costs
	Will/Codicil

#### 4.4 MULTI-DISTRICT LITIGATION (MDL) CASES

The case categories and types below are updated upon an order from the Supreme Court creating or removing a MDL case type.

##### 4.4.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Multi-District Litigation (MDL)</b>	MDL – Asbestosis
	MDL – GM Ignition Switch
	MDL – Hailstorm
	MDL – Hurricane Ike
	MDL – Product Liability

##### 4.4.2 FILING TYPES

New Case	Subsequent Filings
Application	Amended Filing
Petition	Answer /Response
Proposed Order	Bond
Statement of Inability to Afford Costs	Counter Claim/Cross Action/Interpleader/Intervention/Third Party
Transfer (County Use Only)	Contest
	Motion (No Fee)
	Motion for Contempt
	Motion for Enforcement
	Motion for New Trial
	Motion to Modify
	Motion to Reinstate
	Motion to Terminate Wage Withholding
	Motion to Transfer
	Notice
	Notice of Appeal
	No Fee Documents
	Proposed Order
	Request
	Statement of Inability to Afford Costs

## 4.5 CRIMINAL CASES

### 4.5.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Criminal – Misdemeanor</b>	Appeal from a Lower Court
	Misdemeanor <sup>1</sup>
	Misdemeanor A
	Misdemeanor B
	Misdemeanor C
	Magistrate Case
	Occupational Driver’s License
	Writ – Other
	Writ – Habeas Corpus - Other
	Writ – Habeas Corpus – 11.072
<b>Criminal – Felony</b>	Appeal from a Lower Court
	Acquittal Expunction
	Capital Felony
	Felony
	Felony 1
	Felony 2
	Felony 3
	Felony - State Jail
	Magistrate Case
	Occupational Driver’s License
	Sexual Predator (Health & Safety Code 841)
	Writ – Habeas Corpus - Other
	Writ – Habeas Corpus – 11.07 and 11.071
	Writ – Habeas Corpus – 11.072

### 4.5.2 FILING TYPES

New Case	Subsequent Filings
Complaint	Amended Filing
Indictment	Amended Filing for Occupational Driver’s License
Information	Affidavit
Petition	Answer/Response
Transfer Case (County Use Only)	Application
	Bill of Review
	Bond
	Election as to Punishment
	Expunction (TABC 106.12)
	Letters
	Motion
	Motion for New Trial
	Motion to Revoke Probation/Adjudicate Guilt

<sup>1</sup> For the “Misdemeanor” and “Felony” case types, the intent is that the clerk chooses either the broad case type (Misdemeanor) OR the detailed case types (Misdemeanor A, Misdemeanor B, Misdemeanor C).

**Technology Standards v5.0**

	No Fee Documents Notice Notice of Appeal Notice of Non-Disclosure Pleas Proposed Order Reinstatement with Cost Request Report/Return Sanctions Toward Effective Probation (STEP) Statement of Facts Form Subpoena/Summons Warrants Writs
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## 4.6 OTHER STANDARD ELECTRONIC FILING SYSTEM CONFIGURATIONS

### 4.6.1 STANDARD FILER PROCESSES

All filers using the electronic filing system must follow the standard processes when filing particular items with the court. Clerks may not return a document for correction if the filer followed the processes outlined below.

#### 4.6.1.1 Proposed Orders

Proposed orders may not be combined into one computer file with a motion or other document.

A proposed order may not be the lead document in an envelope containing a motion or other document. When filed with a motion or other document, a proposed order must be filed as an attachment in the same envelope as the motion or other document.

If nothing is being filed along with the proposed order, the proposed order must be the lead document.

#### *Preferred Clerk Implementation*

1. Clerk includes the proposed order in the case management system for judicial review.
2. Judge modifies and then signs the proposed order (transforming it into an order) and returns it to the clerk for filing. Judges are encouraged, but not required, to electronically file an order back to the clerk's office.

#### 4.6.1.2 Request for Citations

When citation is needed, the filer must select "Issue Citation" as an additional service.

#### *Preferred Clerk Implementation*

1. Clerk accepts the lead document and attachments and then electronically prepares the citation.
2. Clerk sends the citation to the filer via
  - a. The eFileTexas system as a "eServe Only" filing,
  - b. Email to the party using the email address on file.

**4.6.2 ACCEPTANCE OF DOCUMENTS TENDERED FOR FILING**

A clerk must accept a document tendered for e-filing unless specifically authorized not to accept the document(s) by statute, Texas Rules of Appellate Procedure, or by the Texas Rules of Civil Procedure for the reasons listed below.

<b>Category</b>	<b>Reason</b>	<b>Authority</b>
<b>Sealed Documents</b>	Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled.	TRCP 21(f)(4) TRAP 9.10
<b>Vexatious Litigant</b>	Filer has been found to be a vexatious litigant and has not presented an order from the local administrative judge permitting the filing.	CPRC §11.103

**4.6.3 REQUEST FOR CORRECTION**

A clerk may request a filer to correct an e-filed document only for the following reasons. The request must state the reason and reference any supporting authority as follows:

<b>Category</b>	<b>Reason</b>	<b>Authority</b>
<b>Insufficient Fees</b>	Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type. <i>&lt;provide short summary as to what fees were not included&gt;</i>	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
<b>Insufficient Funds</b>	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
<b>Document Addressed to Wrong Clerk/Location</b>	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.	
<b>Duplicate New Case Filing</b>	The filing requesting a new case duplicates an existing case. Please file under the existing case.	
<b>Incorrect/Incomplete Information</b>	Please resubmit using the correct/complete information	Family Code

	<ul style="list-style-type: none"> <li>• Cause number</li> <li>• Case Type</li> <li>• Case Category</li> <li>• Filing Code</li> <li>• Party names on document(s)</li> <li>• Attorney/Party email address(es)</li> <li>• Required forms</li> <li>• Information required by Statute</li> </ul>	<p>§102.008 and §105.006 require identification of children by name and DOB</p> <p>TRCP 79</p> <p>Civil Practices and Remedies Code 30.015</p>
<b>Incorrect Formatting</b>	<p>Please resubmit the document</p> <ul style="list-style-type: none"> <li>• By rotating the document so that the file mark will appear in the upper right corner</li> <li>• In text searchable PDF</li> <li>• Directly converted to PDF if possible.</li> <li>• With a 300dpi resolution</li> <li>• With a page size of 8.5"x11"</li> <li>• With no embedded fonts</li> </ul>	TRCP 21 (f)(8)
<b>PDF Documents Combined</b>	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.	
<b>Illegible/Unreadable</b>	Please resubmit in a format that is legible.	
<b>Sensitive Data</b>	<p>Please resubmit with all sensitive data redacted:</p> <ul style="list-style-type: none"> <li>• DL, SSN, Passport Number, Tax ID Number, Government Issued ID Number</li> <li>• Bank Account Number, Credit Card Number, Financial Account Number</li> <li>• Birth Date, Home Address and name of any person who was a minor when the suit was filed.</li> </ul>	TRCP 21c (a-f) TRAP 9.10
<b>Filer's Request</b>	The filer requested that this filing be returned.	
<b>Judge's Request</b>	The judge requested that this filing be returned	



4.6.4 ADDITIONAL SERVICES

A clerk may offer additional services as outlined in statute that are charged in addition to any filing fees. The following additional services are allowed to be offered in the eFiling system. A clerk may choose not to offer a particular service and eliminate it from their local configuration, however, a clerk may not add a service not shown below.

If a clerk chooses to provide additional services functionality, all of the services listed below beginning with (Title IV-D OAG Use Only) must be made available to the Title IV-D Agency. The Title IV-D Agency will use only these additional services.

<b>Additional Service</b>	<b>Statute</b>
Additional Plaintiffs (11-25)	Government Code 51.317 (b-1)(1)
Additional Plaintiffs (26-100)	Government Code 51.317 (b-1)(2)
Additional Plaintiffs (101-500)	Government Code 51.317 (b-1)(3)
Additional Plaintiffs (501-1000)	Government Code 51.317 (b-1)(4)
Additional Plaintiffs (1001+)	Government Code 51.317 (b-1)(5)
Adoptive Child VSU	Health and Safety Code 191.0045(d)
Adoptive Child DPW	Health and Safety Code 191.0045(d)
Authenticated Certificate	Local Government Code 118.060
Background Check	Local Government Code 411.1386
Bill of Cost	Local Government Code 118.011(c) Government Code 51.319(3)
Bond Approval Fee	Government Code 51.318(b)(6)
Certificate Issuance	Local Government Code 118.060
Certificate of Name Change	Family Code 45.106(c)
Certificate of No Appeal	Local Government Code 118.060 Government Code 51.318(b)(4)
Copies – Certified	Local Government Code 118.011(3)(B) Government Code 51.318(b)(7)
Copies – Exemplified	Government Code 51.319(3)
Copies – Non-Certified	Local Government Code 118.011(3)(C) Government Code 51.318(b)(8)
Copies – Service	Rules of Civil Procedure 99(a)
Document over 25 pages after 120 days or upon approving order	Local Government Code 118.052(2)(B)(vi)
Issue Abstract of Judgment	Local Government Code 118.052(1)(C)(i) Government Code 51.318 (b)(5)
Issue Bench Warrant	Local Government Code 118.059 Government Code 51.318 (b)(2)
Issue Capias	Local Government Code 118.059 Government Code 51.318 (b)(2)
Issue Citation	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation - Certified Mail	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation – Hague Convention	Texas Rules of Civil Procedure 108a.
Issue Citation – Insurance Commission	Government Code 118.131(a)
Issue Citation - Publication	Local Government Code 118.059

Additional Service	Statute
	Government Code 51.318(b)(2)
Issue Citation – Registered Mail	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation – Secretary of State	Local Government Code 118.059 Government Code 405.031(a) Civil Practice and Remedies Code 17.091
Issue Citation – State Highway Commission	Government Code 118.131(a)
Issue Commission to Take Deposition	Local Government Code 118.059
Issue Expunction – Certified Mail	Code of Criminal Procedure 102.006(a)(2 and 3)
Issue Expunction – Electronic	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Letter Rogatory	Local Government Code 118.011(c) Government Code 51.319(3)
Issue Letters Testamentary, Guardianship, or Administration	Local Government Code 118.052(3)(D)
Issue Notice of Order Suspending License	Family Code 232.008(d)
Issue Order of Sale	Local Government Code 118.052(1)(C)(ii) Government Code 51.318(b)(2)
Issue Order Staying Suspended License	Family Code 232.008(d)
Issue Order Vacating Suspended License	Family Code 232.013(b)
Issue Precept/Notice	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Precept – Secretary of State	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Protective Order	Family Code 82.042
Issue Show Cause	Local Government Code 118.059
Issue SR42 (Transcript of Civil Proceedings)	Local Government Code 118.059 Texas Administrative Code
Issue Subpoena	Local Government Code 118.059 Government Code 51.318(b)(1)
Issue Summons	Code of Criminal Procedure 23.03(9)
Issue Tax Warrant	Local Government Code 118.059
Issue Temporary Restraining Order	Local Government Code 118.059
Issue VS-165 (Information for SAPCR)	Family Code 105.008
Issue Warrant	Government Code 51.318(b)(2)
Issue Writ	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Writ – Secretary of State	Government Code 51.318(b)(2)
Issue Writ of Attachment	Government Code 51.318(b)(2)
Issue Writ of Execution	Government Code 51.318(b)(2)
Issue Writ of Garnishment	Government Code 51.318(b)(2)
Issue Writ of Scire Facias	Local Government Code 118.059
Issue Writ of Sequestration	Government Code 51.318(b)(2)
Issue Writ of Withholding	Family Code 110.004
Judge Signatures	Local Government Code 118.101(11)

<b>Additional Service</b>	<b>Statute</b>
Jury Fee	Rules of Civil Procedure 216 Government Code 51.604(a)
OPR Double Recording Fee 1 <sup>st</sup> Page	Local Government Code 191.007
OPR Double Recording Fee for Additional Pages	Local Government Code 191.007
OPR Recording Fee 1 <sup>st</sup> Page	Local Government Code 118.013
OPR Recording Fee for Additional Pages	Local Government Code 118.013
Postage (1-5 Pages)	Civil Practice and Remedies Code 17.025
Postage (6-10 Pages)	Civil Practice and Remedies Code 17.025
Postage (11-15 Pages)	Civil Practice and Remedies Code 17.025
Postage (16-20 Pages)	Civil Practice and Remedies Code 17.025
Postage (21-25 Pages)	Civil Practice and Remedies Code 17.025
Postage (26-30 Pages)	Civil Practice and Remedies Code 17.025
Postage (31-35 Pages)	Civil Practice and Remedies Code 17.025
Postage (36-40 Pages)	Civil Practice and Remedies Code 17.025
Postage (41-45 Pages)	Civil Practice and Remedies Code 17.025
Postage (46-50 Pages)	Civil Practice and Remedies Code 17.025
Postage (51-150 Pages)	Civil Practice and Remedies Code 17.025
Postage (151-1300 Pages)	Civil Practice and Remedies Code 17.025
Postage (1300+ Pages)	Civil Practice and Remedies Code 17.025
Postage (1oz Letter to Canada/Mexico)	Civil Practice and Remedies Code 17.025
Postage (1oz Letter International)	Civil Practice and Remedies Code 17.025
Postage (Large APO/DPO/FPO Box)	Civil Practice and Remedies Code 17.025
Post Judgment – Issue Citation	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation – Certified Mail	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation - Publication	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation – Secretary of State	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Commission to Take Deposition	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Letters	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Order of Sale	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Precept/Notice	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Show Cause	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Subpoena	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Tax Warrant	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Temporary Restraining Order	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Writ	Local Government Code 118.052(1)(C)(ii)
Record Search	Local Government Code 118.011(c) Government Code 51.318 (b)(3)
Service – Additional Copy	Texas Rules of Civil Procedure 736.3 (c)
Service – Certified Mail	Local Government Code 118.063 Government Code 51.319(2)
Service – Certified Mail – Expedited Foreclosure	Texas Rules of Civil Procedure 736.3 (b)

<b>Additional Service</b>	<b>Statute</b>
Service – Constable – Certified Mail	Local Government Code 118.131(a)
Service – Constable – Fraudulent Liens	TRCP 12.005(b)(2)
Service – Constable – Order of Sale/Writ of Execution	Local Government Code 118.131(a)
Service – Constable – Personal Service	Local Government Code 118.131(a)
Service – Constable – Posting	Local Government Code 118.131(a)
Service – Constable – Publication	Local Government Code 118.131(a)
Service – Constable – Subpoena – More than five days	Local Government Code 118.131(a)
Service – Constable – Subpoena – Less than five days	Local Government Code 118.131(a)
Service – Constable – Tax Sale	Local Government Code 118.131(a)
Service – Constable – Writ- (Precinct) - (List writ type if applicable) <sup>2</sup>	Local Government Code 118.131(a)
Service – Constable – All Other	Local Government Code 118.131(a)
Service – Publication	Local Government Code 118.011(c) Government Code 51.319(3)
Service – Registered Mail	Local Government Code 118.063 Government Code 51.319(2)
Service – Sheriff – Certified Mail	Local Government Code 118.131(a)
Service – Sheriff – Fraudulent Liens	TRCP 12.005(b)(2)
Service – Sheriff – Order of Sale	Local Government Code 118.131(a)
Service – Sheriff – Personal Service	Local Government Code 118.131(a)
Service – Sheriff - Posting	Local Government Code 118.131(a)
Service – Sheriff – Publication	Local Government Code 118.131(a)
Service – Sheriff – Subpoena – More than five days	Local Government Code 118.131(a)
Service – Sheriff – Subpoena – Less than five days	Local Government Code 118.131(a)
Service - Sheriff – Writ – (List writ type if applicable) <sup>3</sup>	Local Government Code 118.131(a)
Service - Sheriff - All Other	Local Government Code 118.131(a)
(Title IV-D OAG Use Only) Citation Issuance	Family Code 231.202(1)
(Title IV-D OAG Use Only) Citation Issuance – TRCP R 106 Sub Service	Rules of Civil Procedure 106
(Title IV-D OAG Use Only) Citation Issuance – Publication	Rules of Civil Procedure 116
(Title IV-D OAG Use Only) Citation Issuance – Certified Mail	Family Code 231.202(4)(A)
(Title IV-D OAG Use Only) Precept Issuance	Family Code 231.202(1)

<sup>2</sup> Local Government Code 118.131(a) allows a commissioners court to set fees for the services of sheriffs and constables. In instances where the commissioners court sets different amounts for different types of writs, clerks may designate the type of writ and have multiple “Service-Constable-Writ” services available.

<sup>3</sup> Local Government Code 118.131(a) allows a commissioners court to set fees for the services of sheriffs and constables. In instances where the commissioners court sets different amounts for different types of writs, clerks may designate the type of writ and have multiple “Service-Sheriff-Writ” services available.

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<b>Additional Service</b>	<b>Statute</b>
(Title IV-D OAG Use Only) Precept Issuance - TRCP R 106 Sub Service	Rules of Civil Procedure 106
(Title IV-D OAG Use Only) Precept Issuance - Publication	Family Code 231.202(1)
(Title IV-D OAG Use Only) Precept Issuance - Certified Mail	Family Code 231.202(4)(A)
(Title IV-D OAG Use Only) Subpoena Issuance by Clerk	Family Code 231.202(6)
(Title IV-D OAG Use Only) Service of Process through Law Enforcement	Family Code 231.202(4)(A)
Z-(County Use Only) - Service - Constable - (List service type) - (List precinct number) <sup>4</sup>	

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<sup>4</sup> In some counties, clerks use additional services to route money to the appropriate general ledger accounts. In these cases, clerks can use "Z-(County Use Only) - Service - Constable" additional services to route to the appropriate account. In these cases, the services listed should be associated with an existing "Service - Constable" type of additional service that the filer would normally use.

## 5 DOCUMENT ACCESS CONFIGURATIONS

Below are the configurations to be used in the document access system provided by OCA for district, county court at law, probate, and constitutional county courts.

It is important to note that these standards only apply to the electronic document access system which is a delivery system and are NOT standards for a county case management or document management system.

### 5.1 ROLE DEFINITIONS

The following roles are defined for the electronic document access system:

**Role 1 — Judge.** “Judge” means any sitting judge on the Supreme Court, the Court of Criminal Appeals, the intermediate Courts of Appeals, the District Courts, the County Courts, and the County Courts at Law, together with associate judges and designated court staff. Justice court judges and municipal court judges are not included at this time.

**Role 2 — Attorney on the Case, Visiting Judge.** “Attorney on the Case” means an attorney licensed in Texas who has made an appearance in the case. “Visiting Judge” means a qualified judge assigned to a specific case or docket for a temporary period.

**Role 3 — Clerk.** “Clerk” means the custodian of the official record, including district and county clerks and deputy clerks and staff necessary for the performance of the clerk’s duties.

**Role 4 – Licensed Attorney.** A Licensed Attorney is an attorney licensed by the State of Texas that does not fall into Role 1 (Judge), Role 2 (Attorney on the Case, Visiting Judge), or Role 3 (Clerk).

**Role 5 – Registered User.** A Registered User is a user that does not fall into Role 1 (Judge), Role 2 (Attorney on the Case, Visiting Judge), Role 3 (Clerk), Role 4 (Licensed Attorney) and registers with the Document Access System.

### 5.2 ROLE PERMISSIONS

The roles defined in Section 5.1 above are given the following permission:

**Role 1 – Judges** - A Judge may access all case index information and all electronically filed documents in any case in any court.

**Role 2 – Attorney on the Case, Visiting Judge.** An Attorney on the Case may access case index information and all electronically filed documents for any case in which he or she is attorney of record or has made an appearance in the case. A Visiting Judge may access case index information and all electronically filed documents in a case to which he or she is assigned.

**Role 3 – Clerk.** For purposes of the Document Access System, a Clerk has the same permission level as a Judge for cases filed in the district or county. A Clerk may access case

index information and all electronically filed documents for any case in the district or county. Additionally, Clerks will have access to reports and other system features that will allow them to configure systems and to provide them with additional information concerning their offices.

**Role 4 – Licensed Attorney.** Licensed Attorneys can access case index information and all publicly available electronically filed documents relating to any case in which they may have an interest. This would exclude cases and documents that are restricted by Court Order, Rule or Statute including documents containing un-redacted sensitive data (“Restricted Documents”).

**Role 5 – Registered Users.** Registered Users can access case index information and publicly available electronically filed documents in accordance with the Section 5.3. Additionally, Registered User access does not include cases and documents that are restricted by Court Order, Rule and Statute including unredacted documents marked as containing Sensitive Data (collectively referred to as “Restricted Documents”).

### 5.3 REGISTERED USER MATRIX

The permissions outlined below mirror the eFiling Case Categories and Case Types found in eFiling and apply only to Registered Users (Role 5) of the system.

**Index Info** – an X indicates that for this case type, case index information is shown. “Restyle” indicates that the case style should be changed to protect the identities of minors.

**Images** – an X indicates that document images are available for this case type.

**Delay** – indicates the number of days delay before the case information and/or documents may be accessed by registered users.

#### 5.3.1 CIVIL CASES

Case Category Code	Case Type Codes	Index Info	Images	Delay
Civil – Contract	Debt/Contract – Consumer/DTPA	X	X	
	Debt/Contract – Debt/Collection	X	X	
	Debt/Contract – Fraud/Misrepresentation	X	X	
	Debt/Contract – Other	X	X	
	Evictions – Commercial	X	X	
	Evictions – Residential (filed in JP Courts)			
	Evictions – Residential (appealed to county courts)	X	X	180
	Foreclosure – Home Equity-Expedited	X	X	
	Foreclosure – Other	X	X	
	Franchise	X	X	
Property Owners Association	X	X		

Case Category Code	Case Type Codes	Index Info	Images	Delay
	Insurance	X	X	
	Other Landlord/Tenant - Commercial	X	X	
	Other Landlord/Tenant - Residential	X	X	
	Non-Competition	X	X	
	Partnership	X	X	
	Other Contract	X	X	
Civil – Employment	Discrimination	X	X	
	Retaliation	X	X	
	Termination	X	X	
	Workers’ Compensation	X	X	
	Other Employment	X	X	
Civil – Injury or Damage	Assault/Battery	X	X	
	Construction	X	X	
	Defamation/Libel/Slander	X	X	
	Malpractice – Accounting	X	X	
	Malpractice – Legal	X	X	
	Malpractice – Medical	X	X	
	Malpractice – Other Professional Liability	X	X	
	Motor Vehicle Accident	X	X	
	Premises	X	X	
	Product Liability – Asbestos/Silica	X	X	
	Product Liability – Other	X	X	
	Other Injury or Damage	X	X	
	Civil – Other Civil	Administrative Appeal	X	X
Antitrust/Unfair Competition		X	X	
Appeal from a Lower Court		X	X	
Bill of Review		X	X	
Code Violations		X	X	
Communicable Disease				
Foreign Judgment		X	X	
Fraudulent Liens		X	X	
Garnishment		X	X	
Intellectual Property		X	X	
Judicial Review- Fraudulent Documents		X	X	
Lawyer Discipline		X	X	
Perpetuate Testimony		X	X	
Protective Order (Non-Domestic Relations)		X	X	
Securities/Stock		X	X	
Tortious Interference		X	X	
Toll Road		X	X	
Transfer Structured Settlement Payment Rights				
Truancy				
Other Civil		X	X	
Civil – Real Property	Condemnation	X	X	



Case Category Code	Case Type Codes	Index Info	Images	Delay
	Eminent Domain	X	X	
	Partition	X	X	
	Quiet Title	X	X	
	Tax Appraisal	X	X	
	Trespass to Try Title	X	X	
	Other Property	X	X	
Civil – Related to Criminal Matters	Expunction			
	Judgment Nisi	X	X	
	Non-Disclosure			
	Occupational Driver's License	X	X	
	Seizure/Forfeiture	X	X	
	Sexual Predator (Health & Safety Code 841)	X	X	
	Writ of Habeas Corpus – Pre-indictment	X	X	
Other	X	X		
Civil – Tax	Tax Delinquency	X	X	
	Other Tax	X	X	

### 5.3.2 FAMILY CASES

Case Category Code	Case Type Codes	Index Info	Docs Show	Delay
<b>Family- Marriage Relationship</b>	Annulment with Children	ReStyle		31
	Annulment No Children	X		31
	Declare Marriage Void	X		31
	Divorce with Children	ReStyle		31
	Divorce No Children	X		31
<b>Family- Other Family Law</b>	Adult Adoption	X	X	
	Register Foreign Judgment <i>See Family Code §152.315</i>	ReStyle		31
	Garnishment/income withholding for support. <i>See Family Code §158.001</i>	ReStyle		31
	Habeas Corpus under Family Code Chapter 157 to regain rightful possession of child	ReStyle		31
	Name Change – Adult	X	X	
	Name Change – Minor			
	Protective Order	X		31
	Removal of Disabilities of Minor			
	Unaccompanied Alien Child			
	Other	X		31
<b>Family- Parent-Child Relationship</b>	Adoption/Adoption with Termination			
	Child Protection			
	Child Protection (Gov. Code 24.620)			
	Child Support	ReStyle		31
	Custody or Visitation	ReStyle		31

	Gestational Parenting			
	Grandparent Access	ReStyle		31
	Parentage/Paternity/Voluntary Legitimation	Restyle		31
	Termination of Parental Rights	ReStyle		31
	Other Parent-Child	ReStyle		31
<b>Family- Post-judgment Actions</b>	Enforcement	ReStyle		31
	Modification – Custody	ReStyle		31
	Modification – Other	ReStyle		31
<b>Family- Title IV-D (OAG Use Only)</b>	(Title IV-D OAG Use Only) Establishment	ReStyle		31
	(Title IV-D OAG Use Only) Paternity	ReStyle		31
	(Title IV-D OAG Use Only) Interstate – No TX Cause	ReStyle		31
	(Title IV-D OAG Use Only) Interstate – Existing TX Cause	ReStyle		31
	(Title IV-D OAG Use Only) Enforcement	ReStyle		31
	(Title IV-D OAG Use Only) Intervention	ReStyle		31
	(Title IV-D OAG Use Only) Other – Billed	ReStyle		31
	(Title IV-D OAG Use Only) Other – Not Billed	ReStyle		31
	(Title IV-D OAG Use Only) Capias/Writ	ReStyle		31
	(Title IV-D OAG Use Only) Service Documents	ReStyle		31

5.3.3 PROBATE CASES

Case Category Code	Case Type Codes	Index Info?	Docs Show?	Delay
Probate	Dependent Administration	X	X	
	Independent Administration	X	X	
	Foreign Will	X	X	
	Muniment of Title	X	X	
	Other Estate Proceedings	X	X	
	Small Estate Proceedings	X	X	
	Open Safety Deposit Box	X	X	
Probate – Guardianship	Guardianship – Adult	X		
	Guardianship – Minor			
	Guardianship Management Trust	X	X	
	Sale of Property	X	X	
Probate – Other	Other Probate	X	X	
	Relief from Firearms Disability	X		
	Condemnation/Eminent Domain (Bexar/Denton/Travis County Only)	X	X	

5.3.4 MDL CASES

Case Category Code	Case Type Codes	Index Info?	Docs Show?	Delay
<b>Multi-District Litigation (MDL)</b>	MDL - Asbestosis	X	X	
	MDL - GM Ignition Switch	X	X	
	MDL - Hailstorm	X	X	
	MDL - Hurricane Ike	X	X	
	MDL - Product Liability	X	X	