

# IN THE COURT OF CRIMINAL APPEALS OF TEXAS

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Misc. Docket No. 16-002

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## APPROVAL OF TECHNOLOGY STANDARDS, VERSION 3.0, SET BY THE JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

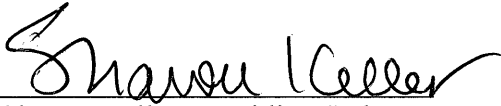
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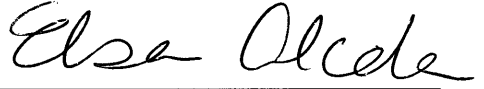
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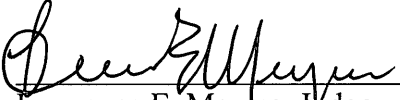
**ORDERED** that:


The Court of Criminal Appeals hereby approves the attached Technology Standards, Version 3.0, set by the Judicial Committee on Information Technology. These standards apply to documents filed electronically under the Statewide Rules Governing Electronic Filing in Criminal Cases (Misc. Order 15-004) and Texas Rule of Appellate Procedure 9.


Dated: March 22, 2016.

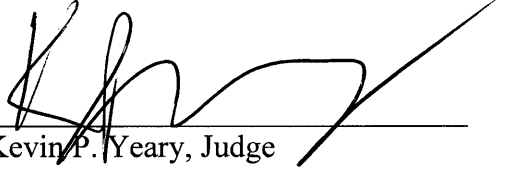
  
Sharon Keller, Presiding Judge

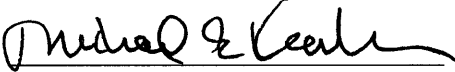
  
Elsa Alcala, Judge

  
Lawrence E. Meyers, Judge

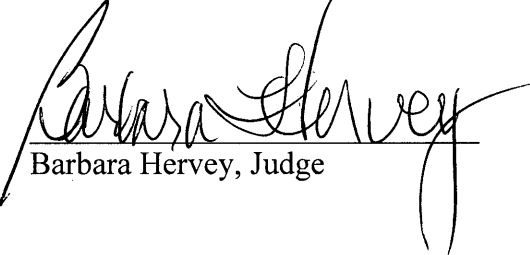
  
Bert Richardson, Judge

  
Cheryl Johnson, Judge

  
Kevin P. Yeary, Judge

  
Michael Keasler, Judge

  
David Newell, Judge

  
Barbara Hervey, Judge

# IN THE SUPREME COURT OF TEXAS

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Misc. Docket No. 16-9035

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**APPROVAL OF TECHNOLOGY STANDARDS, VERSION 3.0, SET BY  
THE JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY**

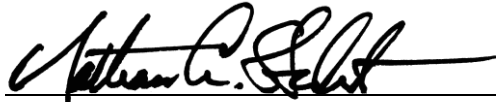
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**ORDERED** that:

The Supreme Court of Texas hereby approves the attached Technology Standards, Version 3.0, set by the Judicial Committee on Information Technology. These standards apply to documents filed electronically under Texas Rule of Civil Procedure 21 and Texas Rule of Appellate Procedure 9.

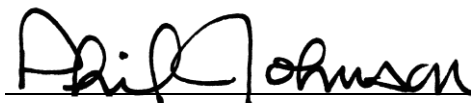
Dated: March 22, 2016.




Nathan L. Hecht, Chief Justice



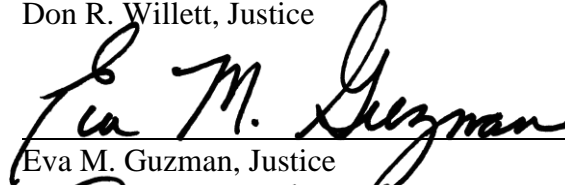
Paul W. Green, Justice



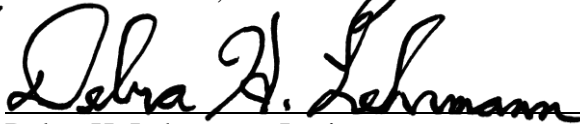
Phil Johnson, Justice



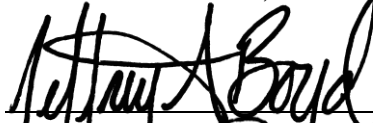
Don R. Willett, Justice



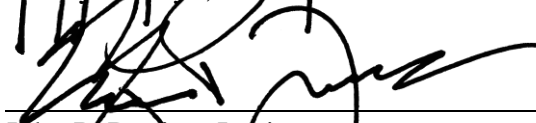
Eva M. Guzman, Justice



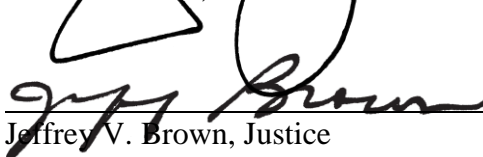
Debra H. Lehrmann, Justice



Jeffrey S. Boyd, Justice



John P. Devine, Justice



Jeffrey V. Brown, Justice

# TECHNOLOGY STANDARDS

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 3.0

Released: January 29, 2016

# 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  |

## 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, or other instrument in electronic form.

**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

- Apple QuickTime supported formats – <http://support.apple.com/kb/HT3775>
- NIEM – <http://www.niem.gov>
- OASIS LegalXML Electronic Court Filing (ECF) specifications – <http://www.oasis-open.org/committees/legalxml-court filing/>
- 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.

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- 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. QuickTime (Apple)
  - b. VLC media player (VideoLAN Organization)
  - c. 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, and constitutional county 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/Contract              |
|                                 | Debt/Contract – Fraud/Misrepresentation    |
|                                 | Debt/Contract – Other                      |
|                                 | Foreclosure – Home Equity-Expedited        |
|                                 | Foreclosure – Other                        |
|                                 | Franchise                                  |
|                                 | Insurance                                  |
|                                 | Landlord/Tenant                            |
|                                 | Non-Competition                            |
|                                 | Partnership                                |
|                                 | Other Contract                             |
| <b>Civil – Employment</b>       | Discrimination                             |
|                                 | Retaliation                                |
|                                 | Termination                                |
|                                 | Workers’ Compensation                      |
|                                 | Other Employment                           |
| <b>Civil – Injury or Damage</b> | Assault/Battery                            |
|                                 | Construction                               |
|                                 | Defamation                                 |
|                                 | 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               |
|                                 | Bill of Review                             |

|  |   |
|--|---|
|  | Code Violations                               |
|  | Communicable Disease                          |
|  | Foreign Judgment                              |
|  | Fraudulent Liens                              |
|  | Garnishment                                   |
|  | Intellectual Property                         |
|  | Judicial Review- Fraudulent Documents         |
|  | Lawyer Discipline                             |
|  | Perpetuate Testimony                          |
|  | Securities/Stock                              |
|  | Tortious Interference                         |
|  | Toll Road                                     |
|  | Transfer Structured Settlement Payment Rights |
|  | Other Civil                                   |
| <b>Civil - Real Property</b>               | Condemnation                                  |
|  | Eminent Domain                                |
|  | Partition                                     |
|  | Quiet Title                                   |
|  | 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)    |
|  | Writ of Habeas Corpus - Pre-indictment        |
|  | Other   |
| <b>Civil - Tax</b>                         | Tax Appraisal                                 |
|  | Tax Delinquency                               |
|  | Other Tax                                     |

4.1.2 FILING TYPES

| <b>New Case</b>            | <b>Subsequent Filings</b>                    |
|----------------------------|--|
| Affidavit of Indigency     | Affidavit of Indigency                       |
| Application                | Amended Filing                               |
| Petition                   | Answer/ Response                             |
| Proposed Order             | Bond   |
| Transfer (County Use Only) | Counter Claim/Cross                          |
|                            | Action/Interpleader/Intervention/Third Party |
|                            | Contest                                      |
|                            | Filing of Action other than Original         |
|                            | Garnishment                                  |
|                            | Motion (No Fee)                              |
|                            | Motion for Contempt                          |
|                            | Motion for New Trial                         |

**Technology Standards v3.0**

|  |  |
|--|--|
|  | Motion to Modify<br>Motion to Reinstate<br>Motion to Terminate Wage Withholding<br>Motion to Transfer<br>Notice<br>Notice of Appeal<br>No Fee Documents<br>Proposed Order<br>Request<br>Transfer (County Use Only) |
|--|--|

## 4.2 FAMILY/JUVENILE CASES

The Title IV-D Agency (Texas Office of the Attorney General – Child Support Division) will file its documents under the “Family/Juvenile – 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/Juvenile – Marriage Relationship</b>     | Annulment with Children                                  |
|  | Annulment No Children                                    |
|  | Declare Marriage Void                                    |
|  | Divorce with Children                                    |
|  | Divorce No Children                                      |
| <b>Family/Juvenile – Other Family Law</b>          | Adult Adoption   |
|  | Register Foreign Judgment                                |
|  | Garnishment  |
|  | Habeas Corpus  |
|  | Name Change  |
|  | Protective Order   |
|  | Removal of Disabilities of Minority                      |
|  | Unaccompanied Alien Child                                |
|  | Other  |
| <b>Family/Juvenile – 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/Juvenile – Post-judgment Actions</b>     | Enforcement  |
|  | Modification – Custody                                   |
|  | Modification – Other                                     |
| <b>Family/Juvenile – 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   |
|--|--|
| Affidavit of Indigency<br>Application<br>Petition<br>Proposed Order<br>Transfer (County Use Only)<br>(Title IV-D OAG Use Only)<br>Establishment<br>(Title IV-D OAG Use Only) Paternity<br>(Title IV-D OAG Use Only) Interstate –<br>No TX Cause<br>(Title IV-D OAG Use Only) Interstate –<br>Existing TX Cause<br>(Title IV-D OAG Use Only) Enforcement<br>(Title IV-D OAG Use Only) Intervention<br>(Title IV-D OAG Use Only) Other –<br>Billed<br>(Title IV-D OAG Use Only) Other – Not<br>Billed<br>(Title IV-D OAG Use Only) Capias/Writ<br>(Title IV-D OAG Use Only) Service<br>Documents | Affidavit of Indigency<br>Amended Filing<br>Answer/Contest/Response/Waiver<br>Bond<br>Counter Claim/Cross<br>Action/Interpleader/Intervention/Third<br>Party<br>Habeas Corpus (Continuing Jurisdiction)<br>Motion (No Fee)<br>Motion for Contempt<br>Motion for Enforcement<br>Motion for New Trial<br>Motion to Modify<br>Motion to Modify and Enforce<br>Motion to Reinstate<br>Motion to Revoke/Suspend/Withhold<br>Motion to Stay<br>Motion to Terminate Wage Withholding<br>Motion to Transfer<br>Notice<br>Notice of Appeal<br>Notice of Delinquency<br>No Fee Documents<br>Proposed Order<br>Request<br>Transfer (County Use Only)<br>(Title IV-D OAG Use Only) Establishment<br>(Title IV-D OAG Use Only) Paternity<br>(Title IV-D OAG Use Only) Interstate – No TX<br>Cause<br>(Title IV-D OAG Use Only) Interstate –<br>Existing TX Cause<br>(Title IV-D OAG Use Only) Enforcement<br>(Title IV-D OAG Use Only) Intervention<br>(Title IV-D OAG Use Only) Other – Billed<br>(Title IV-D OAG Use Only) Other – Not Billed<br>(Title IV-D OAG Use Only) Capias/Writ<br>(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                     |
|                               | Condemnation/Eminent Domain       |
|                               | (Bexar/Denton/Travis County Only) |

#### 4.3.2 FILING TYPES

| New Case                   | Subsequent Filings   |
|----------------------------|--|
| Affidavit on Indigency     | Affidavit on Indigency   |
| 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  |
| Will/Codicil               | Application on Sale of Personal Property   |
| Transfer (County Use Only) | Application on Sale of Real Property   |
|                            | Bond   |
|                            | 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  |
|                            | 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                           |
|----------------------------|--|
| Affidavit of Indigency     | Affidavit of Indigency                       |
| Application                | Amended Filing                               |
| Petition                   | Answer /Response                             |
| Proposed Order             | Bond   |
| Transfer (County Use Only) | Counter Claim/Cross                          |
|                            | Action/Interpleader/Intervention/Third Party |
|                            | 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                                      |

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 A             |
|                               | Misdemeanor B             |
|                               | Misdemeanor C             |
|                               | Magistrate Case           |
|                               | Writ – Other              |
|                               | Writ – Habeas Corpus      |
| <b>Criminal – Felony</b>      | Appeal from a Lower Court |
|                               | Capital Felony            |
|                               | Felony Indictment         |
|                               | Felony Information        |
|                               | Magistrate Case           |
|                               | Writ – Other              |
|                               | Writ – Habeas Corpus      |

4.5.1 FILING TYPES

| New Case | Subsequent Filings                          |
|----------|---|
|          | Amended Filing                              |
|          | Affidavit                                   |
|          | Application                                 |
|          | Bond  |
|          | Election as to Punishment                   |
|          | Letters                                     |
|          | Motion                                      |
|          | Motion to Revoke Probation/Adjudicate Guilt |
|          | Notice                                      |
|          | Other Documents Not Listed                  |
|          | Pleas                                       |
|          | Proposed Order                              |
|          | Request                                     |
|          | Report/Return                               |
|          | Sanctions Toward Effective Probation (STEP) |
|          | Statement of Facts Form                     |
| Warrants |   |
| Writs    |   |



## 4.6 OTHER STANDARD SYSTEM CONFIGURATIONS

### 4.6.1 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.

| Category                  | Reason  | Authority                  |
|---------------------------|---|----------------------------|
| <b>Sealed Documents</b>   | Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled.   | TRCP 21(f)(4)<br>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               |

### 4.6.2 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:

| Category                                 | Reason   | Authority  |
|--|--|--|
| <b>Insufficient Fees</b>                 | 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)<br>and Gov't Code,<br>§51.318(b)(7)<br>and (8)<br>Gov't Code<br>§51.317(a)<br>Local Gov't<br>Code §118.052;<br>§118.121; or<br>§118.131 |
| <b>Insufficient Funds</b>                | Credit Card was declined. Please resubmit with a valid method of payment.  | TRCP 99(d)<br>and Gov't Code,<br>§51.318(b)(7)<br>and (8)<br>Gov't Code<br>§51.317(a)<br>Local Gov't<br>Code §118.052;<br>§118.121; or<br>§118.131 |
| <b>Document Addressed to Wrong Clerk</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 <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>                     | Family Code §102.008 and §105.006 require identification of children by name and DOB |
| <b>Incorrect Formatting</b>             | Please resubmit the document <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>                   | Please resubmit with all sensitive data redacted: <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)<br>TRAP 9.10  |
| <b>Filer's Request</b>                  | The filer requested that this filing be returned.   |  |

4.6.3 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)<br>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<br>Government Code 51.318(b)(4)           |
| Copies – Certified  | Local Government Code 118.011(3)(B)<br>Government Code 51.318(b)(7)     |
| Copies – Exemplified  | Government Code 51.519(3)   |
| Copies – Non-Certified  | Local Government Code 118.011(3)(C)<br>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)<br>Government Code 51.318 (b)(5) |
| Issue Bench Warrant   | Local Government Code 118.059<br>Government Code 51.318 (b)(2)          |
| Issue Capias  | Local Government Code 118.059<br>Government Code 51.318 (b)(2)          |
| Issue Citation  | Local Government Code 118.059<br>Government Code 51.318(b)(2)           |
| Issue Citation - Certified Mail                               | Local Government Code 118.059<br>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<br>Government Code 51.318(b)(2)  |
| Issue Citation – Secretary of State                         | Local Government Code 118.059<br>Government Code 405.031(a)<br>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<br>Government Code 51.318(b)(2)  |
| Issue Letter Rogatory                                       | Local Government Code 118.011(c)<br>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)<br>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<br>Government Code 51.318(b)(2)  |
| Issue Precept – Secretary of State                          | Local Government Code 118.059<br>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<br>Texas Administrative Code   |
| Issue Subpoena  | Local Government Code 118.059<br>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<br>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<br>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)<br>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<br>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 – 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>1</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)<br>Government Code 51.319(3) |
| Service – Registered Mail  | Local Government Code 118.063<br>Government Code 51.319(2)    |
| Service – Sheriff – Certified Mail   | Local Government Code 118.131(a)                              |
| 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>2</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)  |
| (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   | Family Code 231.202(1)  |

<sup>1</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>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-Sheriff-Writ” services available.

**Technology Standards v3.0**

| <b>Additional Service</b>  | <b>Statute</b>            |
|--|---------------------------|
| - Publication  |                           |
| (Title IV-D OAG Use Only) Precept Issuance<br>- Certified Mail   | Family Code 231.202(4)(A) |
| (Title IV-D OAG Use Only) Subpoena<br>Issuance by Clerk  | Family Code 231.202(6)    |
| (Title IV-D OAG Use Only) Service of Process<br>through Law Enforcement                                  | Family Code 231.202(4)(A) |
| Z-(County Use Only) – Service – Constable –<br>(List service type) – (List precinct number) <sup>3</sup> |                           |

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<sup>3</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.