

e-filing Frequently Asked Questions

- 1) How do I pick a multiplier to request citations, notices and writs?
Under Optional Services in Filings Page.
- 2) How can I e-file Exhibits if my Adobe is not capable to bookmark?
File them as attachments to the Lead Document.
- 3) How many numbers need to be redacted for sensitive data?
All numbers but the last 3 or 4 digits.
- 4) What if I do not want to upgrade my Adobe to be able to bookmark.
File the exhibits as attachments to the Lead Document.
- 5) Why does my bank/credit card place a hold on my funds when e-filings are returned for corrections?
Similar to online purchases, your bank or credit card will be encumbered for any fees at the time of filing. Since each institution has different business processes, contact your bank or credit card company.
- 6) What filing code do I pick?
If you are unable to determine which code to use, you may contact us at 817-556-6323 x1306 for Assistance.
- 7) Why do the names of parties and titles of documents need to be typed in Proper Case rather than all caps? Now that the systems are integrated this is extremely important.
The Management Database is designed to display all data in proper case. In order to remain consistent with entries, your e-filing must be entered in proper case.
- 8) What documents need to be separated?
All documents that require a file mark at the time of filing should be Lead Documents (Applications, Civil Case Cover Sheet, Motions, Answers, etc.). Proposed Orders or Documents requiring court action (if you have more than one as in Probate cases the first should be a lead and additional ones can be attachments) must be lead documents under 'Proposed Orders'. Notice of Hearings and correspondence should be Lead Documents. Exhibits to Lead Documents are filed as 'Attachments'.
- 9) What if I try to e-file into an existing case but I get a message that the case does not exist?
You are getting that message because even though it is an existing case there has never been anything e-filed for that case. You should get the option of continuing with the filing. If you do not get the option call us and we will try to find out what the problem is.