



## eFiling into an Existing Case

**NOTE: First always check with the subject jurisdiction’s web site for any local eFiling requirements as the requirements vary.**

The eFilingTexas.gov system starts by retrieving existing case information from the subject jurisdiction’s Case Management System. The steps are:



1. **Select** jurisdiction from drop down window (ie. Hidalgo-District),
2. **Enter** case/cause number (ie. C-2084-12-I) , and
3. **Select** *GO*

The system will search for the case and present one two of results:

**Case Found:** From the icons on the right, **Actions** Select the Paper File Icon *File into this case*. Proceed to page 3 of instructions.

NEW CASE Hidalgo County - District Clerk C-2084-12-I Go Advanced Search

Searching for: C-2084-12-I  
As: Case Number

Case Number	Location	Description	Case Type	Actions
C-2084-12-I	Hidalgo County 398th District Court	INTER NATIONAL BANKVS.NETSPEND CORPORATION, METABANK, BDO USA, LLP D/B/A BDI	All Other Civil Ca	 

**Case Not Found:** Select the blue box **File Into Case Not Listed** (go to next page).

NEW CASE Fayette County - District Clerk 2013V-332 Go Advanced Search

Searching for: 2013V-332  
As: Case Number

Case Number	Location	Description	Case Type	Actions
<b>No Cases Found</b>				

[File Into Case Not Listed](#)



**No Cases Found** means that the Jurisdiction does not have the case loaded in its Case Management System for eFiling. The eFilingTexas.gov's answer is for the first filer into the case to set it up for subsequent efilings. The first screen is **Case Information** (below).

Note: **Select Case Type** is designed to inform the Jurisdiction of the nature of or reason for the suit, i.e. Damages Auto, Contract. Although a filing fee will be shown, this is not a fee generating field. Court filing fees are generated by the **Filing Code** field in the **Filings** screen.

- ① Case Information
- ② Parties
- ③ Filings
- ④ Summary

### Enter the Details for the New Case

Required fields are bold and have an asterisk (\*).

**Case Number\***

**Select Location\***

**Select Category\***

**Select Case Type\***

Filing Attorney

**Filer Type\***

**Payment Account\***



# 1. Parties Screen

The parties to the case, plaintiff(s) and defendant(s), must be listed in the jurisdiction’s Case Management System.

**Case Not Found:** You will need to add the parties, see next page for instructions.

**Case Found:** If your Party (client) is listed BUT your attorney is not listed (i.e. e-filing an Answer), have your cursor highlight your Party (client) and select your attorney from the “Attorney” drop down window. Your attorney’s name will simultaneously appear as the Attorney for that Party. You do not have to “enter” or Add Party.

Case 2013-61168-393 Maria D. Hernandez and Fernando... ( Robison, Douglas ) Denton County - 393rd Judicial District Court - Contract - Consumer/Commercial/Debt

1 Parties 2 Filings 3 Summary

**Enter the Details for the Parties Involved in this Case** ?

Required fields are bold and have an asterisk (\*).

Party Type	Name	Attorney
Plaintiff	Maria D. Hernandez	Thomas Carse
Plaintiff	Fernando Salazar	Thomas Carse
Defendant	Carrington Mortgage Services, LLC	
Defendant	Servis One, Inc.	

**ADD PARTY**

**Party Type:** Defendant  
**Party Name:** Carrington Mortgage Services, LLC

**Attorney**

- Alec Covey
- Allison Beckham
- Arthur Kotch
- Aselda Thompson
- Betsy Cooper
- C Christopher
- C Kollenberg Jr.**
- Charles Maynard Jr.
- Chasity Thomas
- Greg Thomas

Once your attorney is added, advance to the next screen **Filings** (page 5).

If you need to add your party, see **Add Party** on the next page (page 4).



**ADD PARTY** If you need to add Parties to the case.

The Add Party screen requires four (4) entry's:

1. **Party Type:** from drop down window.
2. **Person or Business**
3. **Name** (it is not necessary to complete the address fields)
4. **Attorney:** from drop down window (Note: you can only add the attorney of your client, opposing counsel will have add themselves when they efile)

The Party and attorney are added simultaneously as you type, there is no need to “enter” the information.

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... (Salinas Flores, Aida) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties 2 Filings 3 Summary

**Enter the Details for the Parties Involved in this Case**

Required fields are bold and have an asterisk (\*).

Party Type	Name	Attorney
Plaintiff	INTER NATIONAL BANK	RAYMOND THOMAS
Defendant	NETSPEND CORPORATION	BRENT BISHOP
Defendant	METABANK	
Defendant	BDO USA, LLP D/B/A BDO SEIDMAN	

**ADD PARTY**

**Party Type\***

Applicant  
Attorney Ad Litem  
Attorney General  
Bondsman/Surety  
Child  
Custodial Parent  
Decedent  
Defendant  
Financially Responsible Party  
Guardian

Person  Business

Attorney

Middle

Last Name\*

Once your Party and attorney have been added, advance to the next screen **Filings**.



## 2. Filings Screen

### 2. A. Filing Details

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... (Salinas Flores, Aida) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties 2 Filings 3 Summary

### Enter Filing Details

[Add Another Filing](#)

Select Filing Code\*  EFile  Service

Filing Description

Reference Number Firm client re-bill or case tracking #

Documents

Filing Comments

Courtesy Copies ⓘ

**Fees**

Envelope Total \$0.00

**Payment**

Payment Account\*

Party Responsible for Fees\*

**Filing Attorney**

Filing Attorney

**2. A. 1.** You must first select a **Filing Code** from the drop down window. The filing codes are populated by the jurisdiction into which you are efileing. Select a code that best represents the type of document that you are filing.

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... (Salinas Flores, Aida) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties 2 Filings 3 Summary

### Enter Filing Details

[Add Another Filing](#)

Select Filing Code\*  EFile  Service

- Abstract of Judgement (\$8.00)
- Acknowledgment
- Addendum
- Affidavit
- Affidavit of Inability To Pay Cost
- Amended
- Amended Answer
- Answer

**Fees**

Envelope Total \$0.00

**Payment**

Payment Account\*

Party Responsible for Fees\*

**Filing Attorney**

Filing Attorney

**Service** eService is mandated by the Supreme Court of Texas if opposing counsel is listed by **eFileTexas.gov**. eService is electronically sending opposing counsel the required copy of the documents that you are electronically filing. Instructions are on page 10.



**2. A. 2. Filing Description:** This is free hand text space to type in the title of the document that you are efileing.

**2. A. 3. Reference Number:** This is the client/matter number.

**NOTE: (1) Remember that each pleading, plea, motion or order that you wish to efile must be a text searchable PDF; attachments/exhibits, i.e. invoices (do not have to be OCR'ed).**

**(2) Be familiar with the Supreme Court of Texas' efileing rules and the local rules of your target jurisdiction (i.e. no color documents, all capital efileing input in Dallas District).**

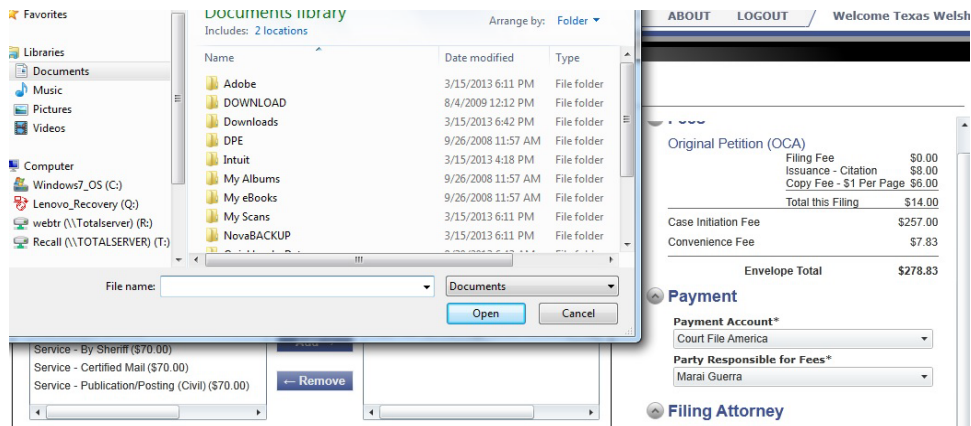
**(3) A single efileing can not be over 35 MB and a single document can not be over 35 MB.**

**2. A. 4. Documents:** Now you attach your documents to the efileing. The LEAD is the primary document and receives the date file stamp mark. Place your cursor on *Click to Browse* and click to open your computer.

A screenshot of a web form titled "Enter Filing Details" with a help icon (question mark) in the top right corner. Below the title is a button labeled "Add Another Filing". The form contains several fields: a "Select Filing Code\*" dropdown menu with "Exhibit" selected; two checkboxes, "EFile" (checked) and "Service" (unchecked); a "Filing Description" text box containing "INB's POST HEARING SUBMISSION"; a "Reference Number" text box containing "1736.001"; a "Documents" section with a "Lead Document\*" field containing a "Click to Browse" button and an "Attachments" field also containing a "Click to Browse" button; and a "Filing Comments" text box at the bottom.



Find your Lead document and select *OPEN* to attach it to the e filing.



Your Lead document will upload to your e filing. The **Description** is the title you gave your document when you saved it as a pdf in your computer.

**Security:** Select the level of security for your document from the drop down window (except in Harris District).



Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... (Salinas Flores, Aida) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties 2 Filings 3 Summary

### Enter Filing Details

[Add Another Filing](#)

Select Filing Code\*  
Exhibit  EFile  Service

Filing Description  
INB's POST HEARING SUBMISSION

Reference Number  
1736.001

Documents

Lead Document\*  
INB Post Hearing Submission.pdf  
1.2 mb  
Description: INB Post Hearing Submission.pdf Security: Public

Attachments  
[Add More Documents](#)  
Exhibit A with Affidavit.pdf  
1.5 mb  
Description: Exhibit A with Affidavit.pdf Security: Public

Filing Comments  
FILED WITH EXHIBIT A

[Parties](#) [Summary](#)

### Fees

Exhibit

Filing Fee	\$0.00
Total this Filing	\$0.00
Envelope Total	\$0.00

### Payment

Payment Account\*  
Court File America

Party Responsible for Fees\*  
INTER NATIONAL BANK

### Filing Attorney

Filing Attorney  
Murray Fogler

If you have attachments, you now add them by placing your cursor in *Click to Browse* after **Attachments**. This will re-open your computer. Find your attachment and add just like with the Lead document. Select from the Security drop down. Continue until you have added all attachments to your efileing.

**2. A. 5. Filing Comments** is free hand text for any instructions or notations you wish to make with the efileing.

**2. A. Continued** The TexFile system allows you to efile more than one lead document per efileing provided that all lead documents belong to the same case/cause number.

Once you have completed steps, Filing Code through (Adding) Documents, to efileing one pleading you can select **Add Another Filing** to repeat the process and add another pleading to the efileing.





### Enter Filing Details

Code	Type	Description	Reference Number
Exhibit	EFile	INB'S POST HEARING SUB	1736.001
	EFile		

Add Another Filing

Select Filing Code\*  
 EFile  Service

Filing Description

Reference Number  
 Firm client re-bill or case tracking #

Documents

Filing Comments

Courtesy Copies

Parties

Summary

### Fees

Exhibit

Filing Fee \$0.00

Total this Filing \$0.00

Envelope Total \$0.00

### Payment

Payment Account\*

Party Responsible for Fees\*

### Filing Attorney

Filing Attorney

**2. B. Fees** This shows the fees you will incur and pay when submitting this efileing.

**2. C. Payment** If this does not re-populate from your firm's data base, make selections from the drop down windows. Your client is the Party Responsible for Fees.

**2. D. Filing Attorney** If this does not re-populate from your firm's data base, make selections from the drop down windows.



### 3. Service Screen

The screen lists all the parties of the case. In this example we are the Defendant and wish to serve the Plaintiff with our answer.

#### Select Contacts to Receive Service for this Envelope

Select All Service Contacts  
 Defendant: BDO USA, LLP D/B/A BDO SEIDMAN  
 Defendant: METABANK  
 Defendant: NETSPEND CORPORATION  
 Plaintiff: INTER NATIONAL BANK  
 Other Service Contacts

If the Plaintiff’s attorney has already “attached” him/herself to the case (example on page 13 ), we would simply “check” the box by the Plaintiff to eService him/her a copy of our eFiling (an received proof of service).



The Supreme Court of Texas has charged eFilingTexas.gov with developing and maintaining a list of attorneys who have “volunteered” to be served electronically. If opposing counsel is on this list, they must be eServed.

First, have your cursor highlight the opposing party and then select **Add From Public List** to search the list for opposing counsel.

Enter the opposing attorney’s last name (target is James Bean) and hit *Search*.

Highlight the correct attorney and hit *Add* then *Save*.

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... ( Salinas Flores, Aida ) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties 2 Filings 3 Service Contacts 4 Summary

**Add Service Contact from Public List**

First Name Last Name Email Firm Search Clear

**Search Results**

Name	Email	Firm	
Sherri Adel	denton_red@yahoo.com	Denton County District Clerk	<input type="checkbox"/>
Sherri Adelstein	sherri.adelstein@dentoncounty.com	Denton County District Clerk	<input type="checkbox"/>
Rob Adkins	robert.adkins@tylertech.com1	System	<input type="checkbox"/>
Thomas Anderson	thomas.anderson@tylertech.com	Dallas County Clerk	<input type="checkbox"/>
nita bauer	nita.bauer@publicans.com	LGBS, IT	<input type="checkbox"/>
Philip Baughman	philip.baughman@tylertech.com	System	<input type="checkbox"/>
Sherry Bodine	sherry.bodine@dentoncounty.com	Denton County District Clerk	<input type="checkbox"/>

**Case Service Contacts**

Name	Email	Firm	
James Bean	james.bean33@gmail.com	Acosta and Associates PLLC	<input checked="" type="checkbox"/>

Add > < Remove Save



The subject attorney will now be serviced when you submit the eFiling

### Select Contacts to Receive Service for this Envelope

Select All Service Contacts

Defendant: BDO USA, LLP D/B/A BDO SEIDMAN

Defendant: METABANK

Defendant: NETSPEND CORPORATION

Plaintiff: INTER NATIONAL BANK

James Bean (james.bean33@gmail.com) 

Other Service Contacts

Add New

Add From Master List

Add From Public List

<b>First Name*</b> James	Middle 	<b>Last Name*</b> Bean
<b>Email*</b> james.bean33@gmail.com	Administrative Copy 	Firm Name Acosta and Associates PLLC
<b>Country*</b> United States of America		
<b>Address Line 1*</b>		

Your action of electronic service to James Bean will be listed (and preserved) on your eFiling summary.

Also, eFilingTexas.gov will email you confirmation that James Bean was served. This will serve as your proof of service.

NOTE: See pages 17-20 for information on eService.



## 4. Summary Screen

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... ( Salinas Flores, Aida ) Hidalgo County 398th District Court - All Other Civil Cases (OCA)

1 Parties 2 Filings 3 Service Contacts 4 Summary

### Envelope and Filing Summary

#### Case Information

Location: Hidalgo County 398th... Filing Attorney: Minster Get Down  
 Case Category: Civil Payment Account: Mr. Get Down  
 Case Type: All Other Civil Cases (OCA)  
 Date Filed: 7/13/2012  
 Case Short Title: INTER NATIONAL...

#### Parties

Party Type	Name	Address	Phone	Attorney
Plaintiff	INTER...	S 1801 2ND ST MCALLEN, TX 78505		RAYMOND...
Defendant	NETSPEND...			BRENT BISHOP
Defendant	METABANK			
Defendant	BDO USA,...			

#### Filings

Filing Code	Filing Description	Reference Number	Filing Type
Answer	Defendants Original Answer	1736.001	EFileAndServe

Lead Document	File Name	Status	Security
	test.pdf	Ok	Public

#### Service

Attachments	File Name	Status	Security
	website2.pdf	Ok	Public

Filing Comment Filed with Exhibit A

#### Service Contacts

Name (Email)	Service Type
<input type="checkbox"/> Defendant: BDO USA, LLP D/B/A BDO SEIDMAN	
<input type="checkbox"/> Defendant: METABANK	
<input type="checkbox"/> Defendant: NETSPEND CORPORATION	
<input checked="" type="checkbox"/> Plaintiff: INTER NATIONAL BANK	
<input checked="" type="checkbox"/> James Bean (james.bean33@gmail.com)	EServe
<input type="checkbox"/> Other Service Contacts	

#### Fees

Answer	Filing Fee	\$0.00
	Total this Filing	\$0.00
Envelope Total		\$0.00

#### Payment

##### Payment Account\*

Mr. Get Down

##### Filer Type\*

Not Applicable

##### Party Responsible for Fees\*

INTER NATIONAL BANK

#### Filing Attorney

Filing Attorney

Minster Get Down

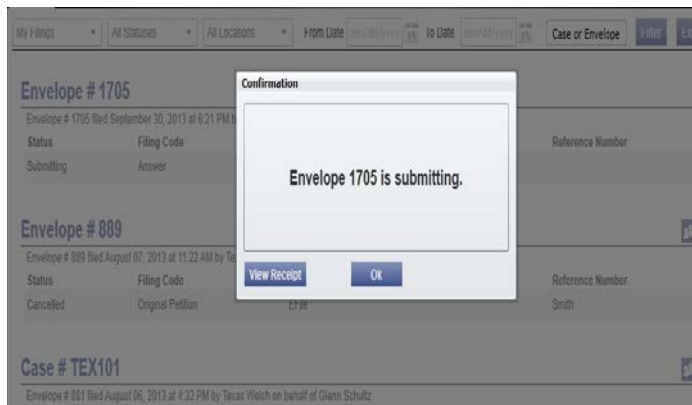


Select **EDIT** if you wish to return the Parties, Filing or Service screens for additions or changes.

NOTE: Make sure that the *Status* of your document(s) is **OK**.

When you are comfortable with your efiling select **SUBMIT**.

You will receive **Confirmation** that your efiling is submitting. Each efiling receives a unique **Envelope Number**.





**View Receipt:** The receipt format is below.

[Print this Page](#)

Case# C-2084-12-I International vs Netspend Corp.

**Case Information**

Location Hidalgo County 398<sup>th</sup>. Dist. Ct.  
Date Filed  
Case Number C-2084-12-I  
Case Description International vs  
Assigned to Judge  
Attorney Name  
Firm Name  
Filed By Texas Welsh

**Fees**

Convenience Fe  
Total Court Fee

**Payment**

Account Name Court File America  
Transaction amount  
Transaction ID

**Filing Code**

Filing Type EFileAnd Serve  
Filing Code Exhibit  
Filing Description Post-Hearing Submission  
Comments Post-hearing submission with exhibit A  
Status Submittin

**Documents**

*Lead Document* Post-Hearing Submission [\[Original\]](#) click to view  
*Attachment* Exhibit A [\[Original\]](#) click to view

**eService Details**

Name/Email	Firm	Service Type	Status	Served	Date/Time Opened
James Bean James.bean33@gmail.com	Acosta and	EServe	Sent	Yes	Not Opened

Plus you will receive a **confirmation email:**

**From:** [no-reply@txcourts.gov](mailto:no-reply@txcourts.gov)

**Sent:** Date

**To:** Texas Welsh (filer)

**Subject:** Submitted Filing Notification for Case No. C-2084-12-I

This is a Submitted Filing Notification for Case No. C-2084-12-I

Filing Code: Exhibit

Filing Type: (EFileAndServe)



Date Submitted: date and time

**Upon the courts acceptance** of your e filing you will receive an email with a link to a copy of the time stamped document.

**From:** [no-reply@txcourts.gov](mailto:no-reply@txcourts.gov)

**Sent:** Date

**To:** Texas Welsh (filer)

**Subject:** **Accepted** Filing Notification for Case No. C-2084-12-I ( Inter vs Netspend)

This is **Accepted** Filing Notification for Case No. C-2084-12-I

Case: ( Inter vs Netspend)

Filing Code: Exhibit

Filing Type: (EFile)

Date Submitted: date and time

Date Accepted: date and time

Accepted Comment

[View Document](#) (click to view file stamped copy in pdf format)

NOTE: if the e filing had been rejected, under the Date Rejected would be *Rejected Comment* which would explain the Clerk's reason for rejection.





## eService

### Rule 21a Methods of Service (Supreme Court of Texas 13-9165)

#### (a) Methods of Service

- (1) Documents Filed Electronically. A document electronically filed under Rule 21 must be served electronically through the electronic filing manager ([eFileTexas.gov](http://eFileTexas.gov)) if the email address of the party or attorney to be served is on file with the electronic filing manager . If email address is not with the electronic filing manager, serve per subparagraph 2.
- (2) Served: in person, mail, commercial delivery service, fax, or email

#### (b) When Complete

- (3) Electronic service is complete on transmission of the document to the serving party's electronic filing service provider ([Court File America/eFile@TXCourts.gov](http://CourtFileAmerica/eFile@TXCourts.gov)). The ([State of Texas](http://StateofTexas.gov)) electronic filing manager ([eFileTexas.gov](http://eFileTexas.gov)) will send confirmation of service to the serving party.

eFileTexas.gov is the State of Texas' electronic filing manager. eFileTexas.gov is compiling a "public list" of attorney emails address. Currently, this list is populated when each Firm "checks" the *Make this contact Public* box for every attorney listed in the Firm's SERVICE CONTACTS (see below).

NOTE: You are making yourself available for opposing counsel to eService you. Opposing counsel must do the same in order for you to eService them.

**NOTE: Above Rule allows you to be served by email. Volunteering for eService allows you more control by requiring eService and establishing the email address and a backup email address to whom you wish to receive eService.**



**SERVICE CONTACT List** This is the list created by each Firm of every attorney authorized to receive service from opposing counsel.

**Add Attorney** A User opens **Service Contacts** and then selects **Add New** to enter the name of the Attorney and email address the attorney.

**Administrative Copy** is a second email address the attorney wishes to receive eservice (ie. Attorney's secretary or Firm's Reports Department).

**Make This Public** Confirmation by "check" allows the attorney's eService contact information to be available to **eFileTexas.gov's Public List**.

## Save Contact

FILINGS BOOKMARKS TEMPLATES **SERVICE CONTACTS**

[Add New](#)

<b>First Name*</b> Jerry	Middle 	<b>Last Name*</b> Smith
<b>Email*</b> jsmith@getdownlaw.com	Administrative Copy ⓘ admin@getdownlaw.com	Firm Name Get Down Law Firm
Country United States of America	Address Line 1 	
Address Line 2 ⓘ 		
City 		
State 	Zip Code 	
Phone 		
<input checked="" type="checkbox"/> Make this contact Public		

[Save Contact](#)



Name	Email	
Jerry Smith	jsmith@getdownlaw.com	

[Add New](#)

The Firm's Service Contacts may be administered and edited:

View Contact Details (edit )

View Attached Case List (cases attorney is attached as Service Contact)

Replace Service Contact (with another attorney)

Deactivate Contact (if leaves the firm)



## eService to You

When you are eServed by opposing counsel you and your administrative address will receive an email from **eFileTexas.gov** with a link to a copy of the documents filed.

**From:** [No-Reply@eFilingTexas.gov](mailto:No-Reply@eFilingTexas.gov)

**Sent:** Tuesday, January 07, 2014

**To:** You

**Subject:** Copy of Service for Case envelope: 429-04764-2013 (Case Name)

This is a copy of the service fill for Case No. 429-04764-2012, Case Name

Dare Submitted: 1/7/2014 2:28 PM

Filing Code: Objection

The following are service contact on this filing:

Plaintiff Your Name and email address

[Download Document](#) (link to document)

This message was automatically generated from the Texas E-Filing Manager; do not reply to this email.