

## Submitting eFilings When No Existing Case Information Is Available

When searching for an existing case for eFiling, first choose the jurisdiction for the case is and then enter the case number in the search field before clicking the Search button.



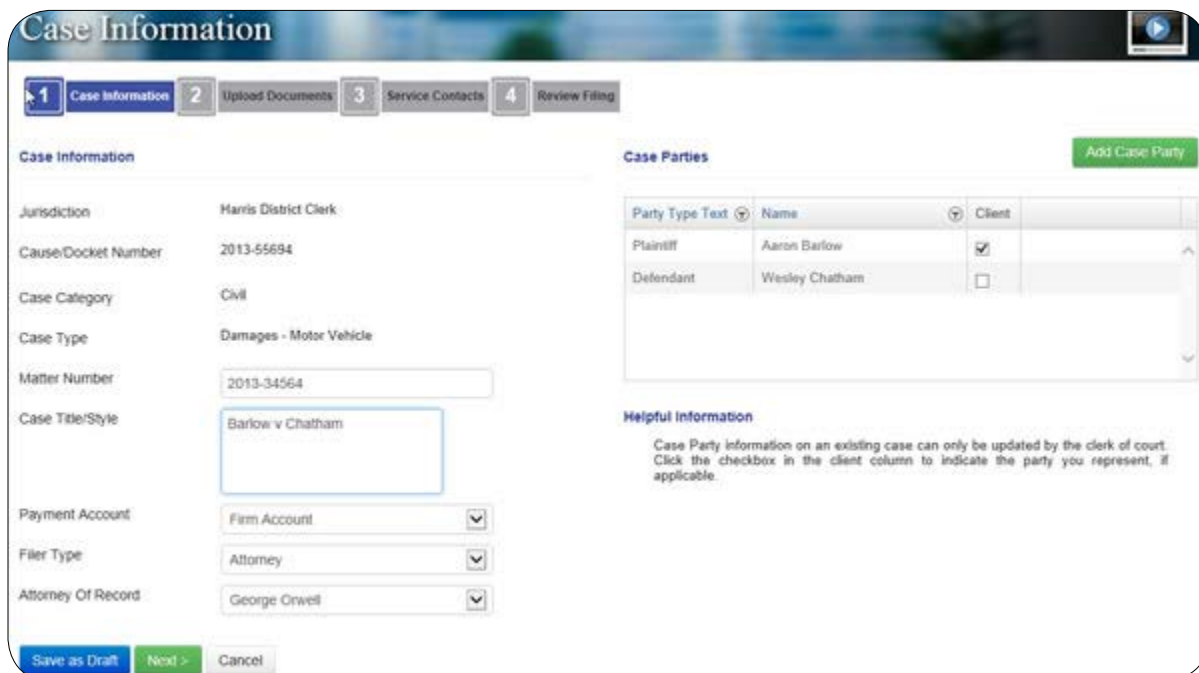
The 'Search Case' dialog box contains the following fields and buttons:

- Jurisdiction:** A dropdown menu with 'Harris District Clerk' selected.
- Cause/Docket Number:** A text input field with the placeholder text 'Required'.
- Buttons:** 'Search' (green) and 'Close' (black).

**NOTE:** The case number should be entered exactly how the case number is listed, including dashes, commas, or other special characters (ex. CV-2013-00163-1 or PR 13,5463).

### A. Integrated Counties

When you search for a case in an Integrated County, the case data populates the fields of the Case Information page as shown below.



The 'Case Information' page displays the following data:

Case Information		Case Parties	
Jurisdiction	Harris District Clerk	Party Type Text	Name
Cause/Docket Number	2013-55694	Plaintiff	Aaron Barlow
Case Category	Civil	Defendant	Wesley Chatham
Case Type	Damages - Motor Vehicle		
Matter Number	2013-34564		
Case Title/Style	Barlow v Chatham		
Payment Account	Firm Account		
Filer Type	Attorney		
Attorney Of Record	George Orwell		

**Helpful Information:** Case Party information on an existing case can only be updated by the clerk of court. Click the checkbox in the client column to indicate the party you represent, if applicable.

To begin a subsequent filing, locate the case and click the Submit button on the right column of the case listing.

## List of Cases

 Submit New Case Filing

Search Cases

10th Court of Appeals



Required

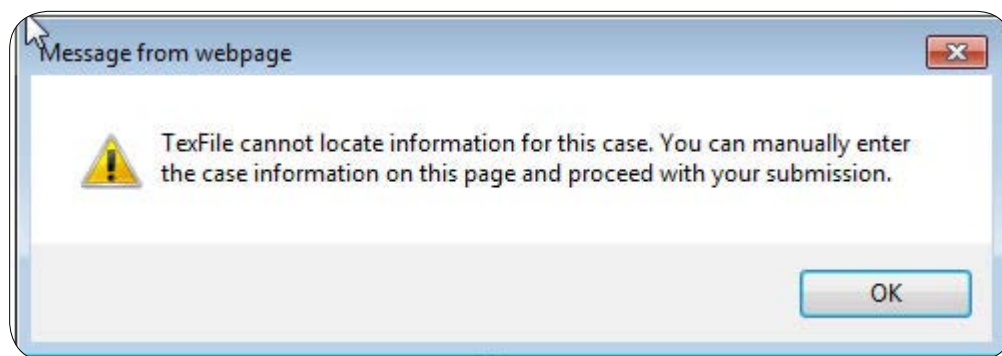
Go

### Case List

	Matter Number ▾	Cause/Docket Number ▾	Jurisdiction ▾	
★	2013-0827	12-1113	Harris District Clerk	<b>Submit</b>
★	2013-1006	2013-55894	Harris District Clerk	Submit
★	56743434	2013-77213	Harris District Clerk	Submit
★	2013-34564	2013-55694	Harris District Clerk	Submit
★	FT-131018	2013-10186	Harris District Clerk	Submit

## B. Non-Integrated Counties

For those counties who do not have integrated Case Management Systems, you search for the case with the same instructions as provided above. However, you will see a message that the case information cannot be found.



Click the **OK** button to proceed with submitting the filing. You will need to manually enter all the Case Information for this initial filing for the case since no information is available for the case from eFileTexas.gov.

**NOTE:** It is important to understand that you must enter the case number in the correct format (i.e. dashes, commas, or other special character, upper case letter, etc.), as well as make the correct selection for the Location, Category, Case Type, Filer Type, Payment Account, as well as entering the Case Parties information.

## C. FAQ

1. What is the difference between an Integrated and a Non-Integrated County?

A county that has full or partial integration refers to the county's Case Management System

who has been connected to the eFiling applications that allow the transmission of data for existing cases when searching by Case Number.

A county with no integration cannot pull data back from their Case Management System when searching for a case.

NOTE: After a case has been successfully filed into (accepted by the court), you should be able to search for the case as outlined above and have that case information returned as you experience in integrated counties.

2. Why do I have to enter the case information again?

The case information was not able to be pulled back from the court's Case Management System, requiring the you to enter this information for the court to verify for correctness.

3. Why does it show case initiation fees?

This will only show in the beginning as the application recognizes this filing as a new case until a filing code has been selected.

4. Sometimes when I search in a non-integrated court I can see filings and do a subsequent filing into those cases, why does it work sometimes and not others?

After a case has been filed into eFileTexas.gov and accepted, it will now be available for search and subsequent filing the same way as the fully integrated court.