

# TECHNOLOGY STANDARDS

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 10.0

Released: July 2025

# 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. Changes to this document are effective 30 days after adoption by both the Supreme Court and Court of Criminal Appeals. This document is approved by the Judicial Committee on Information Technology (JCIT) that was created by the 74<sup>th</sup> Texas Legislature.

## 1.2 VERSIONS

Version	Action	Release Date
<b>1.0</b>	Initial Draft	April 11, 2012
<b>1.1</b>	Added Audio/Video Standards	July 25, 2012
<b>1.2</b>	Added eFiling Filing Types	November 12, 2013
<b>1.3</b>	Added additional eFiling Types	March 21, 2014
<b>1.4</b>	Added standards for Additional Services; Removed Digital Signature standard (covered in rules); Various changes to other standards	October 14, 2014
<b>2.0</b>	Small changes to codes per county feedback	February 20, 2015
<b>2.5</b>	Small changes to codes per county feedback	August 14, 2015
<b>3.0</b>	Changes to return for correction reasons, additional services	January 29, 2016
<b>3.5</b>	Addition of JP civil and criminal standards Additional codes in district/county criminal Addition of standard filer processes	August 26, 2016
<b>4.0</b>	Small changes per feedback	January 20, 2017
<b>4.5</b>	Small changes per feedback	October 20, 2017
<b>5.0</b>	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
<b>6.0</b>	Added eFile and re:SearchTX configurations for the intermediate courts of appeals. Added standard document display names to eliminate filer confusion. Other minor changes	January 2019
<b>6.5</b>	Added codes for Juvenile cases, other changes per requests. Expanded definition of Attorney on the Case to include users authorized by the firm administrator	October 2019
<b>7.0</b>	Changed codes and additional services to support SB41 of the 87 <sup>th</sup> Session	November 2021
<b>7.1</b>	Added processing time standard for filings and revised Purpose statement	October 2023
<b>8.0</b>	Added/Changed security roles and added codes to support criminal cases on re:SearchTX	February 2024
<b>9.0</b>	Added an additional filing type and optional service; Added/Changed security roles, added documents	December 2024

	available on criminal cases; Reworded section to standardize civil case categories/types across systems; Synchronized standard case types with those shown for the Document Access System.	
<b>10.0</b>	Added/Removed case types based on clerk feedback. Added source information on fields shown in document access. Clarified roles and permissions in document access. Clarified that courts cannot require parties to use local forms.	July 2025

### 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.

**Case-Level Data System** – the statewide case-level data system provided by the Office of Court Administration.

**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.

**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.

**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.

**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.
- G. Once accepted, an eFiled document remains available to the filer for download for 30 days.

### **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 CASE CATEGORY AND CASE TYPE CONFIGURATIONS

Below are the standard case category and case type configurations to be used in the eFiling system, Document Access System, and the Case-Level Data System for district, county court at law, probate, constitutional county, and justice of the peace courts. This list of case categories and case type 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 specified statewide systems and are NOT standards for a county case management or county document management system.

### 4.1 CIVIL CASES

#### 4.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Civil - Contract	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
Civil - Employment	Discrimination Retaliation Termination Workers' Compensation Other Employment
Civil - Injury or Damage	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 Emergency Mental Health Foreign Judgment Fraudulent Liens Garnishment Handgun License Intellectual Property Jones Act Judicial Review- Fraudulent Documents Lawyer Discipline Order for Entry and Property Retrieval Perpetuate Testimony Removal of Discriminatory Provision 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 Real 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
	Other Related to Criminal Matters
<b>Civil - Tax</b>	Tax Delinquency
	Tax Suit
	Other Tax

#### **4.1.2 FILING TYPES**

<b>New Case</b>	<b>Subsequent Filings</b>
Application Petition Proposed Order Statement of Inability to Afford Costs Transfer (County Use Only)	Amended Filing Answer/ Response Application (No Fee) Bond 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 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 with Children Declare Marriage Void without Children 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 Family Law
<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**

<b>New Case</b>	<b>Subsequent Filings</b>
Application	Amended Filing
Petition	Answer/Contest/Response/Waiver
Proposed Order	Bond
Statement of Inability to Afford Costs	Counter Claim/Cross Action
Transfer (County Use Only)	/Interpleader/Intervention/Third Party
(Title IV-D OAG Use Only)	Habeas Corpus (Continuing Jurisdiction)
Establishment	Motion (No Fee)
(Title IV-D OAG Use Only) Paternity	Motion for Contempt
(Title IV-D OAG Use Only) Interstate - No TX Cause	Motion for Contempt - SAPCR
(Title IV-D OAG Use Only) Interstate - Existing TX Cause	Motion for Enforcement
(Title IV-D OAG Use Only) Enforcement	Motion for New Trial
(Title IV-D OAG Use Only) Intervention	Motion to Modify
(Title IV-D OAG Use Only) Other - Billed	Motion to Modify and Enforce
(Title IV-D OAG Use Only) Other - Not Billed	Motion to Reinstate
(Title IV-D OAG Use Only) Capias/Writ	Motion to Revoke/Suspend/Withhold
(Title IV-D OAG Use Only) Service Documents	Motion to Revoke/Suspend/Withhold - SAPCR
	Motion to Stay
	Motion to Terminate Wage Withholding
	Motion to Transfer
	Notice
	Notice of Appeal
	Notice of Delinquency
	Notice of Application of Judicial Writ of Withholding
	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 Management Trust - Adult Management Trust - Minor Temporary Guardianship - Adult Temporary Guardianship - Minor Sale of Property
<b>Probate - Other</b>	Emergency Mental Health Other Probate Relief from Firearms Disability Condemnation/Eminent Domain (Bexar/Denton/Travis County Only)

#### 4.3.2 *FILING TYPES*

New Case	Subsequent Filings
Application Application with Ad Litem Guardianship Information Letter Petition Proposed Order Statement of Inability to Afford Costs Will/Codicil Transfer (County Use Only)	Amended Filing Annual Account Annual Report Answer/Response Application for Removal Application in an Existing Estate Application on Sale of Personal Property 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) Motion for New Trial No Fee Documents Notice Oath Proposed Order Request Statement of Inability to Afford Costs Will/Codicil
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#### 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. Specific MDL case types are managed by the clerk's office managing the specific MDL case.

##### 4.4.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Multi-District Litigation (MDL)	MDL - <Supreme Court ordered MDL case type>

##### 4.4.2 FILING TYPES

New Case	Subsequent Filings
Application Petition Proposed Order Statement of Inability to Afford Costs Transfer (County Use Only)	Amended Filing Answer/Response Bond 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 Statement of Inability to Afford Costs

## 4.5 JUVENILE CASES

### 4.5.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Juvenile	Child in Need of Supervision
	Delinquent Conduct
	Transfer of Probation
	Magistrate Case

### 4.5.2 FILING TYPES

New Case	Subsequent Filings
Petition Sealing of Juvenile Records <b>Transfer Case (County Use Only)</b>	Amended Filing Affidavit Application Exhibits Deferred Prosecution Agreements Motion No Fee Documents Notice Proposed Order Report/Return Sealing of Juvenile Records Subpoena Transfer

## 4.6 CRIMINAL CASES

### 4.6.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Criminal – Misdemeanor</b>	Appeal from a Lower Court Expunction 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 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 – Other Writ – Habeas Corpus – 11.07 Writ – Habeas Corpus – 11.071 Writ – Habeas Corpus – 11.072

### 4.6.2 FILING TYPES

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

<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).

	Motion Motion for New Trial Motion to Revoke Probation/Adjudicate Guilt No Fee Documents Notice Notice of Appeal Notice of Non-Disclosure Pleas Proposed Order Reinstatement with Cost Reinstatement without Cost Request Report/Return Sanctions Toward Effective Probation (STEP) Statement of Facts Form Subpoena/Summons Waiver Warrants Writs
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## 4.7 COURTS OF APPEALS

### 4.7.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Civil - Contract</b>	All Cases
<b>Civil - Employment</b>	Workers Compensation Other Employment
<b>Civil - Injury or Damage</b>	Personal Injury Professional Malpractice
<b>Civil - Other Civil</b>	Administrative Appeal Corporation/Partnership Election - Original Proceeding Election - Appeal Governmental Immunity Insurance Lawyer Discipline Mandamus Oil and Gas Prohibition Securities/Stock Other Civil
<b>Civil - Real Property</b>	All Cases
<b>Civil - Related to Criminal Matters</b>	Expunction Non-Disclosure Seizure/Forfeiture
<b>Civil - Tax</b>	All Cases
<b>Criminal</b>	All Cases
<b>Family - Marriage Relationship</b>	Marriage Dissolution Divorce
<b>Family - Parent-Child Relationship</b>	SAPCR (Suit Affecting Parent-Child Relationship) Termination of Parental Rights
<b>Family - Title IV-D (OAG Use Only)</b>	All Cases
<b>Juvenile</b>	All Cases
<b>Probate</b>	Estate Proceedings and Administration Guardianship Mental Health

### 4.7.2 FILING TYPES

New Case and Subsequent Filings
Affidavit of Indigence (TRAP 20.1(c),(2))
Amended Notice of Appeal
Appendix
Brief Not Requesting Oral Argument
Brief Requesting Oral Argument
Copy of Notice of Appeal
Copy of Notice of Appeal - Exempt

## **Technology Standards v10.0**

Docketing Statement  
Exhibit  
Exhibits - Exempt  
Letter  
Mediation Document  
Motion  
Motion - Exempt  
Motion for Emergency Relief  
Motion for Emergency Relief - Exempt  
Motion for Rehearing  
Motion for Rehearing - Exempt  
Original Proceeding Petition  
Original Proceeding Petition - Exempt  
Original Proceeding Response  
Other Brief  
Other Document  
Petition for Discretionary Review  
Petition for Permissive Appeal  
Petition for Permissive Appeal - Exempt  
Reply to Petition for Discretionary Review  
Response  
Sworn Record

## 4.8 OTHER STANDARD ELECTRONIC FILING SYSTEM CONFIGURATIONS

### 4.8.1 STANDARD DOCUMENTS TO FILE

All filers will be given the following document types to file per envelope:

Display Name	Formats Allowed	Stamped?	Multiples Allowed?
<b>Standalone Document</b>	PDF	Yes	Yes
<b>Proposed Order</b>	PDF	No	Yes
<b>Exhibits/Supporting Documents</b>	PDF	No	Yes

### 4.8.2 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.

#### 4.8.2.1 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.

### 4.8.3 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. Texas Rule of Judicial Administration 10(g) prohibits a clerk from rejecting a properly completed form approved by the Supreme Court or an organization that reports to the Supreme Court. A clerk must accept a properly completed Guide and File form submitted through eFile Texas. Rule 10(g) also prohibits a court form requiring a party to use a local form.

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) 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

Absent extraordinary circumstances, clerks must accept, return for correction, or reject documents as so authorized on the same business day they are received by the clerk's office, and no later than the end of the next business day when circumstances make it impracticable to do so on the same business day. This standard does not require processing filings after regular business hours, on weekends, holidays, or when the clerk's office is closed.

#### **4.8.4 REQUEST FOR CORRECTION**

A clerk may request a filer to correct an e-filed document only for the following reasons. The filer will have the ability to copy the original filing, make corrections and resubmit the filing with the original file date for a period not to exceed 72 hours from the time the filing is returned for correction.

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. <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 <ul style="list-style-type: none"> <li>• Cause number</li> <li>• Case Type</li> <li>• Case Category</li> </ul>	Family Code §102.008 and §105.006 require

	<ul style="list-style-type: none"> <li>• Filing Code</li> <li>• Court Number</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>	identification of children by name and DOB  TRCP 79  Civil Practices and Remedies Code 30.015
<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) 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	
<b>Unable to Process due to eFile System</b>	The filing was unable to be processed due to a technical difficulty with the document by the eFiling processing system. Contact your EFSP for more information.	

#### 4.8.5 DESIGNATED CONTACT FOR RETURNS FOR CORRECTION

For any document that is returned for correction, the Clerk's contact information along with the username of the person returning the filing shall be provided unless the Clerk designates

a specific person to address questions concerning returned for correction documents in which case the person's name, phone number and email address will be provided to the filer.

#### *4.8.6 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 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>
Administer Oath or Affirmation with Certificate and Seal	Government Code 118.101(12)
Adoptive Child VSU	Health and Safety Code 191.0045(d)
Adoptive Child DPW	Health and Safety Code 191.0045(d)
Attorney Ad-Litem Deposit	
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 and Recording	Local Government Code 118.052 (A) (i) 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)
Certification and Seal	
Copies – Paper	Local Government Code 118.011(3)(B) Government Code 51.318(b)(7)
Copies – Electronic Converted from Paper	
Copies - Electronic	
Copies – Exemplified	Government Code 51.319(3)
Document over 25 pages after 120 days or upon approving order	Local Government Code 118.052(2)(B)(vi)
Fingerprint Fee	Government Code 411.1386
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)

<b>Additional Service</b>	<b>Statute</b>
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 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)

<b>Additional Service</b>	<b>Statute</b>
Issue Writ of Injunction	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)
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 118.052(3)(G) Government Code 51.318 (b)(3)

Additional Service	Statute
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)
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

<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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Additional Service	Statute
(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 – 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, constitutional county courts, and justice courts.

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

### 5.1 ROLE DEFINITIONS AND PERMISSIONS

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

Role Number	Name	Definition	Permissions
1A	Appellate Judges	Any sitting judge on the Supreme Court, the Court of Criminal Appeals, or the intermediate Courts of Appeals, and designated court staff.	All cases and documents statewide regardless of security.  Documents in these cases are not charged fees.
1B	District, County and Business Court Judges	Any sitting judge in the District Courts, the County Courts, the County Courts at Law, and the Business Courts together with associate judges and designated court staff.	Within their jurisdiction - all cases and documents regardless of security.  Outside their jurisdiction- all cases and documents not marked "Sealed".  Documents in these cases are not charged fees.
1C	Justices of the Peace	Any sitting judge in the Justice courts, together with designated court staff.	Within their jurisdiction - all cases and documents regardless of security. Documents in these cases are not charged fees.  Outside their jurisdiction- Role 4A permissions apply.
1D	Visiting Judges	Any judge designated on the Visiting Judge list managed by the Presiding Judges of the Administrative Judicial Regions.	All cases and documents statewide not marked "Sealed".  Documents in these cases are not charged fees.
2	Attorney(s) on the Case	An attorney licensed in Texas who has made an appearance in the case, or any other attorneys, staff, paralegals, or other persons authorized by the firm.	For cases where the attorney is the attorney of record - All cases and documents statewide not marked "Sealed". Documents in these cases are not charged fees.  All other cases – Role 4A permissions apply.
3A	Clerk Administrator	The custodian of the official record including any staff that have been given administrative access to manage security for their jurisdiction.	All cases and documents within their jurisdiction regardless of security.  Documents in these cases are not charged fees.
3B	Clerk	Any staff of the Clerk Administrator that have not been given access to manage security for their jurisdiction.	All cases and documents within their jurisdiction not marked "Sealed".  Documents in these cases are not charged fees.

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<b>4A</b>	Licensed Attorney	An attorney licensed by the State of Texas that does not fall into Role 1A-1D (Judged), Role 2 (Attorney on the Case), or Role 3A-3B (Clerks)	All cases and documents statewide not marked "Confidential" or "Sealed".  Documents in these cases are charged the set document access fees.
<b>4B</b>	Justice Partner	Staff designated by the clerk that are justice partners of the jurisdiction including probation staff and staff of a personal bond office.	All cases and documents within their jurisdiction not marked "Sealed".  Documents in these cases are not charged fees
<b>5</b>	Registered User	Any user that does not fall into any of the other roles.	All cases and documents statewide not marked "Confidential" or "Sealed" that are allowed in Section 5.4 (Registered User Matrix).  Documents in these cases are charged the set document access fees.

## 5.2 DOCUMENT SECURITY LEVEL

The Document Access System applies document image security at the case level (if needed) and at the document image level. For clerks that integrate to the electronic document access system, local case management security is mapped to these security definitions and controls the security of the case/document.

**Public** – cases and/or documents in the system can be seen by all roles, including the registered user role (Role 5) if allowed in Section 5.4 below (Registered User Matrix).

**Confidential** – cases and/or documents can be seen by attorneys on the case and their firm staff (Role 2 permissions), clerks, and clerk administrators in the jurisdiction (Role 3 permissions), justice partners (Role 4B permissions), and specific judges (Role 1 permissions).

**Sealed** – documents can only be seen by specific judges (Roles 1A-1C permissions) and Clerk Administrators (Role 3A permissions) within their jurisdiction. Index information can be seen unless the case is sealed.

## 5.3 CASE INDEX INFORMATION

The following fields are displayed in the document access system as part of case index information. For offices that are not integrated with the document access system, case index information is populated from the electronic filing manager (EFM). For offices that are integrated, case index information is populated from the local case management system (CMS)

### 5.3.1 GENERAL INFORMATION

Field	Description	Source/Notes
<b>Style</b>	Style of the Case	Filer Entry or Local CMS
<b>Location</b>	County/Clerk of the Case	Node name in re:SearchTX
<b>Case Category</b>	Case Category	Filer Entry or Local CMS - MUST match case category in JCIT standards to be shown to Registered Users (Role 5).

<b>Case Type</b>	Case Type	Filer Entry or Local CMS - MUST match case type in JCIT standards to be shown to Registered Users (Role 5).
<b>Case Filed Date</b>	Date the case was filed	EFM or Local CMS
<b>Judge</b>	Judge assigned to the case	Local CMS
<b>Case Status</b>	Status of the case	Local CMS

#### 5.3.2 RELATED CASES – ONLY AVAILABLE IF INTEGRATED

Field	Description	Source/Notes
<b>Case Filed</b>	Date related case filed	Local CMS
<b>Number</b>	Case Number	Local CMS
<b>Description</b>	Style of related case	Local CMS
<b>Location</b>	County/Clerk of the Case	Local CMS
<b>Case Type</b>	Case Type of the related case	Local CMS - MUST match case type in JCIT standards to be shown to Registered Users (Role 5).
<b>Related Reason</b>	How the case is related	Local CMS

#### 5.3.3 PARTY INFORMATION

Field	Description	Source/Notes
<b>Type</b>	Party Type	Filer Entry or Local CMS
<b>Name</b>	Party Name	Filer Entry or Local CMS
<b>Nickname/Alias</b>	Nickname/Alias	Filer Entry or Local CMS
<b>Attorneys</b>	Attorney Name	Filer Entry or Local CMS - Can be zero to many entries.

#### 5.3.4 HEARINGS – ONLY AVAILABLE IF INTEGRATED

Field	Description	Source/Notes
<b>Date/Time</b>	Date/Time of the hearing	Local CMS
<b>Hearing Type</b>	Type of Hearing	Local CMS
<b>Judge</b>	Judge name	Local CMS
<b>Location</b>	Location of the hearing	Local CMS
<b>Result</b>	Hearing result	Local CMS

#### 5.3.5 EVENTS

Field	Description	Source/Notes
<b>Date</b>	Date of the event	EFM or Local CMS
<b>Event</b>	Event Type	EFM or Local CMS - Must be Filing, Service or Hearing
<b>Type</b>	Filing Type	EFM or Local CMS
<b>Comments</b>	Filing Description	EFM or Local CMS
<b>Documents</b>	Filename	EFM or Local CMS
<b>Pages</b>	Number of Pages in the PDF	Source Document

## 5.4 REGISTERED USER MATRIX

The permissions outlined below mirror the Case Categories and Case Types defined in Section 4 and apply only to Registered Users (Role 5) of the system. Other role definitions and permissions are in Section 5.1 above.

If a clerk uses internal case types in the local case management system that do not match exactly the case types listed, the internal case types must be mapped to the case types listed in sections 5.4.1 through 5.4.6 to be accessible to Registered Users (Role 5).

**Index Info** – an X indicates that for this case type, case index information is shown.

**Protected Style** – an X indicates that the case style should be changed to protect the identities of minors. This changes the style for Role 5 (Public) to “Protected vs. Protected”. For all other roles, the style remains unchanged.

**Docs**– 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. The number of days is based on the date the case is filed. In Family Cases, the delay only applies to counties whose population exceeds 3.4 million (See Family Code 6.411).

### 5.4.1 CIVIL CASES

Case Category Code	Case Type Codes	Index Info	Docs	Delay
<b>Civil – Contract</b>	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	
	Home Owners Association	X	X	
	Insurance	X	X	
	Other Landlord/Tenant - Commercial	X	X	
	Other Landlord/Tenant – Residential	X	X	
	Non-Competition	X	X	
	Partnership	X	X	

Case Category Code	Case Type Codes	Index Info	Docs	Delay
	Other Contract	X	X	
<b>Civil - Employment</b>	Discrimination	X	X	
	Retaliation	X	X	
	Termination	X	X	
	Workers' Compensation	X	X	
	Other Employment	X	X	
<b>Civil - Injury or Damage</b>	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	
<b>Civil - Other Civil</b>	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			
	Cruelly Treated Animal	X	X	
	Dangerous Dog	X	X	
	Dog Causing Death or Serious Bodily Injury	X	X	
	Driver's License Suspension Hearing	X	X	
	Emergency Mental Health			
	Foreign Judgment	X	X	
	Fraudulent Liens	X	X	
	Garnishment	X	X	
	Handgun License	X	X	
	Intellectual Property	X	X	
	Jones Act	X	X	
	Judicial Review- Fraudulent Documents	X	X	
	Lawyer Discipline	X	X	
	Order for Entry and Property Retrieval	X	X	
	Perpetuate Testimony	X	X	
	Removal of Discriminatory Provision	X	X	
	Securities/Stock	X	X	

Case Category Code	Case Type Codes	Index Info	Docs	Delay
<b>Civil - Civil</b>	Tortious Interference	X	X	
	Toll Road	X	X	
	Tow Hearing	X	X	
	Transfer Structured Settlement Payment Rights			
	Truancy			
	Turnover	X	X	
	Writ of Sequestration	X	X	
	Writ to Retrieve Judgment	X	X	
	Other Civil	X	X	
<b>Civil - Real Property</b>	Condemnation	X	X	
	Eminent Domain	X	X	
	Partition	X	X	
	Quiet Title	X	X	
	Tax Appraisal	X	X	
	Trespass to Try Title	X	X	
	Other Real Property	X	X	
<b>Civil - Related to Criminal Matters</b>	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	
	Stolen or Seized Property	X	X	
<b>Civil - Tax</b>	Other Related to Criminal Matters	X	X	
	Tax Delinquency	X	X	
	Tax Suit	X	X	
	Other Tax	X	X	

#### 5.4.2 FAMILY CASES

Case Category Code	Case Type Codes	Index Info	Docs	Delay
<b>Family- Marriage Relationship</b>	Annulment with Children	Protected Style		31
	Annulment without Children	X		31
	Declare Marriage Void with Children	Protected Style		31
	Declare Marriage Void without Children	X		31
	Divorce with Children	Protected Style		31
	Divorce without Children	X		31
<b>Family- Other Family Law</b>	Adult Adoption			
	Register Foreign Judgment	Protected Style		31

	Garnishment	Protected Style		31
	Habeas Corpus	Protected Style		31
	Name Change			
	Protective Order			
	Removal of Disabilities of Minority			
	Temporary Authorization for Care of Child			
	Unaccompanied Alien Child			
	Other Family Law	X		31
<b>Family- Parent-Child Relationship</b>	Adoption/Adoption with Termination			
	Child Protection			
	Child Protection (Gov. Code 24.620)			
	Child Support	Protected Style		31
	Custody or Visitation	Protected Style		31
	Gestational Parenting			
	Grandparent Access	Protected Style		31
	Parentage/Paternity/Voluntary Legitimation	Protected Style		31
	Termination of Parental Rights	Protected Style		31
	Other Parent-Child	Protected Style		31
<b>Family- Post-judgment Actions</b>	Enforcement	Protected Style		31
	Modification – Custody	Protected Style		31
	Modification – Other	Protected Style		31
<b>Family- Title IV-D (OAG Use Only)</b>	(Title IV-D OAG Use Only) Establishment	Protected Style		31
	(Title IV-D OAG Use Only) Paternity	Protected Style		31
	(Title IV-D OAG Use Only) Interstate – No TX Cause	Protected Style		31
	(Title IV-D OAG Use Only) Interstate – Existing TX Cause	Protected Style		31
	(Title IV-D OAG Use Only) Enforcement	Protected Style		31
	(Title IV-D OAG Use Only) Intervention	Protected Style		31
	(Title IV-D OAG Use Only) Other – Billed	Protected Style		31
	(Title IV-D OAG Use Only) Other – Not Billed	Protected Style		31

	(Title IV-D OAG Use Only) Capias/Writ	Protected Style		31
	(Title IV-D OAG Use Only) Service Documents	Protected Style		31

#### 5.4.3 PROBATE CASES

Case Category Code	Case Type Codes	Index Info	Docs	Delay
Probate	Dependent Administration	X	X	
	Independent Administration	X	X	
	Foreign Will	X	X	
	Letters Testamentary	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			
	Guardianship – Minor			
	Management Trust - Adult	X	X	
	Management Trust - Minor			
	Temporary Guardianship – Adult			
	Temporary Guardianship – Minor			
	Sale of Property	X	X	
Probate - Other	Emergency Mental Health			
	Other Probate	X	X	
	Relief from Firearms Disability	X		
	Condemnation/Eminent Domain (Bexar/Denton/Travis County Only)	X	X	

#### 5.4.4 MDL CASES

Case Category Code	Case Type Codes	Index Info	Docs	Delay
Multi-District Litigation (MDL)	MDL – <Supreme Court Ordered MDL Type>	X	X	

#### 5.4.5 CRIMINAL

For documents to be visible to Role 5 (Registered Users), the document must contain a document type of one the following:

- Information
- Indictment
- Sentence
- Judgment
- Order of Dismissal

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If a clerk uses internal document types in the local case management system that do not match exactly the document types listed, the internal case types must be mapped to the document types listed above.

Case Category Code	Case Type Codes	Index Info	Docs	Delay
<b>Criminal – Misdemeanor</b>	Appeal from a Lower Court	X		
	Expunction			
	Misdemeanor <sup>5</sup>	X		
	Misdemeanor A	X	X	
	Misdemeanor B	X	X	
	Misdemeanor C	X	X	
	Magistrate Case	X		
	Occupational Driver's License	X		
	Writ – Other	X		
	Writ – Habeas Corpus - Other	X		
<b>Criminal – Felony</b>	Appeal from a Lower Court	X		
	Expunction			
	Capital Felony	X	X	
	Felony	X	X	
	Felony 1	X	X	
	Felony 2	X	X	
	Felony 3	X	X	
	Felony - State Jail	X	X	
	Magistrate Case	X		
	Occupational Driver's License	X		
	Sexual Predator (Health & Safety Code 841)	X		
	Writ – Other	X		
	Writ – Habeas Corpus – 11.07	X		
	Writ – Habeas Corpus – 11.071	X		
	Writ – Habeas Corpus – 11.072	X		

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<sup>5</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).

**5.4.6 COURTS OF APPEALS**

Case Category Code	Case Type Codes	Index Info	Docs	Delay
<b>Civil – Contract</b>	All Cases	X	X	
<b>Civil – Employment</b>	Workers Compensation	X	X	
	Other Employment	X	X	
<b>Civil – Injury or Damage</b>	Personal Injury	X	X	
	Professional Malpractice	X	X	
<b>Civil – Other Civil</b>	Administrative Appeal	X	X	
	Corporation/Partnership	X	X	
	Election – Original Proceeding	X	X	
	Election – Appeal	X	X	
	Governmental Immunity	X	X	
	Insurance	X	X	
	Lawyer Discipline	X	X	
	Mandamus	X	X	
	Oil and Gas	X	X	
	Prohibition	X	X	
	Securities/Stock	X	X	
<b>Civil – Real Property</b>	All Cases	X	X	
<b>Civil – Related to Criminal Matters</b>	Expunction			
	Non-Disclosure			
	Seizure/Forfeiture	X	X	
<b>Civil – Tax</b>	All Cases	X	X	
<b>Family – Marriage Relationship</b>	Marriage Dissolution	X	X	
	Divorce	X	X	
<b>Family – Parent-Child Relationship</b>	SAPCR (Suit Affecting Parent-Child Relationship)	X	X	
	Termination of Parental Rights	X	X	
<b>Family – Title IV-D (OAG Use Only)</b>	All Cases	X	X	
<b>Juvenile</b>	All Cases	X	X	
<b>Probate</b>	Estate Proceedings and Administration	X	X	
	Guardianship	X	X	
	Mental Health	X	X	