TexFile™
eFiling for Texas

Frequently Asked Questions
Mandatory E-Filing

Court Administrator Announcement

Texas Judiciary Selects New System to Streamline and Reduce Cost of E-Filing

More robust, less expensive, convenient and "green" filing of legal documents

On December 11, 2012, the Texas Supreme Court mandated electronic filing in civil cases in district courts, statutory county courts, constitutional county courts and statutory probate courts on a graduated schedule from January 2014 through July 2016.

All electronic filing will be processed through TexFile — a new, robust e-filing system that connects filers with the court system via a web-based portal. TexFile is administered by the Office of Court Administration and is driven by a commercial system from Texas-based Tyler Technologies, one of the largest providers of government software solutions and the national provider of Odyssey® Case Management and Electronic Filing solutions. Additional information and Frequently Asked Questions are below. Visit www.TexFile.com for the latest information — the site will be updated throughout 2013.

How is this system different from the one currently in place?

The new platform will reduce costs for filers and provide for expanded e-filing in Texas using a proven system already operational in several states.

TexFile reduces the core filing fee from $10.50 per document to as low as $3.50 per transaction, thereby reducing the overall cost of e-filing throughout the State. In addition, with the new system a transaction can contain multiple filings for a single case.

The new platform supports all of the existing electronic filing service providers (EFSPs). There will also be a new TexFile EFSP option that will cost $1 per transaction.

Your court will see increased reliability in e-filing service as a result of this change — up time is expected to be 24x7x365. Because of increased and more reliable bandwidth, bottlenecks will be avoided, even during peak periods. The result will be improved flow of cases through the courts so that filers can receive a file stamped copy more quickly. Filers will no longer need to reenter case data in the event of rejection by the court for any reason — they will only need to correct the errors and resubmit.

New tools will be available to assist courts in administration and reconciliation.

What is the timetable for transitioning?

The TexFile system will be implemented using a phased approach beginning September 1, 2013, and continuing through 2/28/2014. During this time, 16 appellate courts and the 52 counties currently offering electronic filing through the existing State system and any counties affected by the Supreme Court's January 1, 2014 mandate will be transitioned to TexFile. The system will be available to remaining counties following this phased approach.

What is the schedule for mandatory filing?

e-Filing will be mandatory in civil cases in the district courts, statutory county courts, constitutional county courts and statutory probate courts according to the following implementation schedule based upon the counties' 2010 Federal Census population. Courts in counties with a population of:

    a. 500,000 or more — January 1, 2014

    b. 200,000 to 499,999 — July 1, 2014

    c. 100,000 to 199,999 — January 1, 2015

    d. 50,000 to 99,999 — July 1, 2015

    e. 20,000 to 49,999 — January 1, 2016

    f. 20,000 — July 1, 2016

My court is currently e-filing. Will all of the fees and other data need to be reconfigured into the new system?

Yes, reconfiguration will be necessary. A TexFile representative will assist with this process as each court transitions to the new system.

What do I have to do to ensure that my vendor's Case Management System is ready and can maximize efficiencies?

TexFile has provided known CMS vendors with integration tools using an industry standard data transfer format. A list of known Texas CMS vendors is located on the Judicial Committee for Information Technology website at http://www.courts.state.tx.us/jcit/casemngt.asp. If your county utilizes a CMS vendor not on this list, please send an email to info@texfile.com.

If your county uses Tyler Technologies' Odyssey CMS, integration with TexFile is already in place; however, configuration may be required. The OCA will be working with the TexFile team and all additional CMS vendors to facilitate a smooth transition.

What kind of user support will the new system have?

When you need technical support regarding the e-filing system, TexFile will provide online chat, telephone and email support free of charge to filers and courts. Support hours are 7 a.m. — 7 p.m. Central time excluding major holidays.

How will court personnel be trained?

Training is free of charge. Court training will include document processing training as well as a view into the filer-side interface. Training will be conducted via webinar, and will be supplemented by downloadable content and user guides.

How will my court be notified of my official transition plan?

The transition to TexFile will consist of multiple "flights." A "flight" is a grouping of counties similar in size to be trained and transitioned within the same general time period. Flight groupings will largely be driven by the dates set forth in the Supreme Court mandate, and will transition on a cyclical schedule through 2016. The TexFile team will arrange overview meetings for court staff within each flight, and will contact each office prior to their pertinent overview meeting. During the meeting we will discuss the e-filing process, its impact on the court, and the transition process for the flight as a whole. We will also collect contact information from each court, and will in-turn coordinate specific transition plans for each county within the flight.

Will I have access to prior e-filed documents? If so, how far back?

No prior information will be available. There will not be a data conversion from the Texas.gov e-filing system to TexFile. All records housed in the Texas.gov system a court wishes to retain should be processed and recorded by court staff prior to the court's transition date.

I have questions. Where can I learn more about the TexFile program?

Further information about the TexFile program is available on the TexFile website at www.TexFile.com.