



## User Self Register with a Existing Firm

**Step 1.** Select *User with Existing Firm* (example text is incorrect, you do not need to know your Firm's ID)

**TexFile Registration** **Step 1 of 4**

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**I want to Register as a**

Firm Administrator  
Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

User with an Existing Firm  
Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

An Independent User  
You are a single user, not associated with or represented by a law firm.

All required fields are indicated by an "\*". There is no registration fee for TexFile.



## Step 2 Select your Firm

1. In **Search for Firm** type in first name (i.e.crain)and **Click Search.**
2. From the Search results **highlight** the correct firm (Crain Caton & James).
3. Firm and address will appear in **Selected Firm.**
4. **Click Next.**

**TexFile Registration** **Step 2 of 4**

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**Select Your Firm**

Narrow your firm list by entering all or part of the firm name.

Search for Firm

**Selected Firm\*** Crain Caton & James  
1401 McKinney Suite 1700  
Houston , 77010

Crain Caton & James



### Step 3 Enter User Information: Name, Email address, Password and Security Question.

NOTE: your Email Address is your log-in ID.

**TexFile Registration** **Step 4 of 5**

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**User Information**

First Name\*  MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*  Your password is case sensitive and must be at least six characters.

Verify Password\*

Attorney

I am also an Attorney

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question\*

Security Answer\*

### Step 4: Your registration is accepted.

**TexFile Registration** **Step 5 of 5**

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**Your Registration is Complete.**

Your login information is listed below and will be emailed to you.

Firm ID: Roadrunner Archives  
Email Address: records@roadrunnerarchives.net

You must verify your email address before you can log in. A verification email has been sent to you, please open it and click the link inside.



## Step 5

You will receive an email to confirm your email address.

Texas E-Filing - New User Activation  
no-reply@txcourts.gov  
To: records@roadrunnercouriers.net

You have been registered with the Texas E-Filing System. Please click on the link below to activate your account.

[Activate Account](#)

This message was automatically generated from the Texas E-Filing Manager; do not reply to this email.  
Should you need assistance, please contact your E-Filing Service Provider.

**Step 6:** You must “click” on [Activate Account](#) in order confirm this is your correct email address.

**Step 7.** The Firm Administrator will approve you as User.

You will receive this confirmation.

