



eFiling Update December 16, 2013

1. Harris District Specific

- a) When entering the cause number for eFiling into an existing case, do not include the "-" (correct 201368249, incorrect 2013-68249).
- b) Under **Security** (after uploading your lead document) Harris uses this area to describe your document. This is the same request and location Harris District made under the prior texas.gov system.

2. No Cases Found

When attempting to efile into an existing case and your Search yields a result of "**No Cases Found**", note that a blue box will appear at the bottom of your screen "**File Into Case Not Listed**".

- a) Click on the blue box.
- b) The screen will open with the eFiling sequence of a New Case filing. You will have to enter the data for the Case Information and Parties screens (instructions for New Case are listed on our web site).
- c) In the Case Information screen one of the sections is **Select Case Type**. The purpose of this field is inform the jurisdiction of the reason for the suit. i.e. "Damages Auto", "Contract". This field is not for fee generation so do not worry about any fee amounts listed. Some jurisdictions allow the selection of "Subsequent Filing-Civil".