



eFiling Update March 24, 2014 eService

Rule 21a Methods of Service (Supreme Court of Texas 13-9165)

(a) Methods of Service

(1) Documents Filed Electronically. A document electronically filed under Rule 21 must be served electronically through the electronic filing manager (eFileTexas.gov) if the email address of the party or attorney to be served is on file with the electronic filing manager . If email address is not with the electronic filing manager, serve per subparagraph 2.

(2) Served: in person, mail, commercial delivery service, fax, or **email**.

(b) When Complete

(3) Electronic service is complete on transmission of the document to the serving party's electronic filing service provider ([Court File America/eFile@TXCourts.gov](http://CourtFileAmerica/eFile@TXCourts.gov)). The electronic filing manager (eFileTexas.gov) will send confirmation of service to the serving party.

RULE 21 a (1) means that it is incumbent upon you, when eFiling, to determine if opposing counsel is on eFileTexas.gov's "Public List". If opposing counsel is on the list, you are required to eService him/her as part of your eFiling through the State's eFileTexas.gov system.

RULE 21 a (2) allows opposing counsel to serve you at any email address that you have published, if you are not on the Public List. Court File America suggests that you agree to be served electronically through the State's eFileTexas.gov system's Public List, because this system allows you better control over your receipt of the service.



The first step is understanding how an attorney is placed on the **eFileTexas.gov's Public List**.

From a Users' **WORKSPACE** select **SERVICE CONTACT**. This opens your Firm's **Master List**; created by the Firm and containing every attorney authorized to receive eService from opposing counsel.

Add New Adds a new attorney to the list.

Administrative Copy is the second email address the attorney wishes to receive eService (ie. Attorney's secretary or Firm's Reports Department).

Make This Public Confirmation by "check" allows the attorney's eService contact information to be available to **eFileTexas.gov's Public List**.

Opposing counsel is now required to eServe the attorney of record since the attorney is now on the State's Public List.

Save Contact

FILINGS BOOKMARKS TEMPLATES **SERVICE CONTACTS**

Add New

First Name* Jerry	Middle 	Last Name* Smith
Email* jsmith@getdownlaw.com	Administrative Copy ⓘ admin@getdownlaw.com	Firm Name Get Down Law Firm
Country United States of America		
Address Line 1 		
Address Line 2 ⓘ 		
City 		
State 	Zip Code 	
Phone 		
<input checked="" type="checkbox"/> Make this contact Public		

Save Contact



FILINGS BOOKMARKS TEMPLATES SERVICE CONTACTS		
Name	Email	
Jerry Smith	jsmith@getdownlaw.com	

[Add New](#)

The Firm's Service Contacts may be administered and edited:

[View Contact Details \(edit \)](#)

[View Attached Case List \(cases attorney is attached as Service Contact\)](#)

[Replace Service Contact \(with another attorney\)](#)

[Deactivate Contact \(if leaves the firm\)](#)



An attorney can be proactive and **ATTACH** his/herself to a case party for eService. Also, you can search for opposing counsel in the Public List, and attach them as well.

When 1) starting an eFiling envelope or 2) reviewing a existing envelope, click on the **icon** of **Service Contacts** (one with two figures).

A screenshot of the Court File America web interface. The top navigation bar includes "FILINGS", "BOOKMARKS", "TEMPLATES", and "SERVICE CONTACTS". Below this is a search and filter area with dropdown menus for "My Filings", "All Statuses", and "All Locations", along with date pickers for "From" and "To" (both set to 15), and buttons for "Filter", "Export", and a help icon. The main content area displays "Case # 1040776" with a sub-header "Envelope # 100122 filed December 20, 2013 at 4:35 PM by Texas Welsh on behalf of H Cohn". Below this is a table with columns for Status, Filing Code, Filing Type, Filing Description, and Reference Number. The table contains one row: Status: Accepted, Filing Code: Answer, Filing Type: EFile, Filing Description: Defendant Title Zone LLC's Original /, Reference Number: 84603-02. There are also social media icons for Facebook, Twitter, and LinkedIn.

The Service Contact **icon** will open up the case parties.

A screenshot of a dialog box titled "Select Contacts to Receive Service for each Party". The dialog box contains the text "Select a Party to add Service Contacts" followed by three options: "Defendant: Title Zone LLC AKA and DBA Tile Zone, Tile Zone LLC, and Tilezone" (highlighted in blue), "Plaintiff: Florim Ceramiche S.P.A.", and "Other Service Contacts". At the bottom of the dialog box are four buttons: "Add New", "Add From Master List", "Add From Public List", and "Show History".

High light the **Party** and click on the desired List, **Master List** (your firm) or **Public List** (opposing counsel).



MASTER LIST: Add your attorney, Mr.Cohn, to your client, the Defendant, Title Zone.

High light Mr. Cohn and select “**Add**” and **Save**.

Firm Service Contacts		Case Service Contacts	
Name	Email	Name	Email
Allison T. Beckham	beckham-efile@craincaton.com	H Miles Cohn	bankruptcy-efile@craincaton.com
Kathleen Tanner Beduze	beduze-efile@craincaton.com		
C. Vance Christopher	christopher-efile@craincaton.com		
Alec B Covey	covey-efile@craincaton.com		
Alan B Daughtry	alan@alandaughtrylaw.com		
Nicole B Davis	ndavis-efile@craincaton.com		
Michelle V Friery	bankruptcy-efile@craincaton.com		
C Henry Kollenberg	hkollenberg@craincaton.com		
Courtney M Lyssy	lyssy-efile@craincaton.com		
Sarah Patel Barbano	sarbarbano-efile@craincaton.com		

Mr. Cohn is now attached.

Select a Party to add Service Contacts

- Defendant: Title Zone LLC AKA and DBA Tile Zone, Tile Zone LLC, and Tilezone
 - H Miles Cohn (bankruptcy-efile@craincaton.com)
- Plaintiff: Florim Ceramiche S.P.A.
- Other Service Contacts

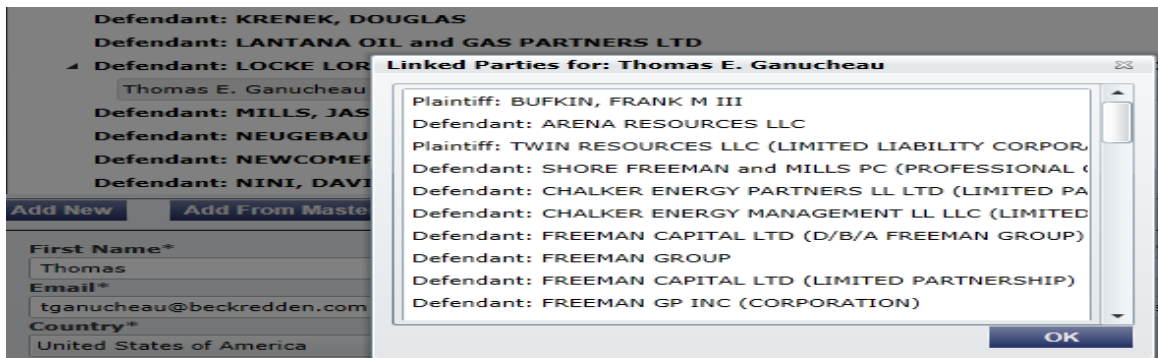
Buttons: Add New, Add From Master List, Add From Public List, Show History

First Name*	Middle	Last Name*
H	Miles	Cohn
Email*	Administrative Copy ⓘ	Firm Name
bankruptcy-efile@craincaton.com	bankruptcy-efile@craincaton.com	Crain Caton & James
Country*		
United States of America		



Attaching an attorney for eService to multiple parties in a single case

Once Mr. Ganucheau is attached to the first party select the **Link Parties with this Contact** icon to the right of his name. This icon opens the below link to all parties. High light the second party and select **OK** to attach Mr. Ganucheau to the second party in the case.



NOTE: No “X” icon to delete the attorney means that your Firm did not add this attorney and you can not employ the Link icon. Select the **View Service Contact Details** to see who added the attorney.





PUBLIC LIST: Add opposing counsel, Mr. Bean, as attorney for Plaintiff, Inter National Bank.

Select Contacts to Receive Service for this Envelope

Select All Service Contacts

Defendant: BDO USA, LLP D/B/A BDO SEIDMAN

Defendant: METABANK

Defendant: NETSPEND CORPORATION

Plaintiff: INTER NATIONAL BANK

Other Service Contacts

Add New **Add From Master List** **Add From Public List**

Enter the opposing attorney's last name (target is James Bean) and hit **Search**.

Add Service Contact from Public List

First Name: _____ Last Name: _____ Email: _____ Firm: _____ **Search** **Clear**

Search Results

Name	Email	Firm	
Sherrri Adel	denton_red@yahoo.com	Denton County District Clerk	<input type="checkbox"/>
Sherri Adelstein	sherri.adelstein@dentoncounty.com	Denton County District Clerk	<input type="checkbox"/>
Rob Adkins	robert.adkins@tylertech.com1	System	<input type="checkbox"/>
Thomas Anderson	thomas.anderson@tylertech.com	Dallas County Clerk	<input type="checkbox"/>
nita bauer	nita.bauer@publicans.com	LGBS, IT	<input type="checkbox"/>
Philip Baughman	philip.baughman@tylertech.com	System	<input type="checkbox"/>
Sherry Bodine	sherry.bodine@dentoncounty.com	Denton County District Clerk	<input type="checkbox"/>

Case Service Contacts

Name	Email	Firm	
James Bean	james.bean33@gmail.com	Acosta and Associates PLLC	<input type="checkbox"/>

Add > **< Remove**

Highlight the correct attorney and hit **Add** then **Save**.



Select Contacts to Receive Service for this Envelope

Select All Service Contacts

Defendant: BDO USA, LLP D/B/A BDO SEIDMAN

Defendant: METABANK

Defendant: NETSPEND CORPORATION

▲ Plaintiff: INTER NATIONAL BANK

James Bean (james.bean33@gmail.com) 

Other Service Contacts

[Add New](#) [Add From Master List](#) [Add From Public List](#)

First Name* James	Middle 	Last Name* Bean
Email* james.bean33@gmail.com	Administrative Copy 	Firm Name Acosta and Associates PLLC
Country* United States of America		
Address Line 1*		



eServe while eFiling: Your action of electronic eService to James Bean will be listed (and preserved) on your eFiling summary.

Also, eFilingTexas.gov will email you confirmation that James Bean was eServed. This email will serve as your proof of service (see page 10).

Case C-2084-12-1 INTER NATIONAL BANKVS.NETSPEND... (Salinas Flores, Aida) Hidalgo County 398th District Court

- 1 Parties 2 Filings 3 Service Contacts 4 Summary

Envelope and Filing Summary

Case Information Edit

Location:	Hidalgo County 398th...	Filing Attorney:	Minster Get Down
Case Category:	Civil	Payment Account:	Mr. Get Down
Case Type:	All Other Civil Cases (OCA)		
Date Filed:	7/13/2012		
Case Short Title:	INTER NATIONAL...		

Parties Edit

Party Type	Name	Address	Phone	Attorney
Plaintiff	INTER...	S 1801 2ND ST MCALLEN, TX 78505		RAYMOND...
Defendant	NETSPEND...			BRENT BISHOP
Defendant	METABANK			
Defendant	BDO USA,...			

Filings Edit

Filing Code	Filing Description	Reference Numbr	Filing Type
Answer	Defendants Original Answer	1736.001	EFileAndServe

Lead Document	File Name	Status	Security
	test.pdf	Ok	Public

Service

Attachments	File Name	Status	Security
	website2.pdf	Ok	Public

Filing Comment Filed with Exhibit A

Service Contacts Edit

Name (Email)	Service Type
<input type="checkbox"/> Defendant: BDO USA, LLP D/B/A BDO SEIDMAN	
<input type="checkbox"/> Defendant: METABANK	
<input type="checkbox"/> Defendant: NETSPEND CORPORATION	
<input checked="" type="checkbox"/> Plaintiff: INTER NATIONAL BANK	
<input checked="" type="checkbox"/> James Bean (james.bean33@gmail.com)	EServe
<input type="checkbox"/> Other Service Contacts	



Your eFiling envelope detail will show the eService Details.

[Print this Page](#)

Case# C-2084-12-I International vs Netspend Corp.

Case Information

Location	Hidalgo County 398 th . Dist. Ct.
Date Filed	
Case Number	C-2084-12-I
Case Description	International vs
Assigned to Judge	
Attorney Name	Name
Firm Name	
Filed By	Texas Welsh

Fees

Convenience Fe
Total Court Fee

Payment

Account Name	Court File America
Transaction amount	
Transaction ID	

Filing Code

Filing Type	EFileAnd Serve
Filing Code	Exhibit
Filing Description	Post-Hearing Submission
Comments	Post-hearing submission with exhibit A
Status	Submitting

Documents

<i>Lead Document</i>	Post-Hearing Submission	[Original]	click to view
<i>Attachment</i>	Exhibit A	[Original]	click to view

eService Details

Name/Email	Firm	Service Type	Status	Served	Date/Time Opened
James Bean James.bean33@gmail.com	Acosta and	EServe	Sent	Yes	Not Opened



Your proof of Service email

From: No-reply@eFileTexas.gov
To: You
Subject: Copy of Service Case No. C-2084-12-I

This is a copy of service filing for Case/Envelope: C-2084-12-I

Date Submitted: d/m/yyyy
Filing Description: Post-Hearing Submission
Filing Code: Exhibit

The following are service contacts on this filing:
INTER NATIONAL BANK:

James Bean (james.bean33@gmail.com)

Other Service Contacts not associated with a party on the case:

[Download Document](#)

Do not reply to this email.

NOTE: You can track Mr. Bean's opening of the document eServed to him by opening your accepted envelope and going to View Filing Details then eService Details.

NOTE: If the above email states that eService was "**undeliverable**", open your accepted envelope and go to View Filing Details then eService Details. There will be a **blue arrow** by eService Details entitled "resubmit". In most cases the email address was correct; the receiving party's email reception was most likely temporarily unavailable. Hit "**resubmit**" and the status will change from "error" to "yes". Note: Reprint your View Filing Details showing the eService status as "yes".



eService to You

When you are eServed by opposing counsel you and your administrative address will receive an email from **eFileTexas.gov** with a link to a copy of the documents filed.

From: No-Reply@eFilingTexas.gov
Sent: Tuesday, January 07, 2014
To: You
Subject: Copy of Service for Case envelope: 429-04764-2013 (Case Name)

This is a copy of the service fill for Case No. 429-04764-2012, Case Name

Dare Submitted: 1/7/2014 2:28 PM

Filing Code: Objection

The following are service contact on this filing:

Plaintiff Your Name and email address

[Download Document](#) (link to document)

This message was automatically generated from the Texas E-Filing Manager; do not reply to this email.

Note: Link of the Administrative email to the Document **will not work until** the document has been “accepted” by the Clerk. The attorney will get an immediate copy and the administrator will get a delayed, but file stamped copy.