



Frequently Asked Questions:

Electronic Service through TexasOnline



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What is Electronic Service?

Electronic Service (eService) is a system in which attorneys can be served signed copies of orders, judgments, and other documents electronically (through email) automatically whenever an order is signed on a case they are involved in. In order to take advantage of this service, all an attorney needs to do is register to receive a complimentary *free* account with TexasOnline, the Texas e-government portal. The El Paso District Clerk's office will be the *first* office in the state of Texas to implement electronic service to attorneys. Help pave the way for El Paso County to continue to be a leader in the realm of electronic document processing!

How does it work?

After an order is signed electronically by the Judge, a clerk takes the document and, using a TexasOnline web interface, uploads the order, enters the attorneys to be served, and sends it. Done. No paper or extra copies to be made, no ink, no postage or envelopes, and, best of all, no time wasted visiting the Courthouse to pick up a signed order! An email is sent to the email address you provide informing you that you have received a new eService. You then simply log in to your account at <https://www.efilingforcourts.com/FilerServices/> and retrieve a link to the file-stamped copy of the order, where you can then download the order and print out as many copies as you wish.

What hardware and software do I need to receive eService?

All you need in order to receive service electronically is a computer with Internet access, a valid email address, and a copy of the Adobe Reader software (freely downloadable off of the Internet at <http://www.adobe.com/>) that is used to view the documents.

How much does it cost?

Registering an account with TexasOnline for eService is *FREE*.

How do I register?

To register for eService, simply follow these five steps:

- Visit <https://www.efilingforcourts.com/FilerServices/>

- Click the link at the top labeled “In order to login, you must first register”
- Fill out the form with the required information and click the "register" button at the bottom of the page. Completing this form will register you with the eFiling for Courts system and allow you to receive eServices from the court, free of charge. However, if you do wish to electronically file documents with the clerk’s office, you must file through a registered Electronic Filing Service Provider and pay a per-filing service fee. *The court is not mandating the use of the eFiling for Courts system for the filing of documents, only for the retrieval of eServices.* However, if you do wish to begin e-filing documents please visit <http://www.epcounty.com/districtclerk/efile.htm>.
- Click the “Electronic Services Profile” link
- Check the “Global Acceptance” check box and click the “Save Profile” button

You are now registered with TexasOnline and have enabled your account to receive eService.

What if I’m already registered and am currently e-filing with the District Clerk’s Office?

If you are e-filing, then you are already registered with TexasOnline. All you need to do then is to go into your account settings at your Electronic Filing Service Provider’s website and turn on the setting for Global Acceptance of eService.

What kinds of documents can I be served with through eService?

At the moment, the following types of signed documents can be served electronically:

- Orders
- Decrees

- Judgments
- Dismissals
- Notices
- A small variety of other document types

After the Judge has signed any of these documents, they can then be sent immediately via email straight to you through the new eService system.

- **NO** waiting
- **NO** paper
- **NO** hassle

Effective November 1, 2009, the 388th District Court will eServe all documents generated by the Court through the TexasOnline eFiling for Courts eService system. Attorneys who wish to receive signed Orders electronically will need to register with eFiling for Courts and opt in to receive electronic service on all cases falling in this jurisdiction. As always, copies of signed Orders can also be retrieved at the District Clerk's office, at the normal cost of \$0.25 per page.

Please feel free to call the District Clerk's Office if you have any questions on the eService system; we can be reached from 8:00 am to 5:00 pm, Monday to Friday, through our main number at (915) 546-2021. Ask for David Kantola or Luke Leverton. You may also contact Juan Flores at the 388th District Court at (915) 543-3850. Our hope is that the District Clerk's Office and the 388th District Court, in cooperation with TexasOnline, can create a better, faster, more efficient system for attorneys; one in which everything is handled electronically. So help out by signing up today!