

# TECHNOLOGY STANDARDS

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 4.0

Released: January 20, 2017

# 1 INTRODUCTION

## 1.1 PURPOSE

Pursuant to Texas Government Code, Chapter 77, Section 77.031, this document delineates standards for the technological needs of the judicial system. This document is approved by the Judicial Committee on Information Technology (JCIT) that was created by the 74<sup>th</sup> Texas Legislature. Changes to this document are effective 90 days after adoption and publication by the JCIT.

## 1.2 VERSIONS

Version	Action	Release Date
1.0	Initial Draft	April 11, 2012
1.1	Added Audio/Video Standards	July 25, 2012
1.2	Added eFiling Filing Types	November 12, 2013
1.3	Added additional eFiling Types	March 21, 2014
1.4	Added standards for Additional Services; Removed Digital Signature standard (covered in rules); Various changes to other standards	October 14, 2014
2.0	Small changes to codes per county feedback	February 20, 2015
2.5	Small changes to codes per county feedback	August 14, 2015
3.0	Changes to return for correction reasons, additional services	January 29, 2016
3.5	Addition of JP civil and criminal standards Additional codes in district/county criminal Addition of standard filer processes	August 26, 2016
4.0	Small changes per feedback	January 20, 2017

## 1.3 DEFINITIONS

**Attachment** – any unique supporting document including exhibits and proposed orders that are not defined in Rule 21 (a) of the Texas Rules of Civil Procedure.

**Digital Media** – any files stored in an electronic format. This can include (but is not limited to) text, audio and video files.

**Document** – a pleading, plea, motion, application, request, exhibit, brief, memorandum of law, or other instrument in electronic form.

**DPI** – Dots per inch

**Lead Document** – a document as defined by Rule 21 (a) of the Texas Rules of Civil Procedure. If filing a single document, it is the lead document.

**NARA** - National Archives and Records Administration

**NIEM** – National Information Exchange Model – a partnership of the U.S. Department of Justice, the U.S. Department of Homeland Security, and the U.S. Department of Health and Human Services designed to develop, disseminate and support enterprise-wide information exchange standards and processes that can enable jurisdictions to effectively share critical information in emergency situations, as well as support the day-to-day operations of agencies throughout the nation. NIEM was adopted formally by JCIT and is promulgated in data

exchanges in Texas Administrative Code, Title 1, Part 8, Chapter 177.

**Electronic Court Filing (ECF) standards** – a set of non-proprietary extensible markup language (XML) and Web services specifications, along with clarifying explanations and amendments to those specifications that have been added for the purpose of promoting interoperability among electronic court filing vendors and systems.

**OCA** – Office of Court Administration

**OCR** – Optical Character Recognition

**PDF** – Portable Document Format – for the purpose of these standards this is PDF 1.4 (ISO 19005-1:2005 – Revised as ISP/NP 19005-1). This standard specifies how to use PDF for long-term preservation of electronic documents and is applicable to documents containing combinations of character, raster and vector data.

**PDF Distiller** – a program or application that converts files into PDF files so that the printed appearance of a document is preserved regardless of the application used to create it. This functionality is commonly seen as “Print to PDF”, “Save to PDF” or “Export to PDF”.

**PDF Software** – software that conforms to International Organization for Standardization (ISO) 32000-1:2008. This standard specifies standards for creating (writing), reading, displaying and interacting with PDF documents.

**JCIT** – Judicial Committee on Information Technology

## 1.4 REFERENCES

- NIEM – <http://www.niem.gov>
- OASIS LegalXML Electronic Court Filing (ECF) specifications – <http://www.oasis-open.org/committees/legalxml-courtfilling/>
- VLC media player supported formats – <http://www.videolan.org/vlc/features.html>
- Windows media player supported formats – <http://support.microsoft.com/kb/316992>

## 2 SYSTEM DATA EXCHANGE STANDARDS

In accordance with Texas Administrative Code, Title 1, Part 8, Chapter 177, information exchanges that occur between the various systems (electronic filing manager, case management, document management, etc.) should occur using the current OASIS LegalXML specifications. The OASIS LegalXML specification is a subset to NIEM.

## 3 DIGITAL MEDIA STANDARDS

In addition to content and formatting promulgated by the Texas Rules of Civil Procedure, Texas Code of Criminal Procedure, and Texas Rules of Appellate Procedure, the following standards apply to digital media filed electronically or scanned from source records (filed after the effective date of these standards) by the clerk.

### 3.1 DOCUMENTS

## Technology Standards v4.0

- A. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated.
- B. When possible, the document should be generated directly from the originating software using a PDF distiller.
- C. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.
- D. An e-filed document may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
- E. Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Documents may not contain embedded fonts. Each document must be a single PDF. An appellate court may require that multiple PDF documents be combined into a single PDF document and bookmarks used to separate content appropriately. The content of the document should not depend on bookmarks.
- F. Any e-filed document filename should contain only alphanumeric characters that are part of the Latin1\_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters.

### 3.2 AUDIO/VIDEO

- A. The following media players are supported (specific audio/video formats can be found on each media player's website):
  - a. VLC media player (VideoLAN Organization)
  - b. Windows media player (Microsoft)
- B. When an audio/video file is natively supported by at least one media player listed in these standards, the file must not be converted into another format.
- C. If an audio/video file is not natively supported by at least one media player listed in these standards, the file must be converted to another format supported by at least one media player listed. The original, any hardware requirements, and software needed to view/hear the original must be submitted as well.
- D. If modifications are needed to enhance the native audio/video, a copy of the original must be made. The modified copy (submitted in addition to the original audio/video) must also be generated in a format supported by at least one media player listed in these standards.

## 4 EFILING FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system for district, county court at law, probate, constitutional county, and justice of the peace courts. This list of filing configurations must be accepted in each court. Courts and clerks may not add to this configuration, but may eliminate codes if not needed in a particular jurisdiction.

It is important to note that these standards only apply to the electronic filing system which is a delivery system and are NOT standards for a county case management or document management system.

### 4.1 CIVIL CASES – DISTRICT AND COUNTY COURTS

#### 4.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Civil – Contract</b>	Debt/Contract – Consumer/DTPA Debt/Contract – Debt/Contract Debt/Contract – Fraud/Misrepresentation Debt/Contract – Other Foreclosure – Home Equity-Expedited Foreclosure – Other Franchise Insurance Landlord/Tenant Non-Competition Partnership Other Contract
<b>Civil – Employment</b>	Discrimination Retaliation Termination Workers’ Compensation Other Employment
<b>Civil – Injury or Damage</b>	Assault/Battery Construction Defamation Malpractice – Accounting Malpractice – Legal Malpractice – Medical Malpractice – Other Professional Liability Motor Vehicle Accident Premises Product Liability – Asbestos/Silica Product Liability – Other Other Injury or Damage
<b>Civil – Other Civil</b>	Administrative Appeal Antitrust/Unfair Competition Bill of Review

	Code Violations
	Communicable Disease
	Foreign Judgment
	Fraudulent Liens
	Garnishment
	Intellectual Property
	Judicial Review- Fraudulent Documents
	Lawyer Discipline
	Perpetuate Testimony
	Securities/Stock
	Tortious Interference
	Toll Road
	Transfer Structured Settlement Payment Rights
	Other Civil
<b>Civil – Real Property</b>	Condemnation
	Eminent Domain
	Partition
	Quiet Title
	Trespass to Try Title
	Other Property
<b>Civil – Related to Criminal Matters</b>	Expunction
	Judgment Nisi
	Non-Disclosure
	Occupational Driver’s License
	Seizure/Forfeiture
	Sexual Predator (Health & Safety Code 841)
	Writ of Habeas Corpus – Pre-indictment
	Other
<b>Civil – Tax</b>	Tax Appraisal
	Tax Delinquency
	Other Tax

4.1.2 FILING TYPES

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit of Indigency	Affidavit of Indigency
Application	Amended Filing
Petition	Answer/ Response
Proposed Order	Bond
Transfer (County Use Only)	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party
	Contest
	Filing of Action other than Original
	Garnishment
	Motion (No Fee)
	Motion for Contempt
	Motion for New Trial

**Technology Standards v4.0**

	Motion to Modify Motion to Reinstate Motion to Terminate Wage Withholding Motion to Transfer Notice Notice of Appeal No Fee Documents Proposed Order Request Transfer (County Use Only) Vital Statistics Forms
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## 4.2 CIVIL CASES – JUSTICE OF THE PEACE

### 4.2.1 CASE CATEGORIES/TYPES

<b>Case Category Code</b>	<b>Case Type Codes</b>
<b>Civil</b>	Administrative
	Bill of Review
	Debt Claim
	Foreign Judgement
	Garnishment
	Handgun License
	Repair and Remedy
	Small Claims
	Tax Suit
	Tow Hearing
	Truancy
	Turnover
	Writ of Sequestration
	Writ to Revive Judgement
<b>Civil – Injury or Damage</b>	Cruelly Treated Animal
	Dangerous Dog
	Dog Causing Death or Serious Bodily Injury
<b>Civil – Real Property</b>	Eviction
	Order for Entry and Property Retrieval
	Writ of Re-Entry
	Writ of Restoration Utility
<b>Civil – Related to Criminal Matters</b>	Bond Forfeiture
	Driver’s License Suspension Hearing
	Occupational Driver’s License
	Stolen or Seized Property

### 4.2.2 FILING TYPES

<b>New Case</b>	<b>Subsequent Filings</b>
Affidavit	Abstract of Judgement
Application	Affidavit
Bill of Review	Amended Filing
Petition	Answer Filed
Proposed Order	Appeal Filed
	Application Filed
	Bankruptcy Filed
	Bond
	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party
	Contest
	Motion Filed
	Motion for Continuance



**Technology Standards v4.0**

	Motion for Default Judgment Motion for Discovery Motion for New Trial Motion to Dismiss Motion to Transfer Notice Notice of Appeal Other Documents Not Listed Proposed Order Request for Service Subpoena/Summons Writ of Execution
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### 4.3 FAMILY/JUVENILE CASES

The Title IV-D Agency (Texas Office of the Attorney General – Child Support Division) will file its documents under the “Family/Juvenile – Title IV-D (OAG Use Only)” category and use only the case and filing types that begin with “(Title IV-D OAG Use Only) for all its new and subsequent filings.

#### 4.3.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Family/Juvenile – Marriage Relationship</b>	Annulment with Children
	Annulment No Children
	Declare Marriage Void
	Divorce with Children
	Divorce No Children
<b>Family/Juvenile – Other Family Law</b>	Adult Adoption
	Register Foreign Judgment
	Garnishment
	Habeas Corpus
	Name Change
	Protective Order
	Removal of Disabilities of Minority
	Unaccompanied Alien Child
<b>Family/Juvenile – Parent-Child Relationship</b>	Adoption/Adoption with Termination
	Child Protection
	Child Protection (Gov. Code 24.620)
	Child Support
	Custody or Visitation
	Gestational Parenting
	Grandparent Access
	Parentage/Paternity/Voluntary Legitimation
	Termination of Parental Rights
	Other Parent-Child
<b>Family/Juvenile – Post-judgment Actions</b>	Enforcement
	Modification – Custody
	Modification – Other
<b>Family/Juvenile – Title IV-D (OAG Use Only)</b>	(Title IV-D OAG Use Only) Establishment
	(Title IV-D OAG Use Only) Paternity
	(Title IV-D OAG Use Only) Interstate – No TX Cause
	(Title IV-D OAG Use Only) Interstate – Existing TX Cause
	(Title IV-D OAG Use Only) Enforcement
	(Title IV-D OAG Use Only) Intervention
	(Title IV-D OAG Use Only) Other – Billed
	(Title IV-D OAG Use Only) Other – Not Billed
	(Title IV-D OAG Use Only) Capias/Writ
	(Title IV-D OAG Use Only) Service Documents

4.3.2 FILING TYPES

New Case	Subsequent Filings
Affidavit of Indigency Application Petition Proposed Order Transfer (County Use Only) (Title IV-D OAG Use Only) Establishment (Title IV-D OAG Use Only) Paternity (Title IV-D OAG Use Only) Interstate – No TX Cause (Title IV-D OAG Use Only) Interstate – Existing TX Cause (Title IV-D OAG Use Only) Enforcement (Title IV-D OAG Use Only) Intervention (Title IV-D OAG Use Only) Other – Billed (Title IV-D OAG Use Only) Other – Not Billed (Title IV-D OAG Use Only) Capias/Writ (Title IV-D OAG Use Only) Service Documents	Affidavit of Indigency Amended Filing Answer/Contest/Response/Waiver Bond Counter Claim/Cross Action/Interpleader/Intervention/Third Party Habeas Corpus (Continuing Jurisdiction) Motion (No Fee) Motion for Contempt Motion for Enforcement Motion for New Trial Motion to Modify Motion to Modify and Enforce Motion to Reinstate Motion to Revoke/Suspend/Withhold Motion to Stay Motion to Terminate Wage Withholding Motion to Transfer Notice Notice of Appeal Notice of Delinquency No Fee Documents Proposed Order Request Transfer (County Use Only) (Title IV-D OAG Use Only) Establishment (Title IV-D OAG Use Only) Paternity (Title IV-D OAG Use Only) Interstate – No TX Cause (Title IV-D OAG Use Only) Interstate – Existing TX Cause (Title IV-D OAG Use Only) Enforcement (Title IV-D OAG Use Only) Intervention (Title IV-D OAG Use Only) Other – Billed (Title IV-D OAG Use Only) Other – Not Billed (Title IV-D OAG Use Only) Capias/Writ (Title IV-D OAG Use Only) Service Documents

4.3.3 PARTY TYPES

For each Title IV-D case type, the court will list one (1) Petitioner and two (2) Respondents as required party types.

4.4 PROBATE CASES

4.4.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Probate</b>	Dependent Administration
	Independent Administration
	Foreign Will
	Letters Testamentary
	Muniment of Title
	Other Estate Proceedings
	Small Estate Proceedings
	Open Safety Deposit Box
<b>Probate – Guardianship</b>	Guardianship – Adult
	Guardianship – Minor
	Guardianship Management Trust
	Sale of Property
<b>Probate – Other</b>	Other Probate
	Condemnation/Eminent Domain (Bexar/Denton/Travis County Only)

4.4.2 FILING TYPES

New Case	Subsequent Filings
Affidavit on Indigency	Affidavit on Indigency
Application	Amended Filing
Application with Ad Litem	Annual Account
Guardianship Information	Annual Report
Letter	Answer/Response
Petition	Application for Removal
Proposed Order	Application in an Existing Estate
Will/Codicil	Application on Sale of Personal Property
Transfer (County Use Only)	Application on Sale of Real Property
	Bond
	Claim
	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party/Contest
	Final Account
	Final Report
	Inventory
	Inventory – (filed after the 90 <sup>th</sup> day after the date the personal rep has qualified)
	Motion (No Fee)
	No Fee Documents
	Notice
	Oath
	Proposed Order
	Request
	Will/Codicil

#### 4.5 MULTI-DISTRICT LITIGATION (MDL) CASES

The case categories and types below are updated upon an order from the Supreme Court creating or removing a MDL case type.

##### 4.5.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Multi-District Litigation (MDL)</b>	MDL – Asbestosis
	MDL – GM Ignition Switch
	MDL – Hailstorm
	MDL – Hurricane Ike
	MDL – Product Liability

##### 4.5.2 FILING TYPES

New Case	Subsequent Filings
Affidavit of Indigency	Affidavit of Indigency
Application	Amended Filing
Petition	Answer /Response
Proposed Order	Bond
Transfer (County Use Only)	Counter Claim/Cross
	Action/Interpleader/Intervention/Third Party
	Contest
	Motion (No Fee)
	Motion for Contempt
	Motion for Enforcement
	Motion for New Trial
	Motion to Modify
	Motion to Reinstate
	Motion to Terminate Wage Withholding
	Motion to Transfer
	Notice
	Notice of Appeal
	No Fee Documents
	Proposed Order
	Request

## 4.6 CRIMINAL CASES – DISTRICT AND COUNTY COURTS

### 4.6.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Criminal – Misdemeanor</b>	Appeal from a Lower Court
	Misdemeanor <sup>1</sup>
	Misdemeanor A
	Misdemeanor B
	Misdemeanor C
	Magistrate Case
	Occupational Driver’s License
	Writ – Other
	Writ – Habeas Corpus
<b>Criminal – Felony</b>	Appeal from a Lower Court
	Acquittal Expunction
	Capital Felony
	Felony
	Felony 1
	Felony 2
	Felony 3
	Felony - State Jail
	Magistrate Case
	Occupational Driver’s License
	Sexual Predator (Health & Safety Code 841)
	Writ – Habeas Corpus - Other
	Writ – Habeas Corpus – 11.07 and 11.071
Writ – Habeas Corpus – 11.072	

### 4.6.2 FILING TYPES

New Case	Subsequent Filings
Complaint	Amended Filing
Indictment	Amended Filing for Occupational Driver’s License
Information	Affidavit
Petition	Answer/Response
Transfer Case (County Use Only)	Application
	Bill of Review
	Bond
	Election as to Punishment
	Letters
	Motion
	Motion for New Trial
	Motion to Revoke Probation/Adjudicate Guilt
	Notice
	Notice of Non-Disclosure

<sup>1</sup> For the “Misdemeanor” and “Felony” case types, the intent is that the clerk chooses either the broad case type (Misdemeanor) OR the detailed case types (Misdemeanor A, Misdemeanor B, Misdemeanor C).

	Other Documents Not Listed Pleas Proposed Order Reinstatement with Cost Request Report/Return Sanctions Toward Effective Probation (STEP) Statement of Facts Form Warrants Writs
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4.7 CRIMINAL CASES – JUSTICE OF THE PEACE

4.7.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Criminal	Complaint
	Citation

4.7.2 FILING TYPES

New Case	Subsequent Filings
Petition	Affidavit
Transfer Case (County Use Only)	Application
	Bond
	Motion
	Notice
	Other Documents Not Listed
	Pleas
	Proposed Order
	Request
	Subpoena/Summons
	Warrants
	Writs



## 4.8 OTHER STANDARD ELECTRONIC FILING SYSTEM CONFIGURATIONS

### 4.8.1 STANDARD FILER PROCESSES

All filers using the electronic filing system must follow the standard processes when filing particular items with the court. Clerks may not return a document for correction if the filer followed the processes outlined below.

#### 4.8.1.1 Proposed Orders

Proposed orders may not be combined into one computer file with a motion or other document.

A proposed order may not be the lead document in an envelope containing a motion or other document. When filed with a motion or other document, a proposed order must be filed as an attachment in the same envelope as the motion or other document.

If nothing is being filed along with the proposed order, the proposed order must be the lead document.

#### *Preferred Clerk Implementation*

1. Clerk includes the proposed order in the case management system for judicial review.
2. Judge modifies and then signs the proposed order (transforming it into an order) and returns it to the clerk for filing. Judges are encouraged, but not required, to electronically file an order back to the clerk's office.

#### 4.8.1.2 Request for Citations

When citation is needed, the filer must select "Issue Citation" as an additional service.

#### *Preferred Clerk Implementation*

1. Clerk accepts the lead document and attachments and then electronically prepares the citation.
2. Clerk sends the citation to the filer via
  - a. The eFileTexas system as a "eServe Only" filing,
  - b. Email to the party using the email address on file.

**4.8.2 ACCEPTANCE OF DOCUMENTS TENDERED FOR FILING**

A clerk must accept a document tendered for e-filing unless specifically authorized not to accept the document(s) by statute, Texas Rules of Appellate Procedure, or by the Texas Rules of Civil Procedure for the reasons listed below.

Category	Reason	Authority
<b>Sealed Documents</b>	Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled.	TRCP 21(f)(4) TRAP 9.10
<b>Vexatious Litigant</b>	Filer has been found to be a vexatious litigant and has not presented an order from the local administrative judge permitting the filing.	CPRC §11.103

**4.8.3 REQUEST FOR CORRECTION**

A clerk may request a filer to correct an e-filed document only for the following reasons. The request must state the reason and reference any supporting authority as follows:

Category	Reason	Authority
<b>Insufficient Fees</b>	Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type. <i>&lt;provide short summary as to what fees were not included&gt;</i>	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
<b>Insufficient Funds</b>	Credit Card was declined. Please resubmit with a valid method of payment.	TRCP 99(d) and Gov't Code, §51.318(b)(7) and (8) Gov't Code §51.317(a) Local Gov't Code §118.052; §118.121; or §118.131
<b>Document Addressed to Wrong Clerk</b>	The document is addressed to a court for which this clerk's office does not accept filings. Please correct or re-file with the appropriate clerk's office.	
<b>Duplicate New Case Filing</b>	The filing requesting a new case duplicates an existing case. Please file under the existing case.	
<b>Incorrect/Incomplete Information</b>	Please resubmit using the correct/complete information	Family Code

	<ul style="list-style-type: none"> <li>• Cause number</li> <li>• Case Type</li> <li>• Case Category</li> <li>• Filing Code</li> <li>• Party names on document(s)</li> <li>• Attorney/Party email address(es)</li> <li>• Required forms</li> <li>• Information required by Statute</li> </ul>	<p>§102.008 and §105.006 require identification of children by name and DOB</p> <p>TRCP 79</p> <p>Civil Practices and Remedies Code 30.015</p>
<b>Incorrect Formatting</b>	<p>Please resubmit the document</p> <ul style="list-style-type: none"> <li>• By rotating the document so that the file mark will appear in the upper right corner</li> <li>• In text searchable PDF</li> <li>• Directly converted to PDF if possible.</li> <li>• With a 300dpi resolution</li> <li>• With a page size of 8.5"x11"</li> <li>• With no embedded fonts</li> </ul>	TRCP 21 (f)(8)
<b>PDF Documents Combined</b>	You have submitted multiple documents for filing in a single PDF. The file-mark will only appear on documents submitted as lead documents. Please file all lead documents as separate PDF documents.	
<b>Illegible/Unreadable</b>	Please resubmit in a format that is legible.	
<b>Sensitive Data</b>	<p>Please resubmit with all sensitive data redacted:</p> <ul style="list-style-type: none"> <li>• DL, SSN, Passport Number, Tax ID Number, Government Issued ID Number</li> <li>• Bank Account Number, Credit Card Number, Financial Account Number</li> <li>• Birth Date, Home Address and name of any person who was a minor when the suit was filed.</li> </ul>	TRCP 21c (a-f) TRAP 9.10
<b>Filer's Request</b>	The filer requested that this filing be returned.	
<b>Judge's Request</b>	The judge requested that this filing be returned	

4.8.4 ADDITIONAL SERVICES

A clerk may offer additional services as outlined in statute that are charged in addition to any filing fees. The following additional services are allowed to be offered in the eFiling system. A clerk may choose not to offer a particular service and eliminate it from their local configuration, however, a clerk may not add a service not shown below.

If a clerk chooses to provide additional services functionality, all of the services listed below beginning with (Title IV-D OAG Use Only) must be made available to the Title IV-D Agency. The Title IV-D Agency will use only these additional services.

<b>Additional Service</b>	<b>Statute</b>
Additional Plaintiffs (11-25)	Government Code 51.317 (b-1)(1)
Additional Plaintiffs (26-100)	Government Code 51.317 (b-1)(2)
Additional Plaintiffs (101-500)	Government Code 51.317 (b-1)(3)
Additional Plaintiffs (501-1000)	Government Code 51.317 (b-1)(4)
Additional Plaintiffs (1001+)	Government Code 51.317 (b-1)(5)
Adoptive Child VSU	Health and Safety Code 191.0045(d)
Adoptive Child DPW	Health and Safety Code 191.0045(d)
Authenticated Certificate	Local Government Code 118.060
Background Check	Local Government Code 411.1386
Bill of Cost	Local Government Code 118.011(c) Government Code 51.319(3)
Bond Approval Fee	Government Code 51.318(b)(6)
Certificate Issuance	Local Government Code 118.060
Certificate of Name Change	Family Code 45.106(c)
Certificate of No Appeal	Local Government Code 118.060 Government Code 51.318(b)(4)
Copies – Certified	Local Government Code 118.011(3)(B) Government Code 51.318(b)(7)
Copies – Exemplified	Government Code 51.519(3)
Copies – Non-Certified	Local Government Code 118.011(3)(C) Government Code 51.318(b)(8)
Copies – Service	Rules of Civil Procedure 99(a)
Document over 25 pages after 120 days or upon approving order	Local Government Code 118.052(2)(B)(vi)
Issue Abstract of Judgment	Local Government Code 118.052(1)(C)(i) Government Code 51.318 (b)(5)
Issue Bench Warrant	Local Government Code 118.059 Government Code 51.318 (b)(2)
Issue Capias	Local Government Code 118.059 Government Code 51.318 (b)(2)
Issue Citation	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation - Certified Mail	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation – Hague Convention	Texas Rules of Civil Procedure 108a.
Issue Citation – Insurance Commission	Government Code 118.131(a)
Issue Citation - Publication	Local Government Code 118.059

Additional Service	Statute
	Government Code 51.318(b)(2)
Issue Citation – Registered Mail	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Citation – Secretary of State	Local Government Code 118.059 Government Code 405.031(a) Civil Practice and Remedies Code 17.091
Issue Citation – State Highway Commission	Government Code 118.131(a)
Issue Commission to Take Deposition	Local Government Code 118.059
Issue Expunction – Certified Mail	Code of Criminal Procedure 102.006(a)(2 and 3)
Issue Expunction – Electronic	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Letter Rogatory	Local Government Code 118.011(c) Government Code 51.319(3)
Issue Letters Testamentary, Guardianship, or Administration	Local Government Code 118.052(3)(D)
Issue Notice of Order Suspending License	Family Code 232.008(d)
Issue Order of Sale	Local Government Code 118.052(1)(C)(ii) Government Code 51.318(b)(2)
Issue Order Staying Suspended License	Family Code 232.008(d)
Issue Order Vacating Suspended License	Family Code 232.013(b)
Issue Precept/Notice	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Precept – Secretary of State	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Protective Order	Family Code 82.042
Issue Show Cause	Local Government Code 118.059
Issue SR42 (Transcript of Civil Proceedings)	Local Government Code 118.059 Texas Administrative Code
Issue Subpoena	Local Government Code 118.059 Government Code 51.318(b)(1)
Issue Summons	Code of Criminal Procedure 23.03(9)
Issue Tax Warrant	Local Government Code 118.059
Issue Temporary Restraining Order	Local Government Code 118.059
Issue VS-165 (Information for SAPCR)	Family Code 105.008
Issue Warrant	Government Code 51.318(b)(2)
Issue Writ	Local Government Code 118.059 Government Code 51.318(b)(2)
Issue Writ – Secretary of State	Government Code 51.318(b)(2)
Issue Writ of Attachment	Government Code 51.318(b)(2)
Issue Writ of Execution	Government Code 51.318(b)(2)
Issue Writ of Garnishment	Government Code 51.318(b)(2)
Issue Writ of Scire Facias	Local Government Code 118.059
Issue Writ of Sequestration	Government Code 51.318(b)(2)
Issue Writ of Withholding	Family Code 110.004
Judge Signatures	Local Government Code 118.101(11)

Additional Service	Statute
Jury Fee	Rules of Civil Procedure 216 Government Code 51.604(a)
OPR Double Recording Fee 1 <sup>st</sup> Page	Local Government Code 191.007
OPR Double Recording Fee for Additional Pages	Local Government Code 191.007
OPR Recording Fee 1 <sup>st</sup> Page	Local Government Code 118.013
OPR Recording Fee for Additional Pages	Local Government Code 118.013
Postage (1-5 Pages)	Civil Practice and Remedies Code 17.025
Postage (6-10 Pages)	Civil Practice and Remedies Code 17.025
Postage (11-15 Pages)	Civil Practice and Remedies Code 17.025
Postage (16-20 Pages)	Civil Practice and Remedies Code 17.025
Postage (21-25 Pages)	Civil Practice and Remedies Code 17.025
Postage (26-30 Pages)	Civil Practice and Remedies Code 17.025
Postage (31-35 Pages)	Civil Practice and Remedies Code 17.025
Postage (36-40 Pages)	Civil Practice and Remedies Code 17.025
Postage (41-45 Pages)	Civil Practice and Remedies Code 17.025
Postage (46-50 Pages)	Civil Practice and Remedies Code 17.025
Postage (51-150 Pages)	Civil Practice and Remedies Code 17.025
Postage (151-1300 Pages)	Civil Practice and Remedies Code 17.025
Postage (1300+ Pages)	Civil Practice and Remedies Code 17.025
Postage (1oz Letter to Canada/Mexico)	Civil Practice and Remedies Code 17.025
Postage (1oz Letter International)	Civil Practice and Remedies Code 17.025
Postage (Large APO/DPO/FPO Box)	Civil Practice and Remedies Code 17.025
Post Judgment – Issue Citation	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation – Certified Mail	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation - Publication	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Citation – Secretary of State	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Commission to Take Deposition	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Letters	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Order of Sale	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Precept/Notice	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Show Cause	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Subpoena	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Tax Warrant	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Temporary Restraining Order	Local Government Code 118.052(1)(C)(ii)
Post Judgment – Issue Writ	Local Government Code 118.052(1)(C)(ii)
Record Search	Local Government Code 118.011(c) Government Code 51.318 (b)(3)
Service – Additional Copy	Texas Rules of Civil Procedure 736.3 (c)
Service – Certified Mail	Local Government Code 118.063 Government Code 51.319(2)
Service – Certified Mail – Expedited Foreclosure	Texas Rules of Civil Procedure 736.3 (b)

<b>Additional Service</b>	<b>Statute</b>
Service – Constable – Certified Mail	Local Government Code 118.131(a)
Service – Constable – Order of Sale/Writ of Execution	Local Government Code 118.131(a)
Service – Constable – Personal Service	Local Government Code 118.131(a)
Service – Constable – Posting	Local Government Code 118.131(a)
Service – Constable – Publication	Local Government Code 118.131(a)
Service – Constable – Subpoena – More than five days	Local Government Code 118.131(a)
Service – Constable – Subpoena – Less than five days	Local Government Code 118.131(a)
Service – Constable – Tax Sale	Local Government Code 118.131(a)
Service – Constable – Writ- (Precinct) - (List writ type if applicable) <sup>2</sup>	Local Government Code 118.131(a)
Service – Constable – All Other	Local Government Code 118.131(a)
Service – Publication	Local Government Code 118.011(c) Government Code 51.319(3)
Service – Registered Mail	Local Government Code 118.063 Government Code 51.319(2)
Service – Sheriff – Certified Mail	Local Government Code 118.131(a)
Service – Sheriff – Order of Sale	Local Government Code 118.131(a)
Service – Sheriff – Personal Service	Local Government Code 118.131(a)
Service – Sheriff - Posting	Local Government Code 118.131(a)
Service – Sheriff – Publication	Local Government Code 118.131(a)
Service – Sheriff – Subpoena – More than five days	Local Government Code 118.131(a)
Service – Sheriff – Subpoena – Less than five days	Local Government Code 118.131(a)
Service - Sheriff – Writ – (List writ type if applicable) <sup>3</sup>	Local Government Code 118.131(a)
Service - Sheriff - All Other	Local Government Code 118.131(a)
(Title IV-D OAG Use Only) Citation Issuance	Family Code 231.202(1)
(Title IV-D OAG Use Only) Citation Issuance – TRCP R 106 Sub Service	Rules of Civil Procedure 106
(Title IV-D OAG Use Only) Citation Issuance – Publication	Rules of Civil Procedure 116
(Title IV-D OAG Use Only) Citation Issuance – Certified Mail	Family Code 231.202(4)(A)
(Title IV-D OAG Use Only) Precept Issuance	Family Code 231.202(1)
(Title IV-D OAG Use Only) Precept Issuance – TRCP R 106 Sub Service	Rules of Civil Procedure 106

<sup>2</sup> Local Government Code 118.131(a) allows a commissioners court to set fees for the services of sheriffs and constables. In instances where the commissioners court sets different amounts for different types of writs, clerks may designate the type of writ and have multiple “Service-Constable-Writ” services available.

<sup>3</sup> Local Government Code 118.131(a) allows a commissioners court to set fees for the services of sheriffs and constables. In instances where the commissioners court sets different amounts for different types of writs, clerks may designate the type of writ and have multiple “Service-Sheriff-Writ” services available.

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<b>Additional Service</b>	<b>Statute</b>
(Title IV-D OAG Use Only) Precept Issuance - Publication	Family Code 231.202(1)
(Title IV-D OAG Use Only) Precept Issuance - Certified Mail	Family Code 231.202(4)(A)
(Title IV-D OAG Use Only) Subpoena Issuance by Clerk	Family Code 231.202(6)
(Title IV-D OAG Use Only) Service of Process through Law Enforcement	Family Code 231.202(4)(A)
Z-(County Use Only) – Service – Constable – (List service type) – (List precinct number) <sup>4</sup>	

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<sup>4</sup> In some counties, clerks use additional services to route money to the appropriate general ledger accounts. In these cases, clerks can use “Z-(County Use Only) – Service – Constable” additional services to route to the appropriate account. In these cases, the services listed should be associated with an existing “Service – Constable” type of additional service that the filer would normally use.