



INSTRUCTIONS
TexasOnline Electronic Service Registration
Child Protective Service (CPS) Cases
51st District Court
Schleicher County District Clerk

To receive electronic service of notices and communication from the 51st District Court in Schleicher CPS cases, please follow these instructions.

1. **Register.** Select one of the eight electronic filing service providers listed below or on the TexasOnline eFiling for Courts website (www.texasonline.com/eFiling) and complete the registration information. There is no fee to register or to receive electronic service through TexasOnline.
 - [American LegalNet, Inc.](http://texas.efilingportal.com) <http://texas.efilingportal.com>
 - [CaseFile XPress](http://www.casefilexpress.com) www.casefilexpress.com
 - [CourtFile America](http://www.courtfileamerica.com) www.courtfileamerica.com
 - [eFile4Court](http://efile4court.com/new) <http://efile4court.com/new>
 - [eLawServices](http://www.elawservices.com/efiling.aspx) www.elawservices.com/efiling.aspx
 - [MyFileRunner](http://www.myfilerunner.com) www.myfilerunner.com
 - [OneLegal](http://www.onelegal.com) www.onelegal.com
 - [ProDoc](http://www.prodocefile.com) www.prodocefile.com

2. **Electronic Service.** Once registered with a service provider, log on to your account and edit your eService profile. You may select the option to receive electronic service in all your cases or you may elect to receive electronic service only in the Schleicher CPS cases. For electronic service only in the Schleicher CPS cases, please follow these steps to edit your eService profile.
 - Select Schleicher District as the jurisdiction.
 - Select 51st District Court as the court.
 - Enter Schleicher CPS Cases as the case/cause number.
 - Select add case.
 - Save your profile.

3. **Please Note.** Please note that the "Schleicher CPS Cases" service list will be used only by the Court to send electronic service of its notices and communications. The Court's list will not be used by attorneys to exchange electronic service. Attorneys may exchange electronic service in the Schleicher CPS Cases through TexasOnline by electing to receive service in selected cause numbers (for example, CPS cases 2902, 2896, 2783, etc.) or in all cases. Attorneys will be charged a fee for sending, but not receiving, electronic service.

4. **Help.** Contact your service provider if you have questions or need assistance.