



INSTRUCTIONS
TexasOnline Electronic Filing and Electronic Service
Child Protective Service Cases
51st District Court
Schleicher County District Clerk

Please follow these instructions for electronic filing and electronic service in CPS cases in the 51st District Court of Schleicher County.

1. **Registering.** Select one of the eight electronic filing service providers listed below and on the TexasOnline eFiling for Courts website (www.texasonline.com/eFiling) and complete the registration information. There is no fee to register.
 - [American LegalNet, Inc.](http://americanlegalnet.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 Filing.** Log on to your account and follow the instructions for submitting a filing and/or electronic service. Note that some information will be pre-populated for subsequent filings after your initial filing.
 - Select Schleicher District as the jurisdiction.
 - For initiated cases, enter the cause number and court assignment
 - Select the document type (answer, motion, etc.)
 - Enter the case style
 - Enter client matter number
 - Enter special instructions for the clerk, if any
 - Select other services (copies, jury demand, etc.)
 - Add attorneys as needed (including service method)
 - Add parties
 - Enter payment information
 - Attach your document(s)
 - Submit the filing

3. **Filing Status Tracking.**
 - Receive message that your filing was delivered to the clerk
 - Receive message that your filing was accepted or rejected by the clerk
 - Access the file-stamped document through your service provider account

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