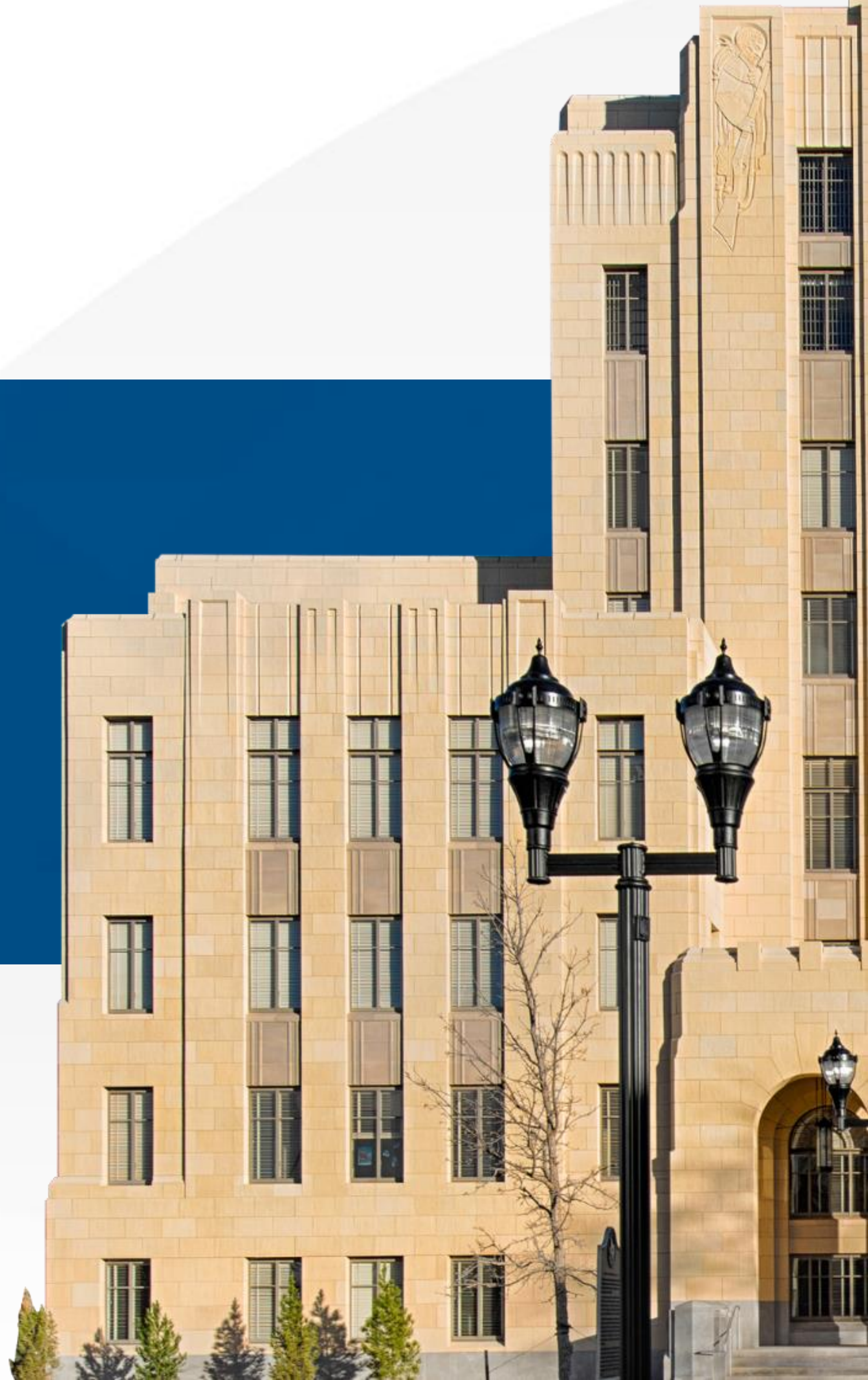
File & Serve Texas™

Subsequent Filings



File & Serve *Texas*

SUBSEQUENT FILING

TABLE OF CONTENTS

FILE & SERVE *TEXAS* RESOURCES

File & Serve *Texas* has many resources available to you in order to address your questions and concerns:

- **File & Serve *Texas* Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587. They are available 24/7/365.

- **File & Serve *Texas* Resource Center** is available to assist you with How-To Guides, register for Live Webinars, watch On-Demand videos, and much more! Please visit http://www.fileandservexpress.com/texas/trainingresources.html for more information.

SUBSEQUENT FILING OVERVIEW

The File & Serve *Texas* User Guide provides a convenient source of information to help you efficiently e-File into an existing case.

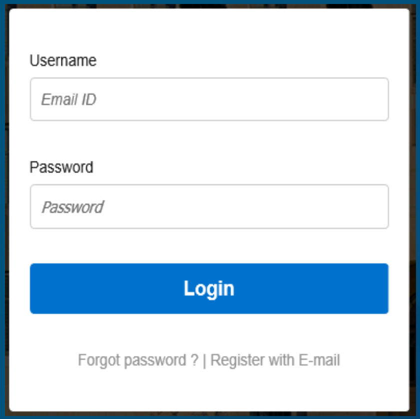
Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using File & Serve *Texas* to ensure that you are in compliance with local requirements.

2. Check our minimum system requirements to be sure your computer is correctly configured for using File & Serve *Texas*.

3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to help you 24/7/365.

Logging in to File & Serve *Texas*



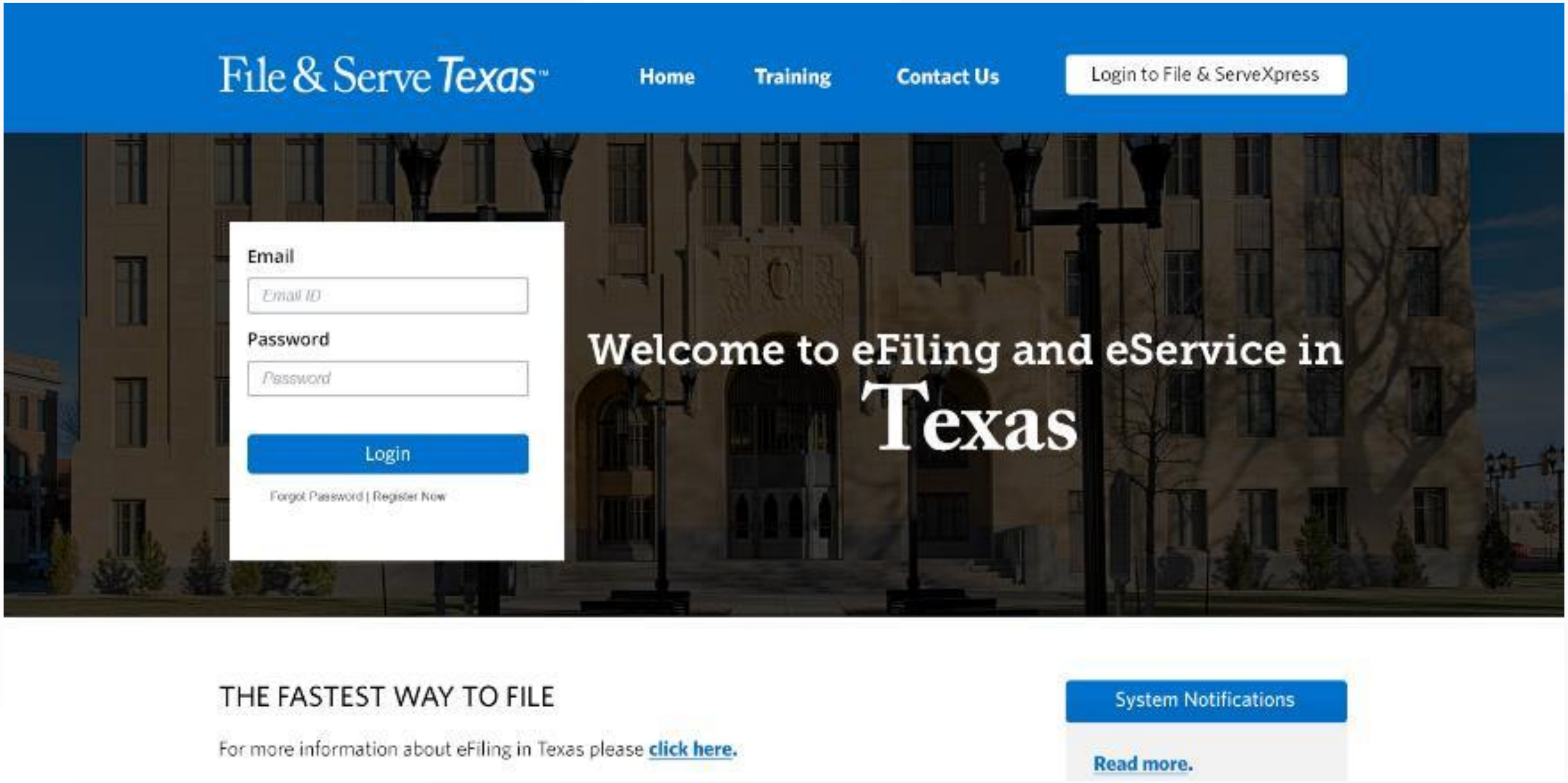
1. Open IE, Chrome, or Firefox go to **www.fileandservetexas.com**.

2. Enter your Username and Password and click **Login**.

3. **If you do not have a Username/Password, please contact your Firm Administrator.**

GETTING STARTED

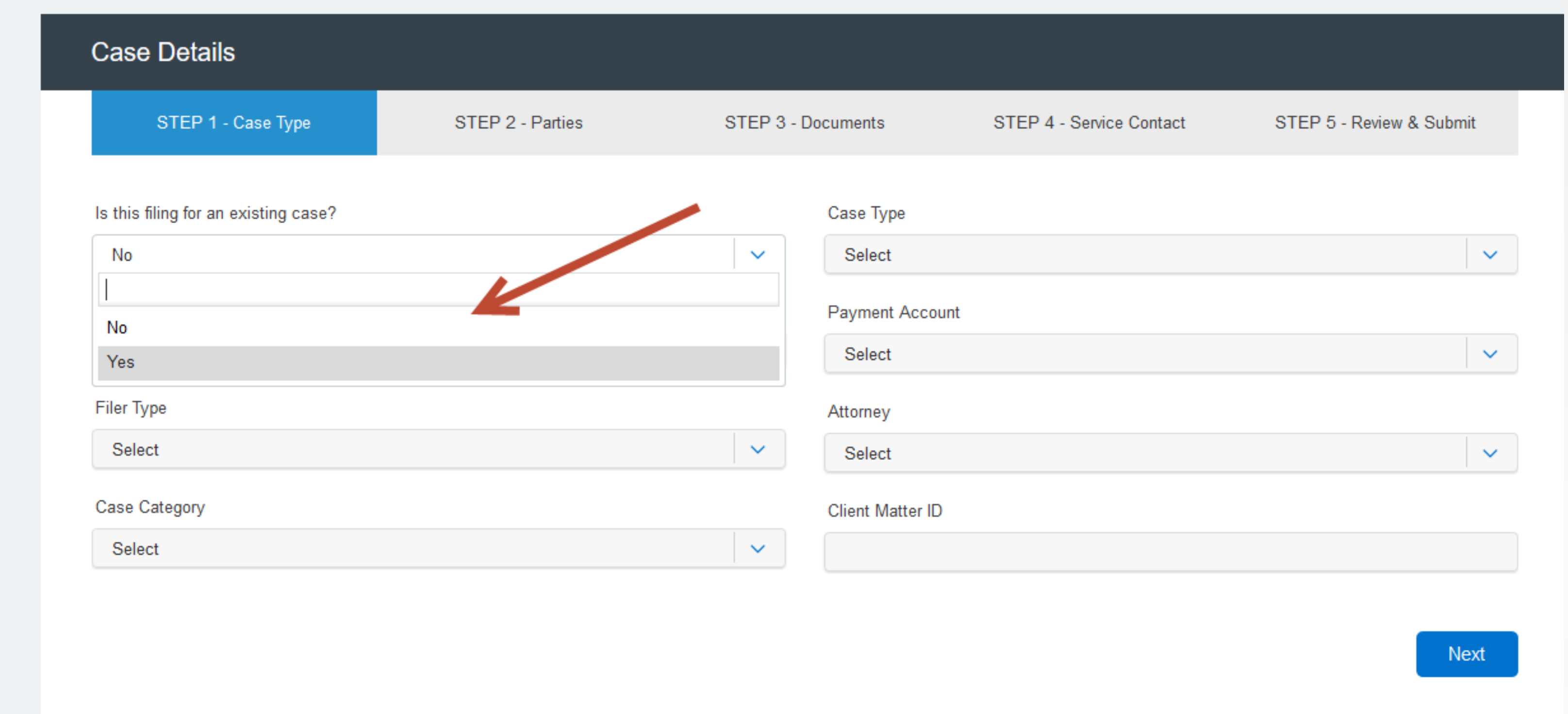
1. Access the File & Serve *Texas* login page via www.fileandservetexas.com
2. Enter your Username/Password and click "**Login**".



GETTING STARTED *(continued)*

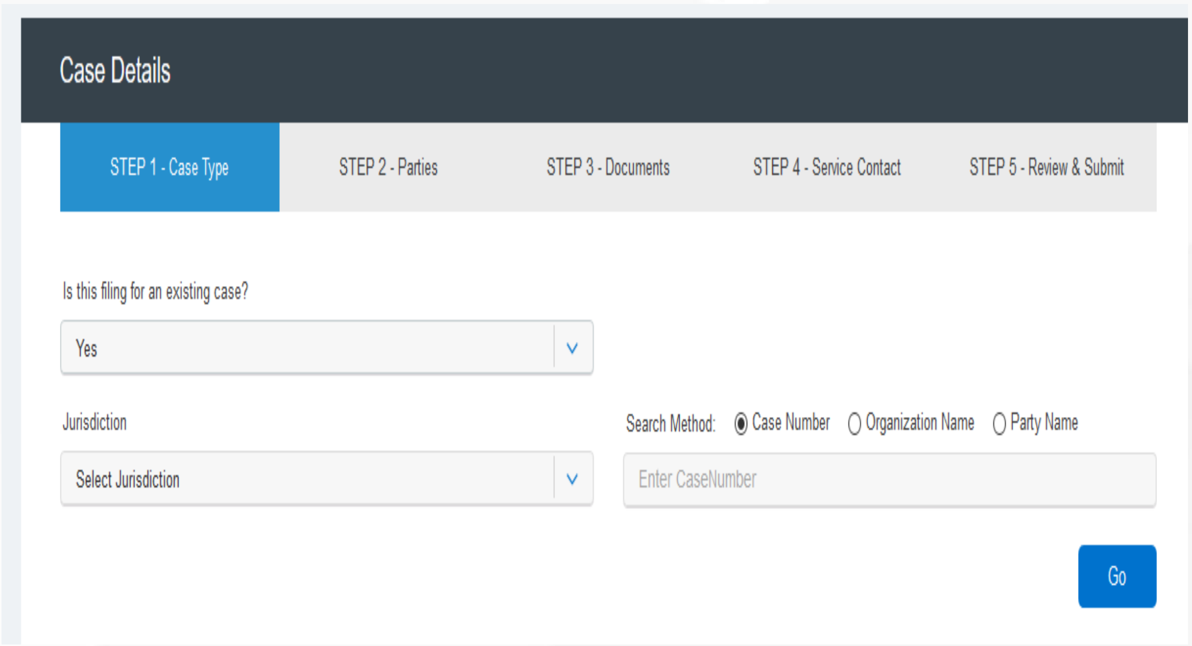
3. Once you are logged into your account, you will be taken to Case Details page to begin your filing. The 5 steps to complete and submit a filing will be displayed. Or, you will be taken to the Incomplete Filings page if you have any unfinished filings to complete and submit.

4. To begin the subsequent filing, you may stay on this page and go to the "**Is this filing for an existing case?**" field. Click on the drop-down menu and select "**Yes**." Or, go to the Completed Filings page and click on the "**+**" sign next to a transaction that has been accepted by the clerk. Please see next slides for screen shots.



GETTING STARTED *(continued)*

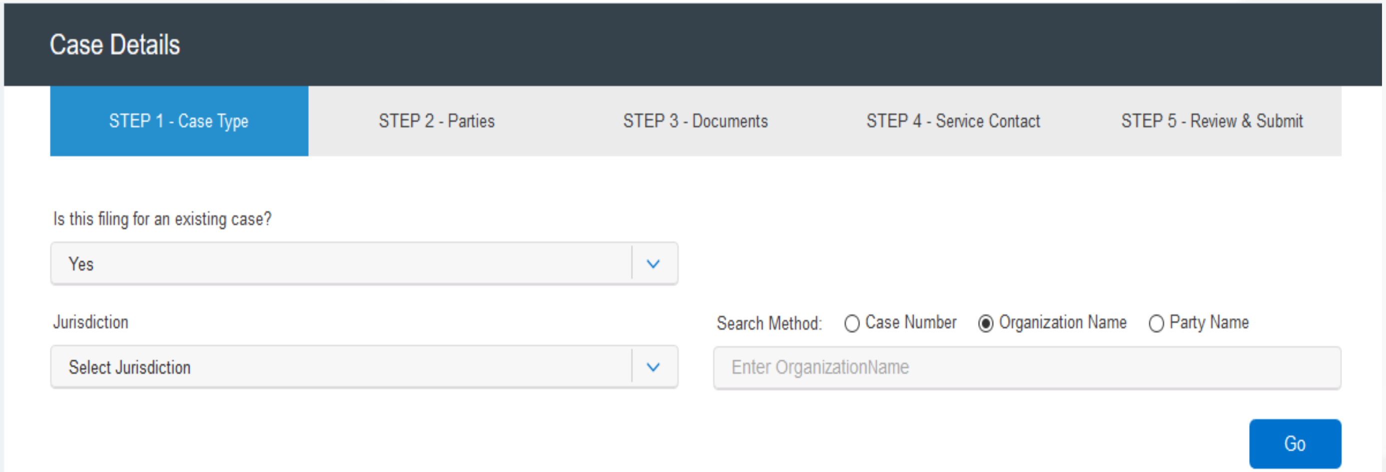
5. If you selected "**Yes**" in "**Is this filing for an existing case?**" field, you will be taken to a new screen to enter the jurisdiction and your case number, the Organization Name, or the Party Name to search for your case. Please see screen shot below and the next slide for additional screen shots for an Organization Name search, and a Party Name search.



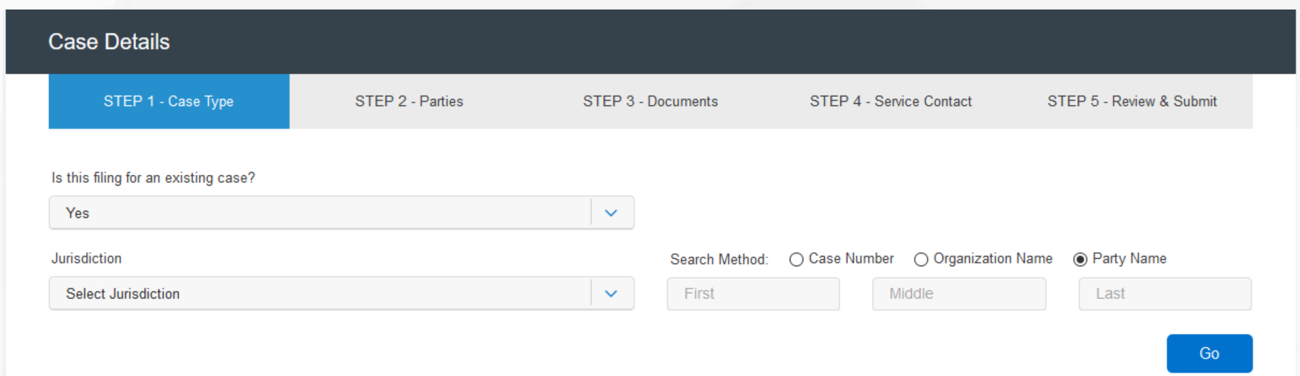
Case Number Search

GETTING STARTED *(continued)*

Organization Name Search



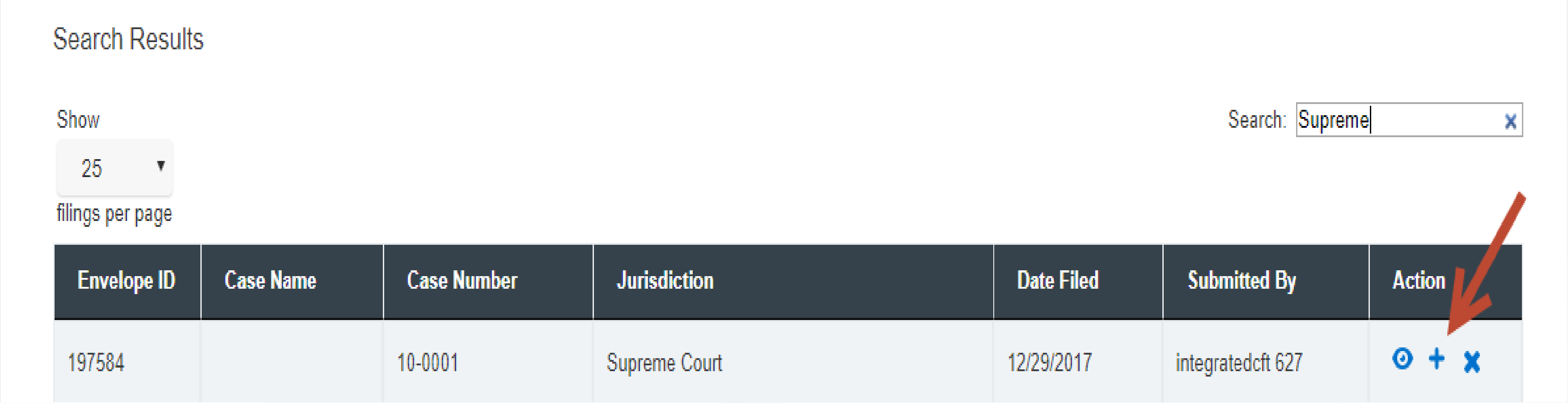
Party Name Search



File & Serve *Texas*™

GETTING STARTED *(continued)*

6. If you selected the "**+**" icon on the Completed Filings page next to a transaction that has been accepted by the clerk, you will be taken to a new screen.
7. Click "**Start Filing**" to begin your filing. Please see next slide for screen shot.



Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
197584		10-0001	Supreme Court	12/29/2017	integratedcft 627	

GETTING STARTED *(continued)*

Search Result(s)

Select Case	Case Number	Case Type	Case Category	Case Title
Start Filing	10-0001	Civil	Civil - Other Civil	

Once your case appears, click on "Start Filing."

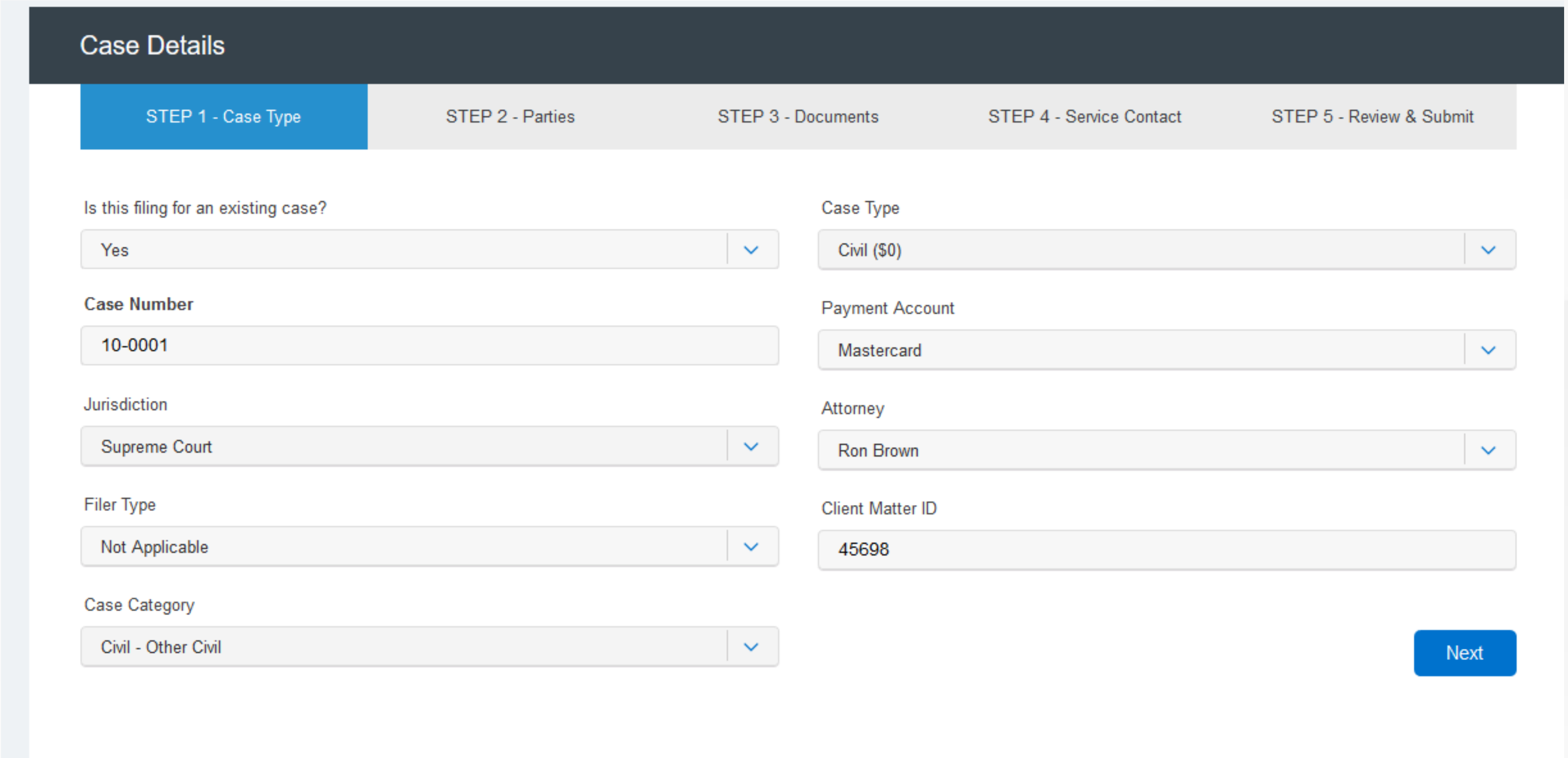
FILING INTO AN EXISTING CASE: Step 1- *Case Type*

To file into an existing case using File & Serve *Texas*, follow these steps:

1. All fields in Step-1 will be auto-populated. Verify the information. You will be able to change the information if necessary by clicking on the drop-down menu of the fields, or typing into the Client Matter ID field.

Note: The **Payment Account** field will be auto-populated to the default payment account chosen by your Firm Administrator. If you do not see that it is auto-populated, please contact your Firm Administrator. If you need to select Waiver, please click on the drop-down menu and make the selection. If you do not see a "Waiver" option, please contact your Firm Administrator. See screen shots on next slide.

FILING INTO AN EXISTING CASE: Step 1- *Case Type (continued)*



Click on the drop-down menu to find "Waiver", if needed.

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FILING INTO AN EXISTING CASE: Step 1- *Case Type (continued)*

To file into an existing case using File & Serve *Texas*, follow these steps:

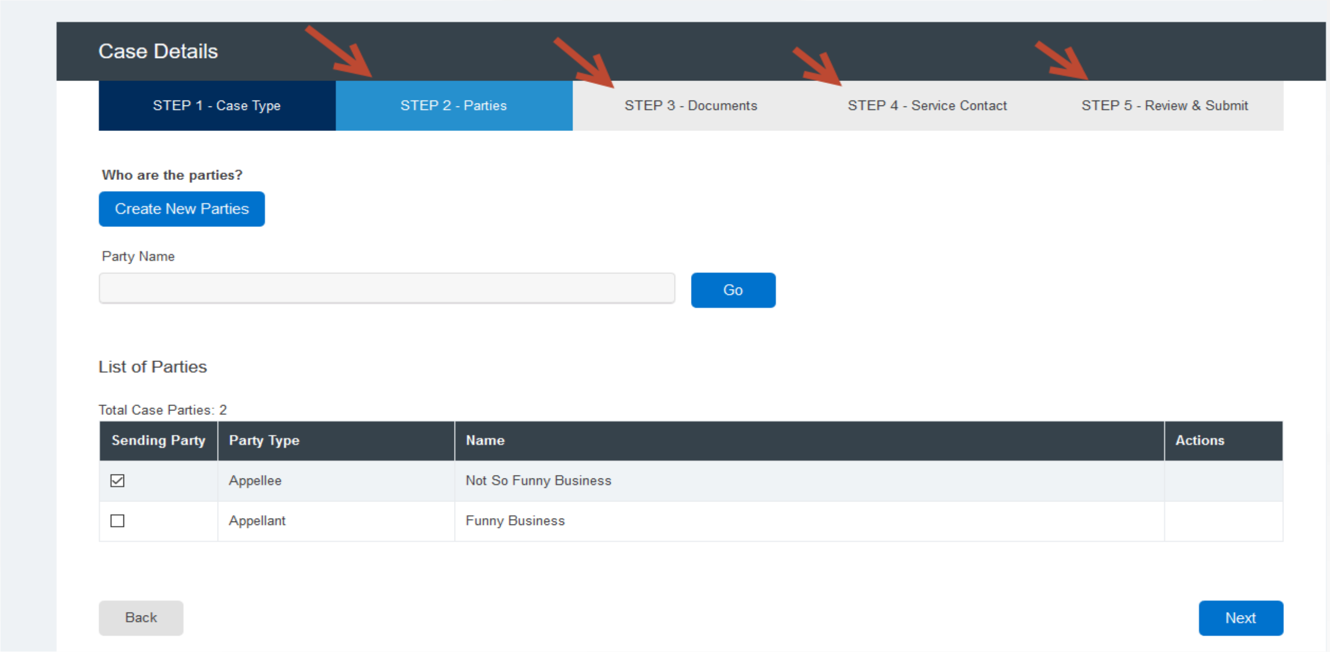
2. Click "**Next**" to move to Step 2-Parties and gain the ability to toggle between Steps 2-5. The system will be auto-saving the information as you click "**Next**" or when you select a **"Step"**. Please see next slide.

FILING INTO AN EXISTING CASE: Step 1- *Case Type (continued)*

TOGGLING BETWEEN STEPS

3. Once you click **"Next"** on Step 1-Case Type, you will be allowed to toggle between Step 1, Step 2, Step 3, Step 4, or Step 5 in any order of your choice. **Example**: You have completed Step 1-Case Type and clicked "Next". You can now complete Step 2-Parties and view/enter parties; or, click Step 3-Documents and upload a document(s); or, click Step 4-Service Contact and view/enter service contacts. Your selection does not have to be in sequential order.

Note: *If you did not enter information in one of the Steps, there will be* ***error messages*** *in Step 5-Review & Submit prompting you to* ***complete*** *those Steps/sections.* ***The platform will not allow the transaction to be submitted if one of the Steps has not been completed****. Please see screen shot in the next slide.*



FILING INTO AN EXISTING CASE: Step 1- *Case Type (continued)*

Case Details Almost done. Review Entries.

Printable Version

STEP 1 - Case Type | STEP 2 - Parties | STEP 3 - Documents | STEP 4 - Service Contact | STEP 5 - Review & Submit

Case Type

Jurisdiction : Harris District Clerk – Civil	**Case Category :** Civil - Other Civil
Case Type : Other Civil	**Filer Type :** Attorney
Damage Amount : Less than $100,000 and non-monetary relief	
Payment Account: Mastercard	**Attorney :** Attorney 9Test
Client Matter ID: 56-57	

Parties 0

Sending Party	Party Type	Name	Address

Error:

- At least one party needed to continue.

Documents

Filing Code	Filing Description	Original Document	Converted Document	Optional Services	Document Category	Document Description	Courtesy Copies	Fees

Responsible for Filing Fees :

Error:

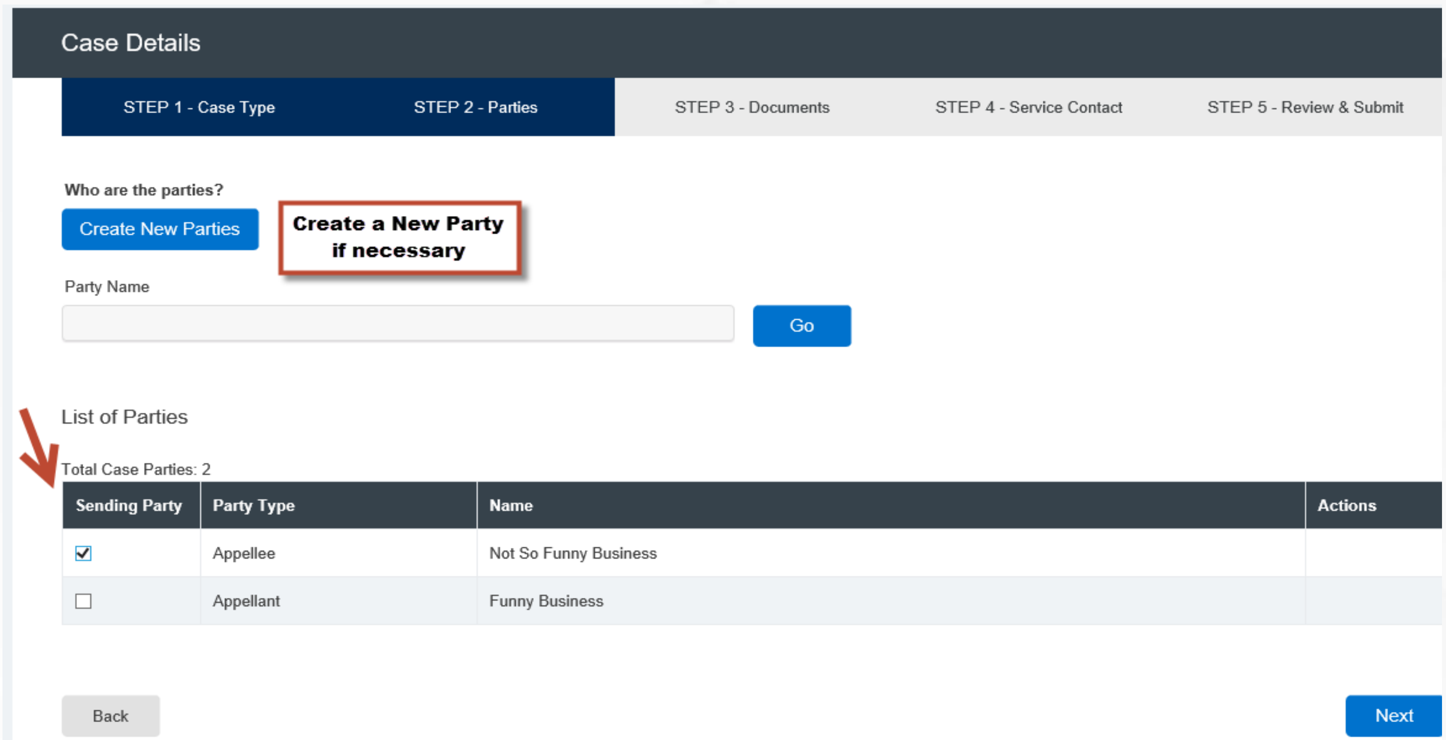
- Please add document to continue.
- Select Party Responsible for Filing Fees

File & Serve *Texas*™

FILING INTO AN EXISTING CASE: Step 2- *Parties*

To verify and/or create a new party in an existing case using File & Serve *Texas*, follow these steps:

1. The List of Parties (Party Type/Name) will be auto-populated, including the "**Total Case Parties**."
2. Select the Sending Party for this transaction by checking the appropriate box if it is not already populated.
3. If necessary, create a new party by selecting, "**Create New Parties**."



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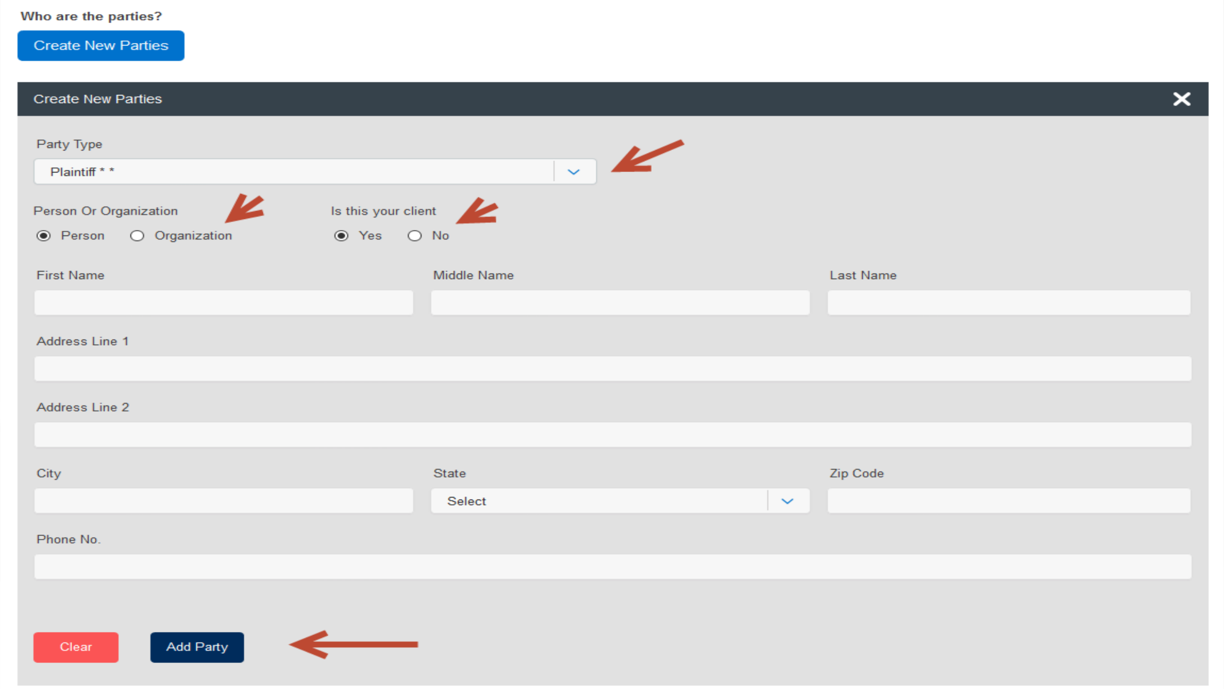
FILING INTO AN EXISTING CASE: Step 2- *Parties (continued)*

4. If you select, "**Create New Parties**," a new screen will pop-up.
5. Select "**Party Type**" from the drop-down menu. ***Note:*** *A Party Types with an "*" is required.*
6. Select the radio button if the party is a "**Person**" or an "**Organization**."
7. Select the radio button whether the party is your client or not by selecting "**Yes**" or "**No**".
8. Enter the party's First Name, Last Name. **Note:** Only the party name is mandatory. You can add information into the Address and Phone No. fields at your discretion.
9. Click "**Add Party**" to add the party to the List of Parties.
10. Walk through these steps for all remaining parties that need to be added until complete.



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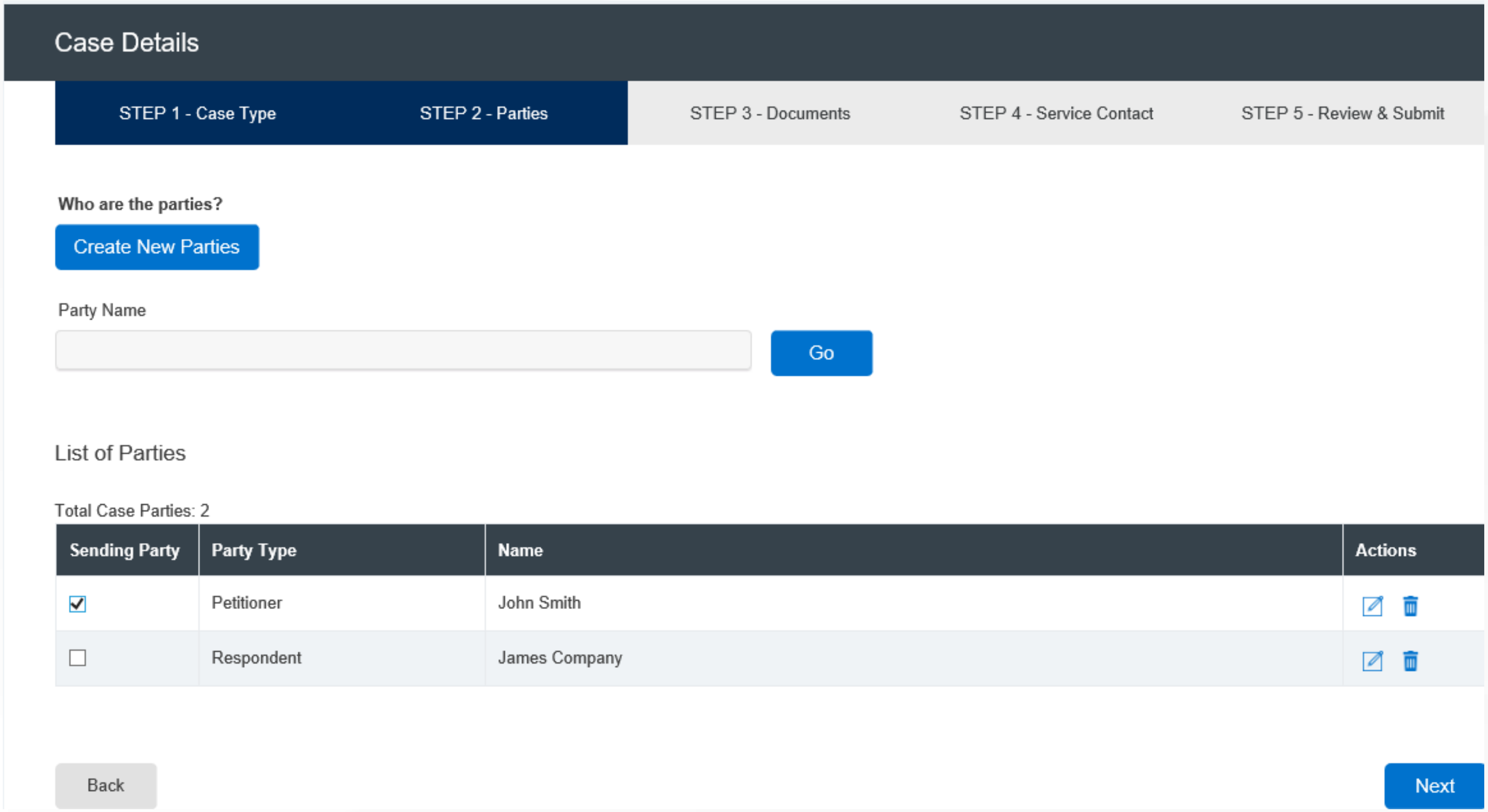
FILING INTO AN EXISTING CASE: Step 2- *Parties (continued)*

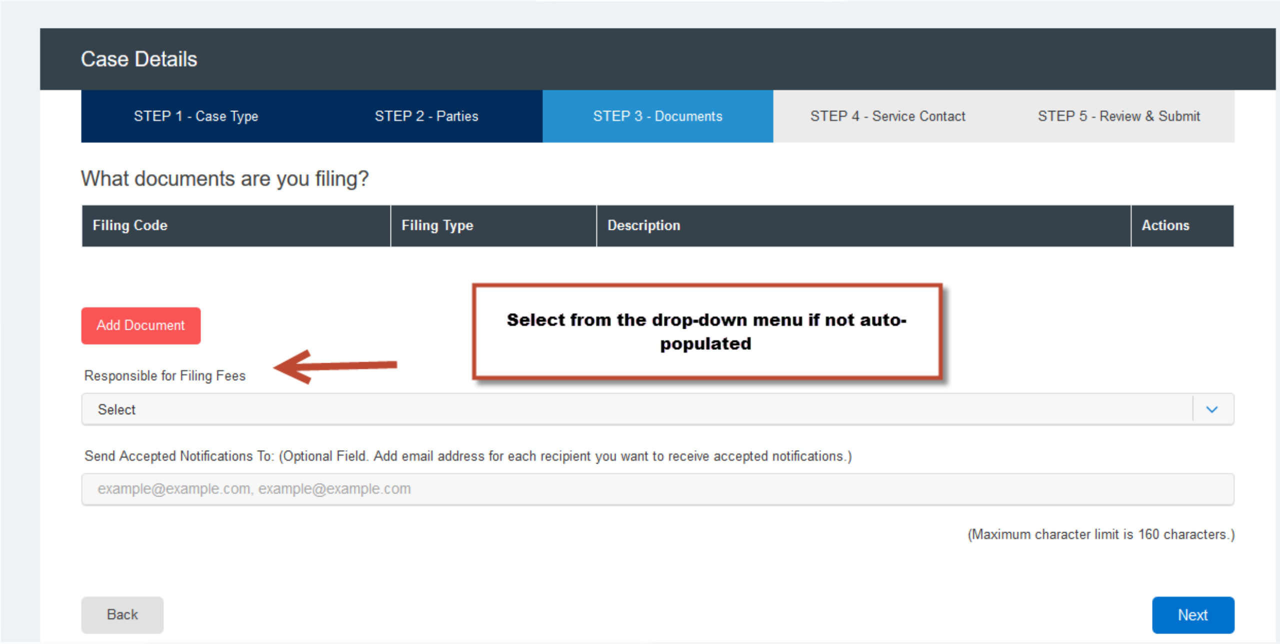
11. Your List of Parties will be displayed at the bottom of the screen, including the "**Total Case Parties**".
12. Make sure a Sending Party is selected for this transaction by checking the appropriate box.
13. Click "**Next**" to move to Step 3-Documents or on the tab, "**Step 3-Documents.**"



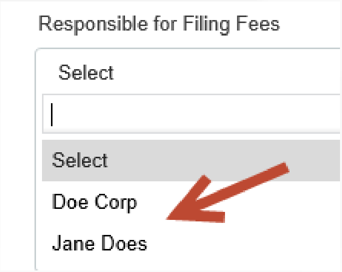
FILING INTO AN EXISTING CASE: Step 3 – *Documents*

To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

1. Enter the party **Responsible for Filing Fees** for this transaction by clicking on the drop-down menu if it is not already populated.



Note: Select the party responsible for the filing fees for this transaction by selecting/highlighting the party.



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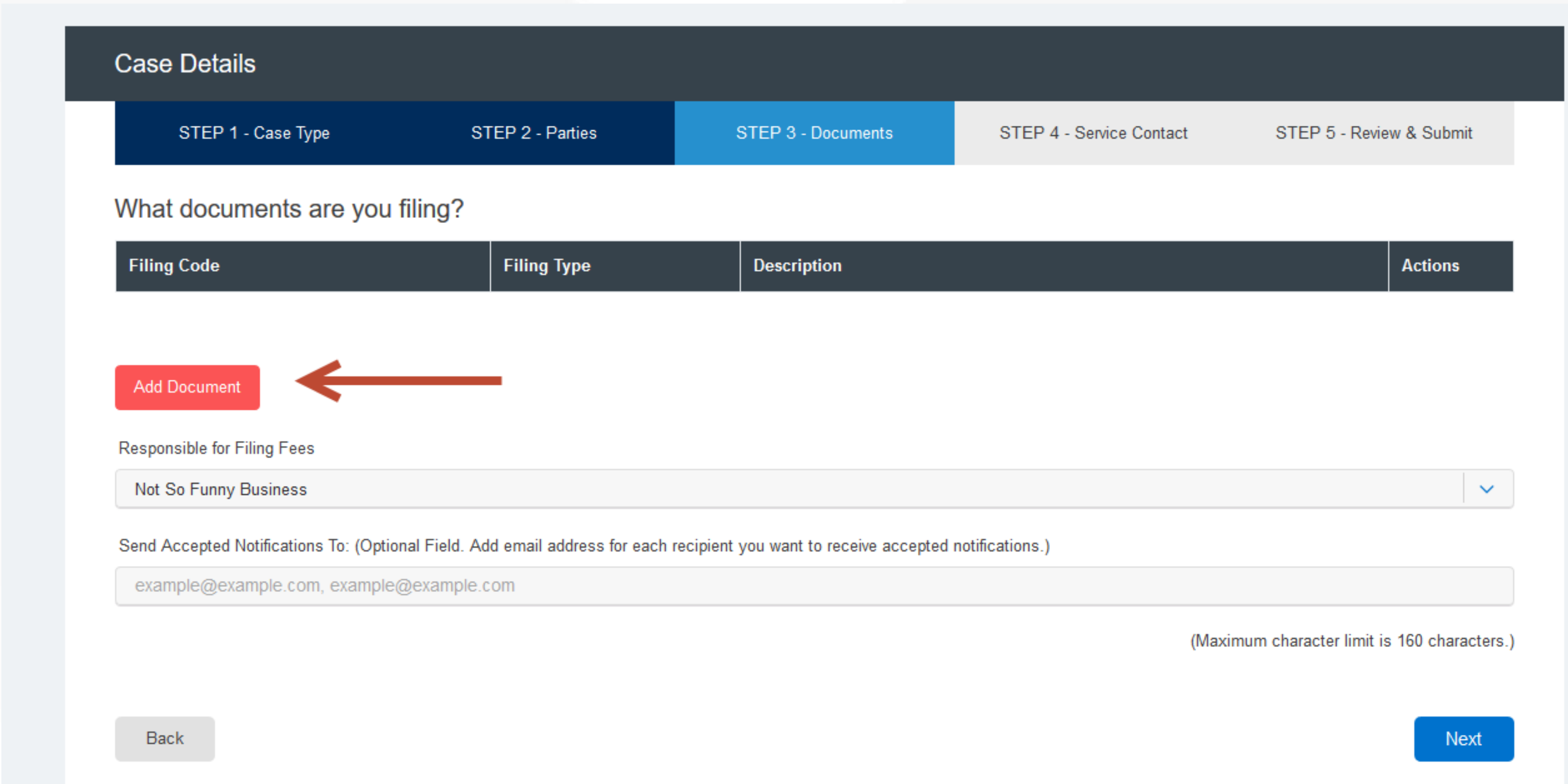
FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

2. Click on "**Add Document**" to open up a new screen to begin uploading your documents.

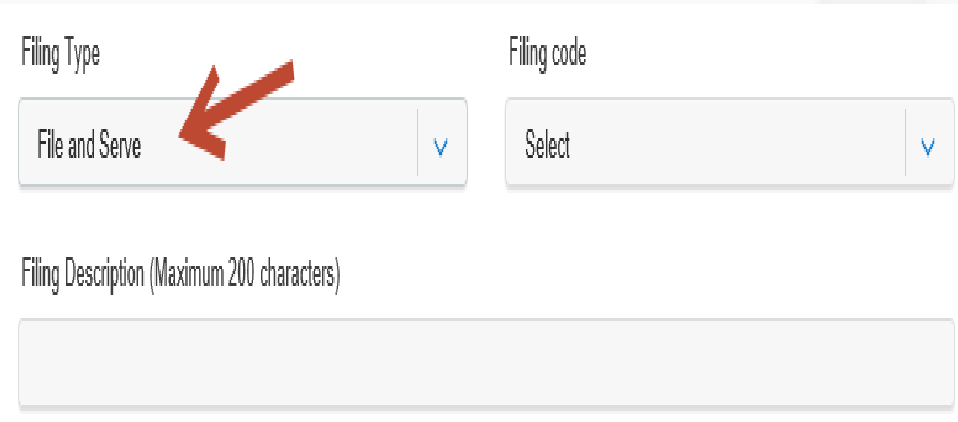


FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

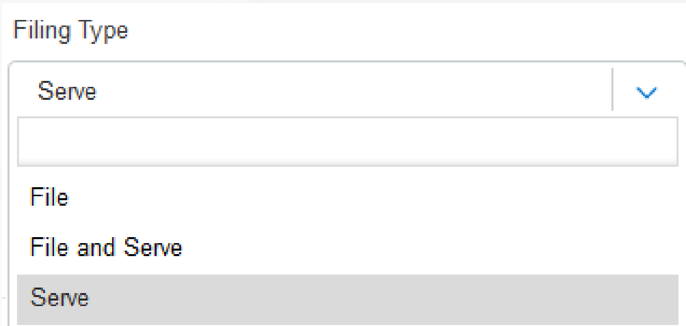
To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

3. Filing Type: Defaulted to "**File and Serve**." If you'd like a "**File**" only transaction, click on the drop-down menu and select "**File**." If you'd like a "**Serve**"-only transaction, click on the drop-down menu and select "**Serve**".

File & Serve Transaction (Default)



File Only Transaction

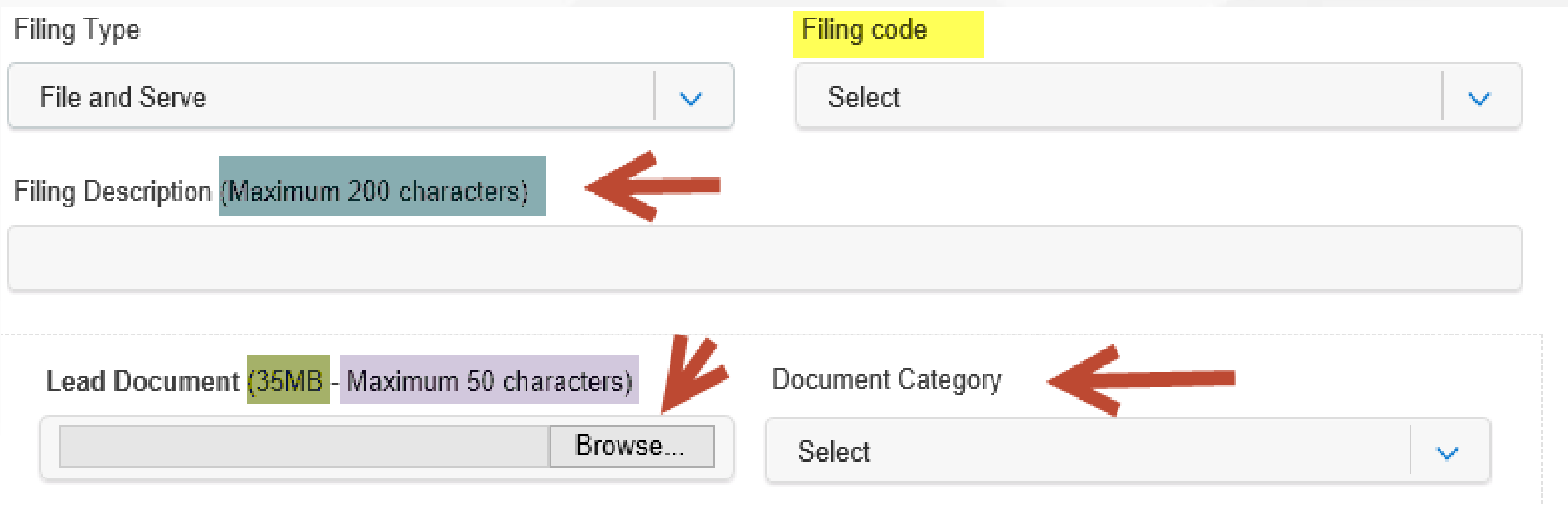


Serve Only Transaction

FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

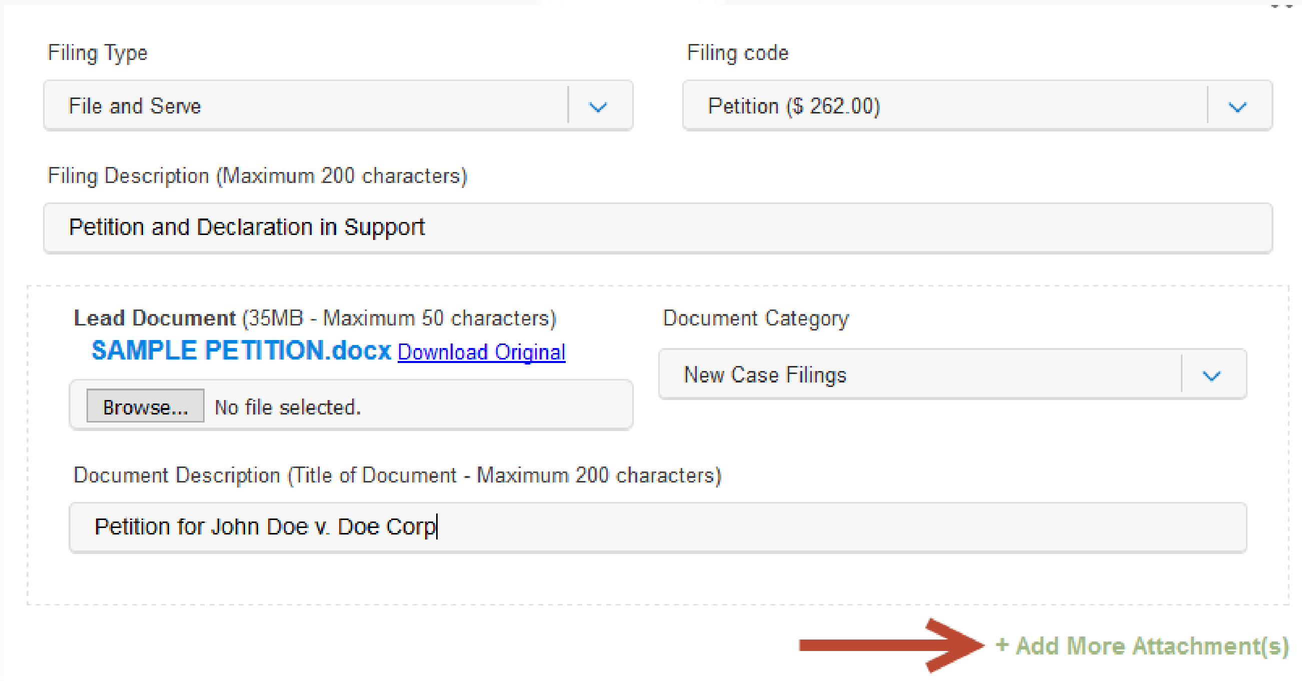
4. Select the Filing Code.
5. Enter the Filing Description. This is the document, or set of documents, you are e-filing/e-serving. Note the character limit of 200.
6. Click on "**Browse**" to upload the Lead Document. Note the character limit for the file name is 50 characters. This includes, e.g., ".pdf".
7. Select the Document Category.
8. Note the envelope size limit of 35MB.



FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

9. Enter the Document Description. Note the character limit of 200.
10. If your Lead Document has an attachment(s), select "**+Add More Attachment(s)**" to upload.*

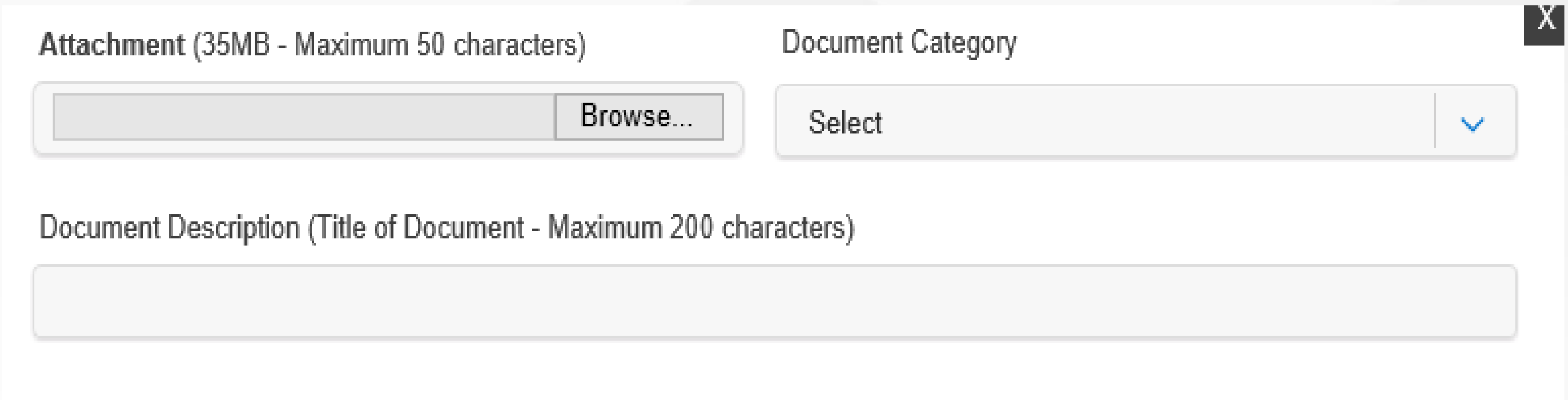


*Please check the local rules for document guidelines and specifications.

FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

To upload and attach documents to be filed in the new case using File & Serve *Texas*, follow these steps:

11. Click, "**Browse**" to upload the attachment.
12. Make sure to select the Document Category.
13. Enter the Document Description. Note the character limit of 200.



FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

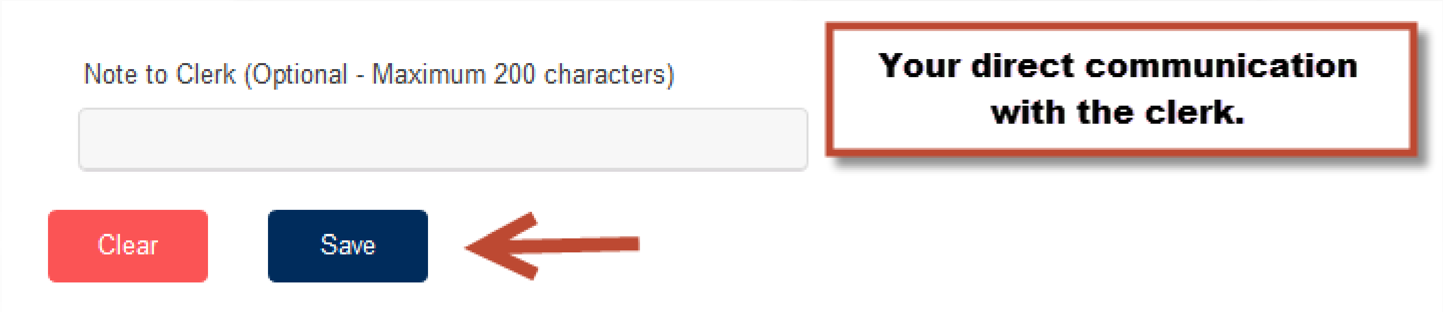
To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

14. Some jurisdictions will offer "**Optional Services**." If available, check the appropriate box(es) and enter the number of desired copies.

Optional Services

	Copies	Court Service	Unit Cost	Total Fee
☐		Issue Subpoena	8.00	0.00
☑	1	Issue Citation	8.00	8.00

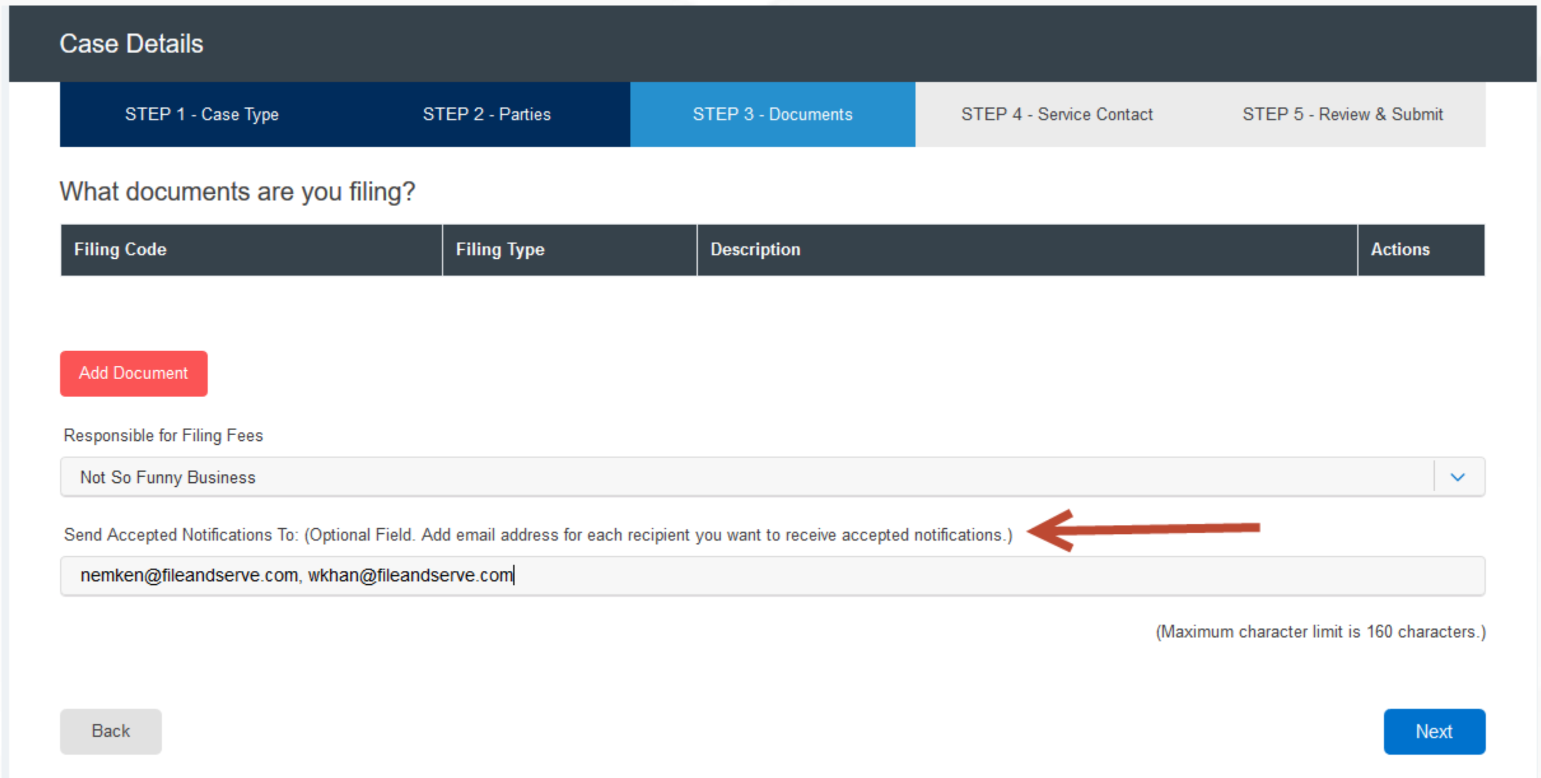
15. Next, enter a Note to Clerk. This is your "**direct**" communication with the court clerk.
16. Click "**Save**" to attach the Lead Document and Attachment to the envelope.



FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

To upload and attach documents to be filed in the new case using File & Serve *Texas*, follow these steps:

17. The filer has the option to enter an email address(es) of their legal team member(s) to ensure an "Accepted Notification" is delivered to them. **<u>Note</u>**: All notifications come from the eFiling manager, EFile Texas. The filer will receive all notifications: Submitted, Accepted, Returned for Correction, and/or Rejected.



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FILING INTO AN EXISTING CASE: Step 3 – *Documents (continued)*

To upload and attach documents to be filed in the existing case using File & Serve *Texas*, follow these steps:

18. You can begin to upload additional Lead Documents and Attachments, if necessary. Simply click on "**Add Document**" and follow the same steps.
19. Click "**Next**" to move to Step 4-Service Contact or on the tab, "**Step 4-Service Contact".**

Note: Only the Lead Document will be displayed, including the Filing Code, Filing Type, and (Filing) Description. You can edit the Lead Document and its Attachment by clicking on the "pencil" icon under the Action column. Or, you can click on the "trash can" icon to remove and start again.

FILING INTO AN EXISTING CASE: Service Contacts

Step 4 – *Service Contacts*

The next few slides will explain how to add a service contact(s) to an existing service list. Please note the following in all of the selections in an existing case using File & Serve *Texas*, follow these steps:

- The service list will be auto-populated.
- You will be able to view the number of contacts on the service list next to the "**e-Serve**" column.
- You can keep the boxes checked under "**e-Serve**" for those contacts you would like to serve in this transaction.
- You can de-select the boxes under "**e-Serve**" for those contacts you would like to NOT serve in this transaction.
- Click on the drop-down menu under the **Attach** column to select either the case or a case party.* The system will automatically "attach" them and save the selection. You must complete this step in order for the contact to "stick" to the service list.

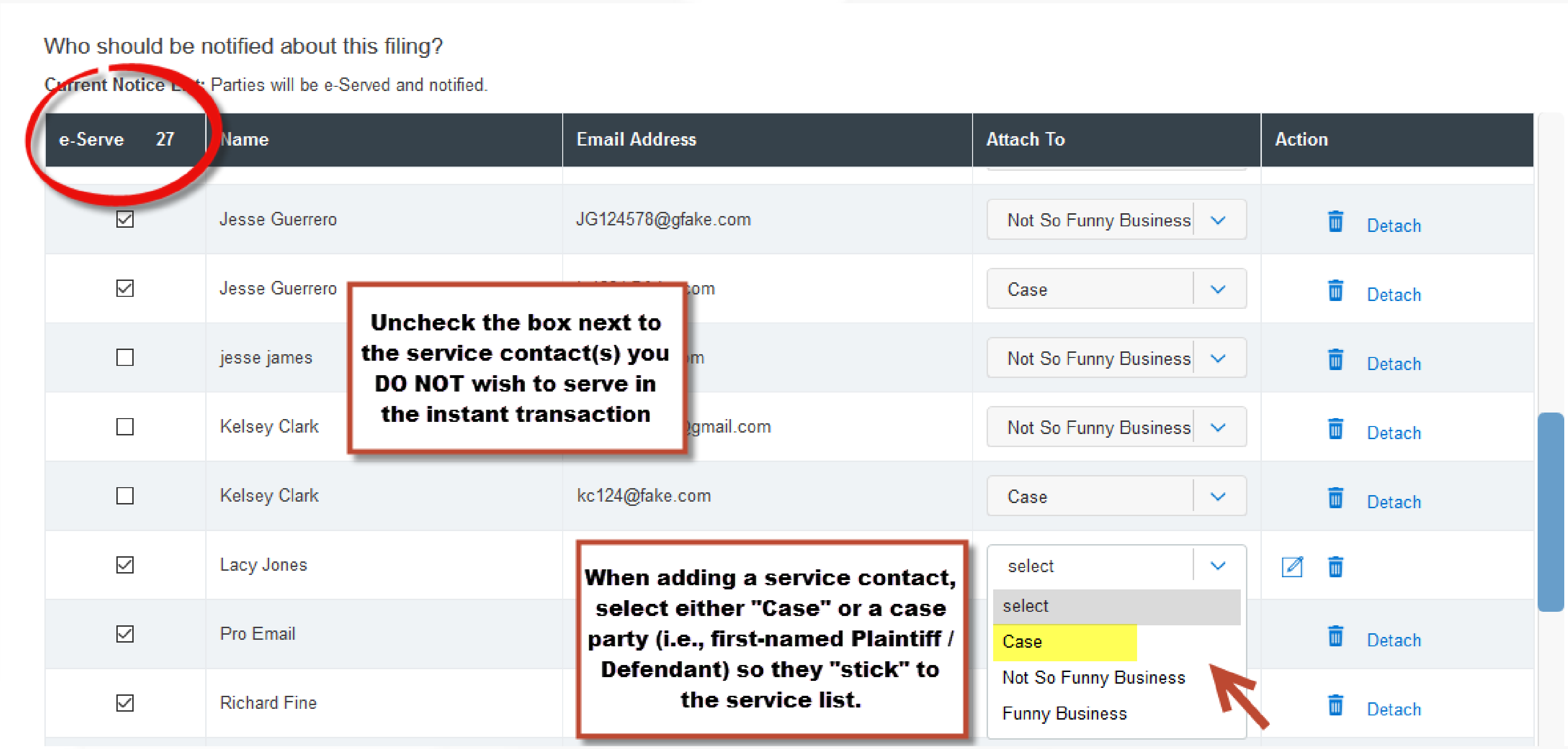
(See next slide for screen shot)

FILING INTO AN EXISTING CASE: Service Contacts

Step 4 – *Service Contacts*

*Select the "Case" if you'd like the Service Contact to be associated in the instant case.

*Select one of the case parties if you'd like the Service Contact to associate/"follow" the party, e.g., if they are involved in other cases.



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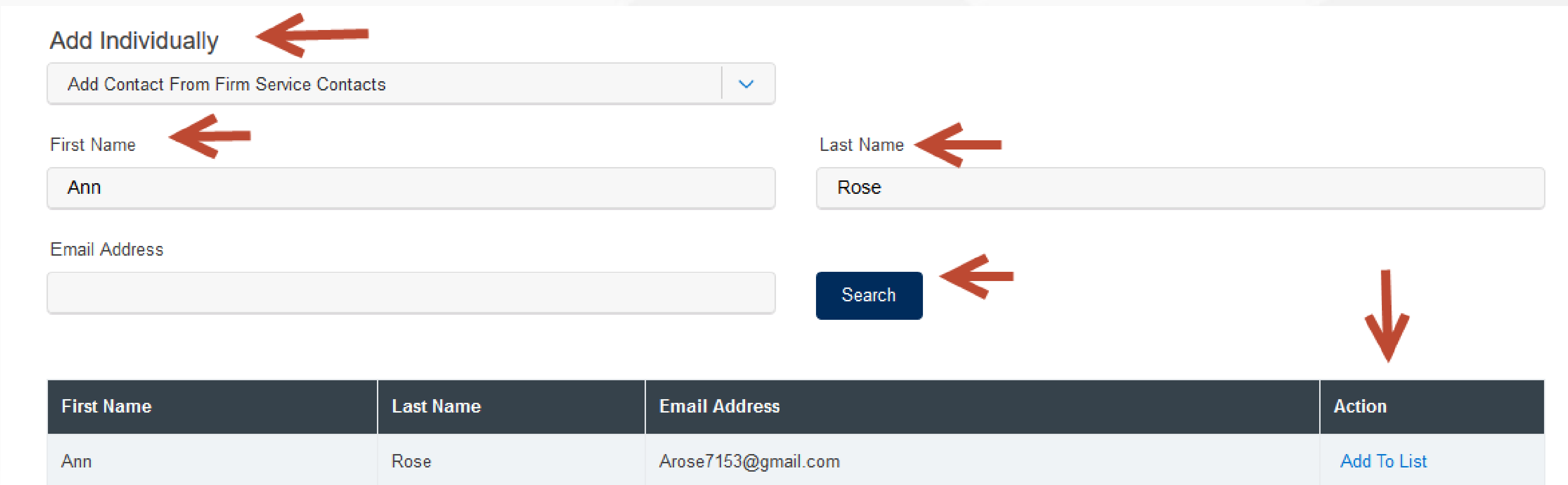
FILING INTO AN EXISTING CASE: Step 4 – *Service Contacts*

To create service contacts in an existing case using File & Serve *Texas*, follow these steps:

1. Select Firm Service Contacts from the drop-down menu under "**Add Individually**."
2. Enter the first and last name of the support staff member(s) in your firm.
3. Select "**Search**," and "**Add to List**."

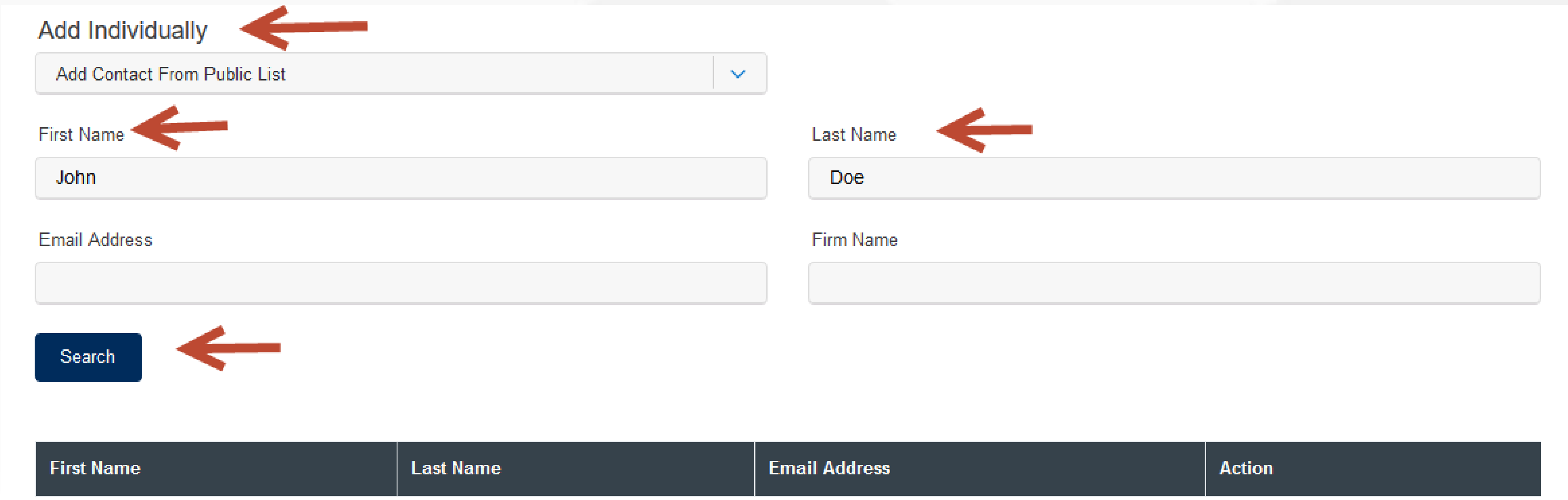


FILING INTO AN EXISTING CASE: Step 4 – *Service Contacts (continued)*

4. To add an attorney in the state of Texas, including the attorney(s) within your firm, select "**Add Contact From Public List**" from the drop-down menu under "**Add Individually**." This is managed by the State Bar of Texas.

5. Enter the first and last name of the attorney(s).

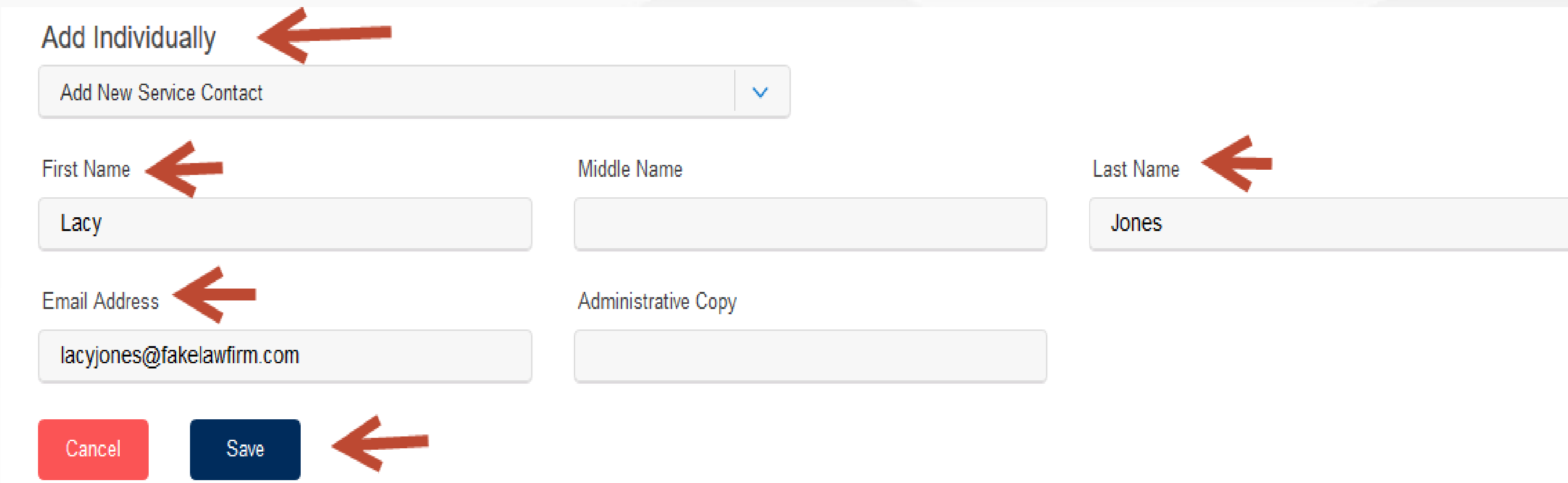
6. Select "**Search**," and "**Add to List**."



FILING INTO AN EXISTING CASE: Step 4 – *Service Contacts (continued)*

7. To add a New Service Contact, select "**Add New Service Contact**" from the drop-down menu under "**Add Individually**."

8. Enter their first name, last name, and email address. Click "**Save**."



FILING INTO AN EXISTING CASE: Step 4 – *Service Contacts (continued)*

9. New Service Contacts will be saved to the service list and to "**Service Contacts**" under your firm.

10. You can then easily search for them under "**Add Firm Service Contacts**" for any future cases.

11. The Firm Administrator can access Firm Service Contacts under "**Service Contacts**" in the Firm Admin drop-down menu to edit, remove, or add any Firm Service Contacts. Filers can access Firm Service Contacts under "Service Contacts" under the "**Filing**" drop-down menu to edit, remove, or add any Firm Service Contacts.

12. You can edit or remove a service contact during the filing by selecting the "pencil" icon or the "trash can" icon under the Action column.

Who should be notified about this filing?

Current Notice List: Parties will be e-Served and notified.

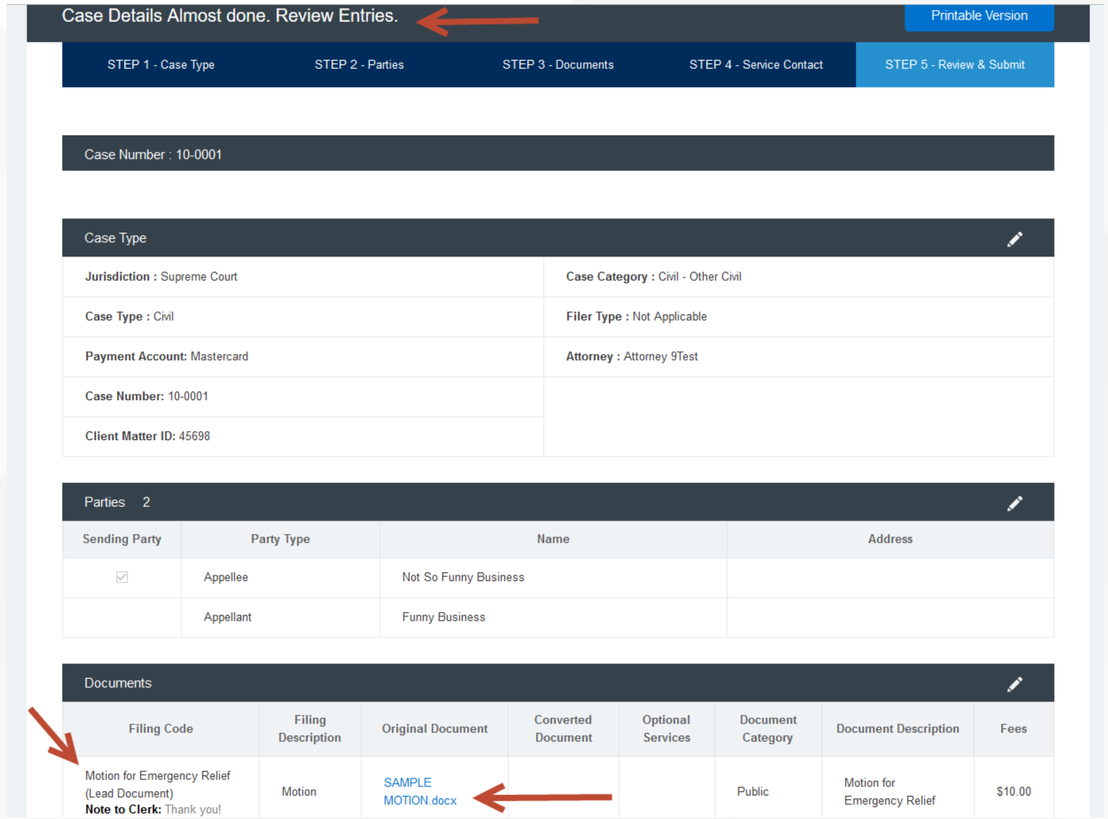
e-Serve 2	Name	Email Address	Action
☑	Ann Rose	Arose7153@gmail.com	
☑	Lacy Jones	lacyjones@fakelawfirm.com	

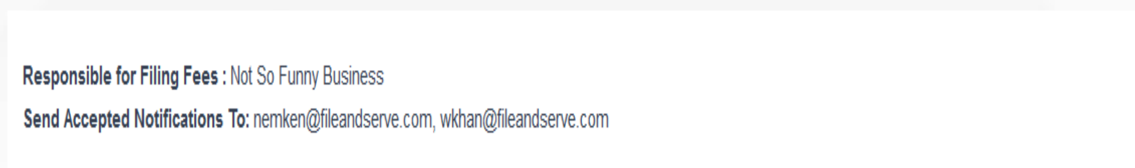
13. Click "**Next**" to move to Step 5-Review & Submit or on the tab, "**Step 5-Review & Submit**".

FILING INTO AN EXISTING CASE: Step 5 – *Review & Submit*

To review the envelope details prior to submitting to the court using File & Serve *Texas*, follow these steps:

1. Using your scroll bar, review each section.
2. If you find a mistake in a section, click on the "pencil" icon to edit that section.
3. The Document section will display the Lead Document(s), its Attachment(s), the original format(s), converted format(s) (if applicable), the "Accepted Notifications", and any Filing Code fees.





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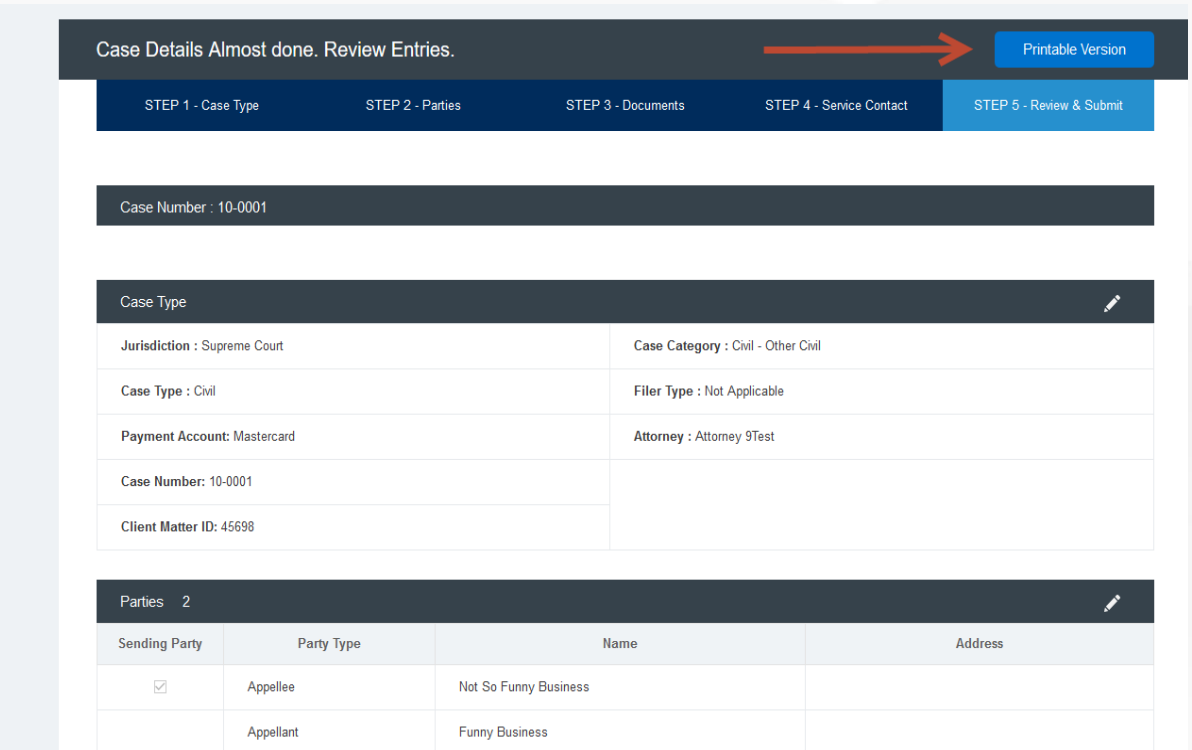
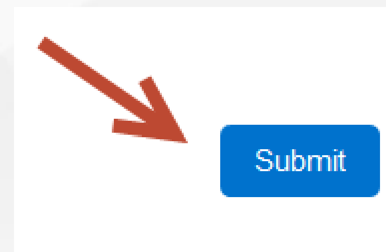
FILING INTO AN EXISTING CASE: Step 5 – *Review & Submit (continued)*

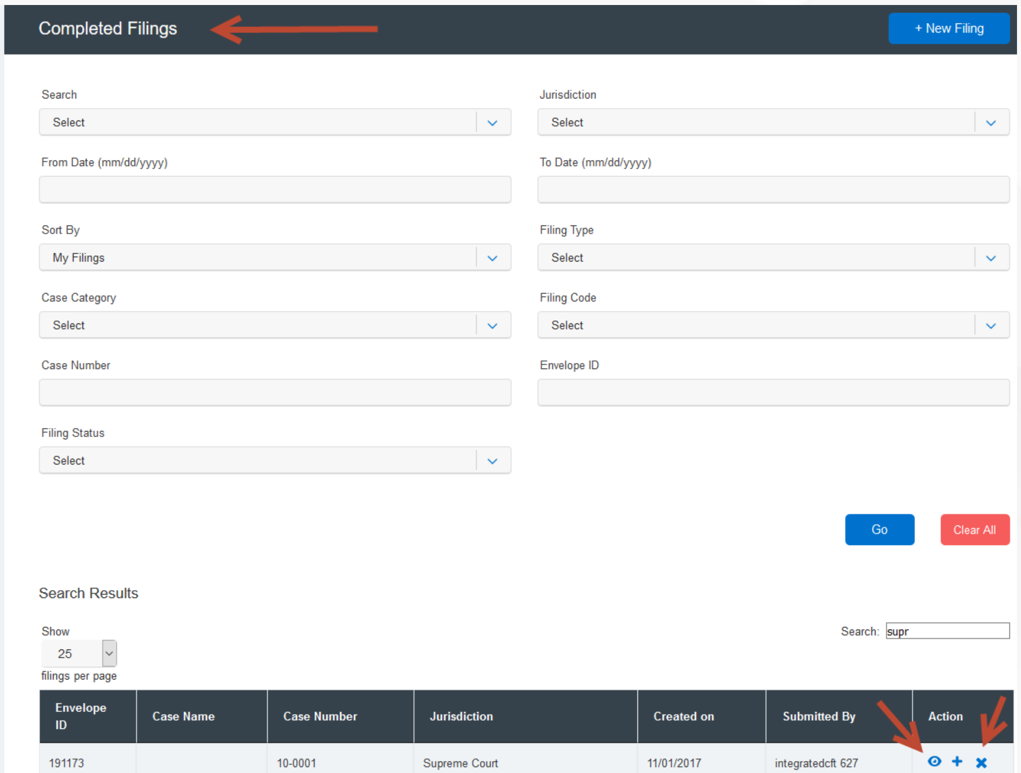
4. Make sure the correct party is listed next to the "**Responsible for Filing Fees**" section.
5. The Service Contact section will display, "**Yes**" for contacts to be served with this envelope.
6. All fees associated with the transaction will be listed for your review.
7. You can print the envelope details by selecting "**Printable Version**."
8. You must select "**Submit**" for immediate filing to the court and service on the selected contacts.



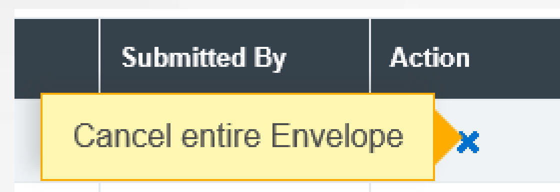


FILING INTO AN EXISTING CASE: Step 5 – *Review & Submit (continued)*

9. After you click “**Submit**,” your Envelope ID will pop up. Click “**Ok**.”
10. You will be automatically taken to the Completed Filings page.
11. You will be able to view the Transaction Summary by clicking on the “eyeball” icon next to the envelope under “**Search Results**.” You will be able to print the Transaction Summary.
12. Until the court clerk Accepts, Rejects, or Returns the envelope, you can cancel it. Click on the “**X**” next to the transaction to “**Cancel entire Envelope**”.



Clicking the “X” will cancel the envelope so you can start over.



FILING INTO AN EXISTING CASE: Step 5 – *Review & Submit (continued)*

13. In an existing case, you will see a "+" icon next to the transaction. You can click on the "+" sign going forward to e-file/e-serve into the existing case.
14. You will always be able to review the Transaction Summary via the "eyeball" icon next to the transaction.
15. You can search for a case by entering a partial case name or jurisdiction under "Search". You can also limit the number of envelopes you see under the "Show" feature. **Note: The search bar in the Incomplete and Completed Filings page does not recognize a search using the combination of three special characters – colon (:), double quote ("), and question mark (?). Some jurisdictions will not allow the case name to be populated and will be "blank" as shown below.**

Search Results

Show
25
filings per page

Search: Supreme

Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
197584		10-0001	Supreme Court	12/29/2017	integratedcft 627	

LOCATING YOUR FILE-STAMPED DOCUMENT

Step In File & Serve *Texas*

Once you receive the Accepted notification from Efile Texas, you will be able to view your file-stamped document within File & Serve *Texas*. Please follow these steps using File & Serve *Texas* to locate:

1. Go to your Completed Filings page.
2. Find the recently accepted transaction.
3. Click on the “eyeball” icon.
4. Scroll down to the Documents section and find the “**Stamped Document**” column.
5. The link to your file-stamped document will be there. This link will remain available for viewing at any time.

Documents

Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description
Accepted (10/26/2016 14:36)	Motion (No Fee) (Lead Document) **Note to Clerk:**	DEFENDANT'S SECOND SUPPLEMENT TO THIRD AMENDED PLEA TO THE JURISDICTION	D's 2nd Suppl to 3rd Am PTJ-L.pdf		D's 2nd Suppl to 3rd Am PTJ-L.pdf		Does not contain sensitive data	DEFENDANT'S SECOND SUPPLEMENT TO THIRD AMENDED PLEA TO THE JURISDICTION

REVIEWING YOUR TRANSACTION SUMMARY

1. You will be able to print the transaction summary for your records by clicking, **“Printable Version”**.

Envelope ID : 175694 Printable Version

Case Number : 10-0001

Case Type

Jurisdiction : Supreme Court	**Case Category :** Civil - Other Civil
Case Type : Civil	**Filer Type :** Not Applicable
Payment Account: Mastercard	**Attorney :** Ron Brown
Case Number: 10-0001	
Client Matter ID: 12-888	**Date Filed:** 5/11/2017 04:17:30 PM

Parties 2

Sending Party	Party Type	Name	Address
☑	Appellee	Not So Funny Business	
	Appellant	Funny Business	

Documents

Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description	Courtesy Copies	Fees
Submitted Cancel	Unlisted (Lead Document) **Note to Clerk:** Better accept	Motion	SAMPLE MOTION.DOCX	SAMPLE MOTION.pdf			Public	Motion for Emergency Relief	jguerrero@fileandserve.com	$0.00

File & Serve *Texas*™

REVIEWING YOUR TRANSACTION SUMMARY *(continued)*

2. You will also be able to view the **real-time status of service** (see screen shot below). Once the service contact clicks on the document link from the Notification of Service email from the eFiling Manager, EFile Texas; the "unopened" will change to the date and time the link was "clicked".

Service Contact 1

e-Serve	Name	Email Address	Public	Attached To	Status	Date Opened
Yes	Amber Rose	Arose7153@gmail.com	No	Jane Brown	Sent	Unopened

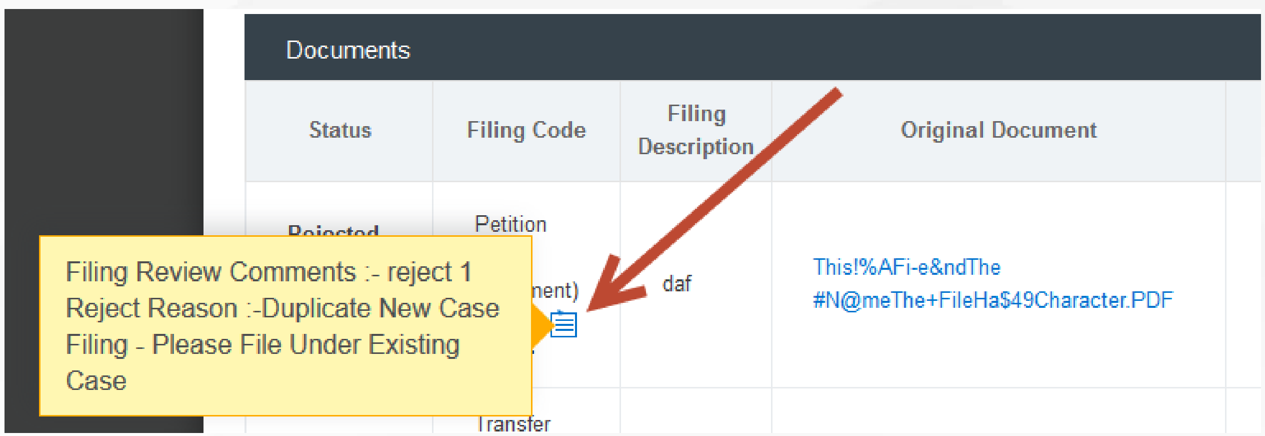
File & Serve Texas™

REVIEWING YOUR TRANSACTION SUMMARY *(continued)*

3. You will also be able to view the **clerk's comments** under the Documents section.

Documents

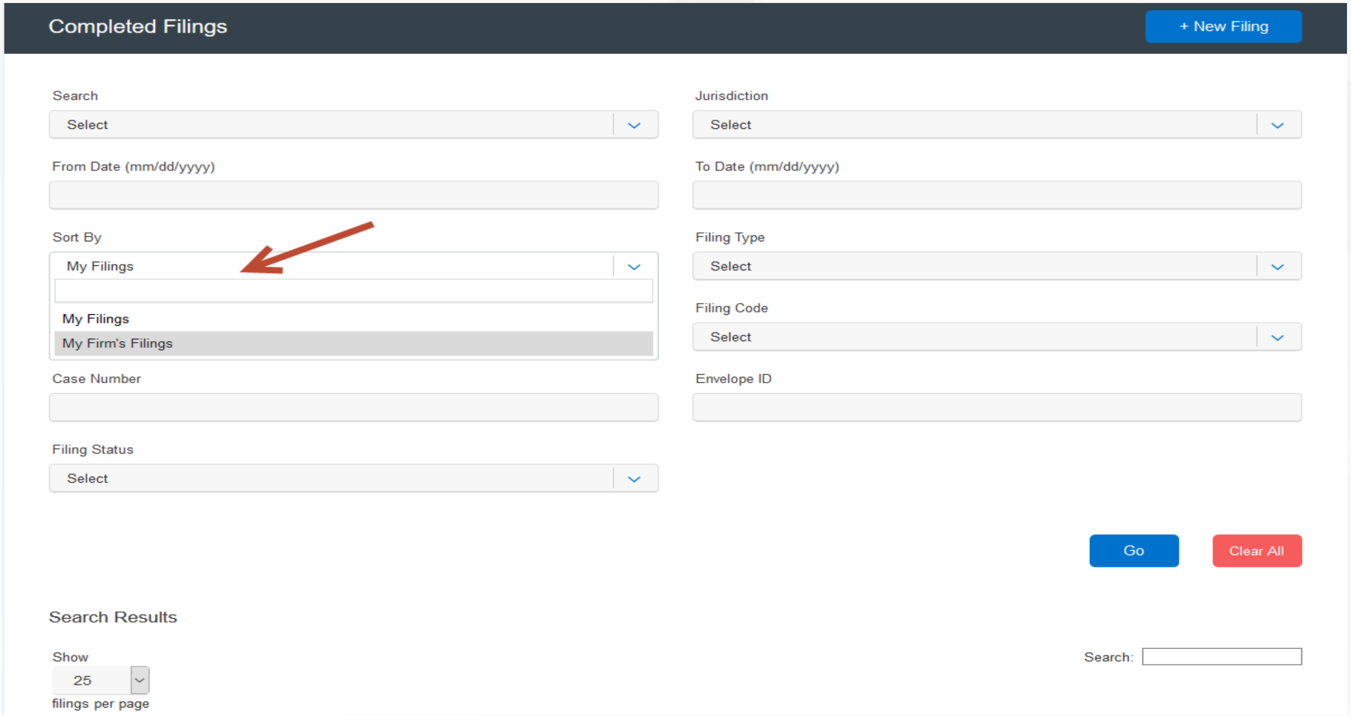
Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description	Courtesy Copies
Rejected (11/08/2016)	Petition (Lead Document) **Note to Clerk:**	daf	This!%AFi-e&ndThe #N@meThe+FileHa$49Character.PDF				Does not contain sensitive data	daga	



File & Serve *Texas*™

REVIEWING SUBMITTED FILINGS

1. You can review your submitted filings on the Completed Filings page. Under the drop-down menu "**Sort By**" it will default to "**My Filings**". Enter information into at least one the filters and select "**Go**". Your transaction will be displayed under "**Search Results**".
2. You can review submitted filings by firm members by clicking on the drop-down menu "**Sort By**" and selecting "**My Firm's Filing**". Enter information into at least one the filters and select "**Go**". Your transaction will be displayed under "**Search Results**".



REVIEWING SUBMITTED FILINGS *(continued)*

3. When searching under "**My Firm's Filings**," you will be able to see who submitted the filing under the column, "**Submitted By**". You can also enter their name under the "Search" field.
4. You can also click on any column header to put into ascending or descending order.

Search Results

Show 25 filings per page

Click on any column header to put the information to ascending or descending order.

Search: Supreme

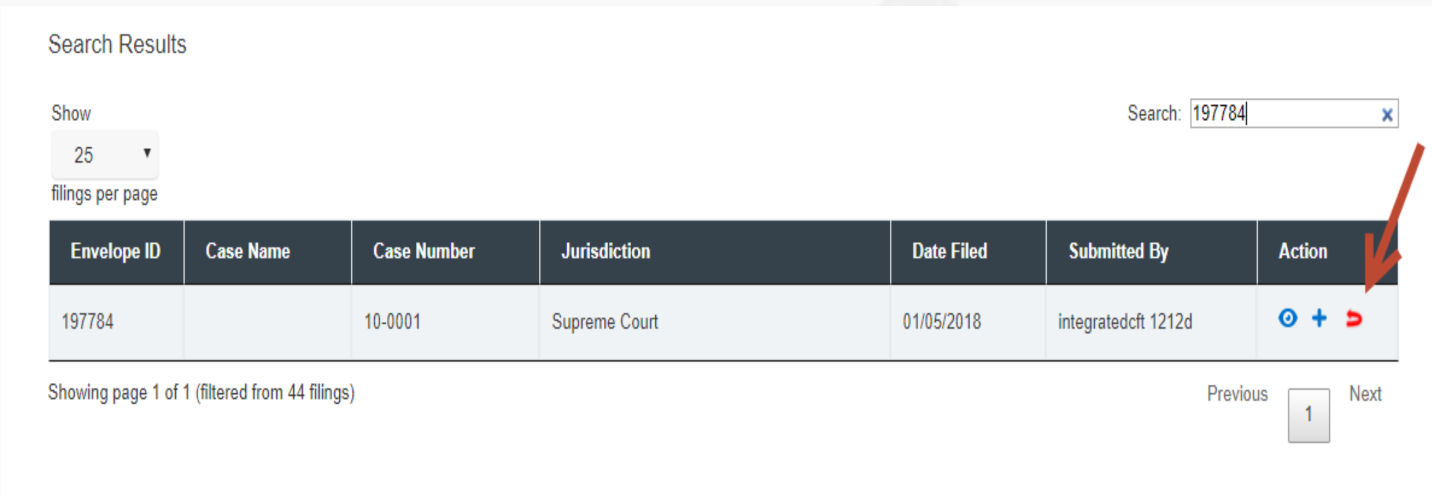
Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
197584		10-0001	Supreme Court	12/29/2017	integratedcft 627	

File & Serve *Texas*™

REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS

If you receive a “**Return for Correction**” or a “**Rejected**” notification from Efile Texas, please follow these steps to upload and submit your corrected documents:

1. Log onto File & Serve *Texas* and select the “**Completed Filings**” page from the “**Filing**” drop-down menu.
2. Find the transaction with the “back arrow” in **red**.
3. Click on the back arrow to open up the transaction.

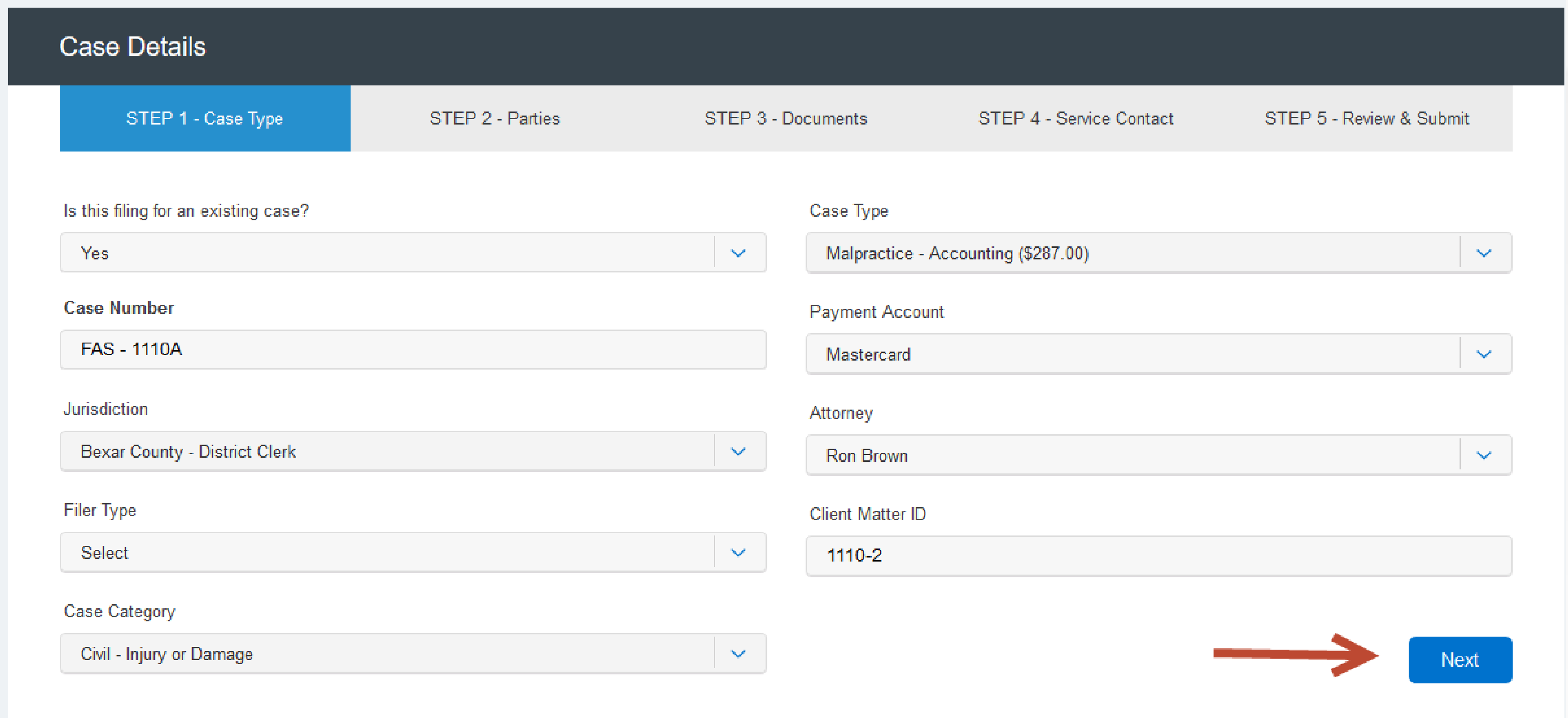


The back arrow allows you to open up the transaction & easily re-submit the corrected documents.

File & Serve Texas™

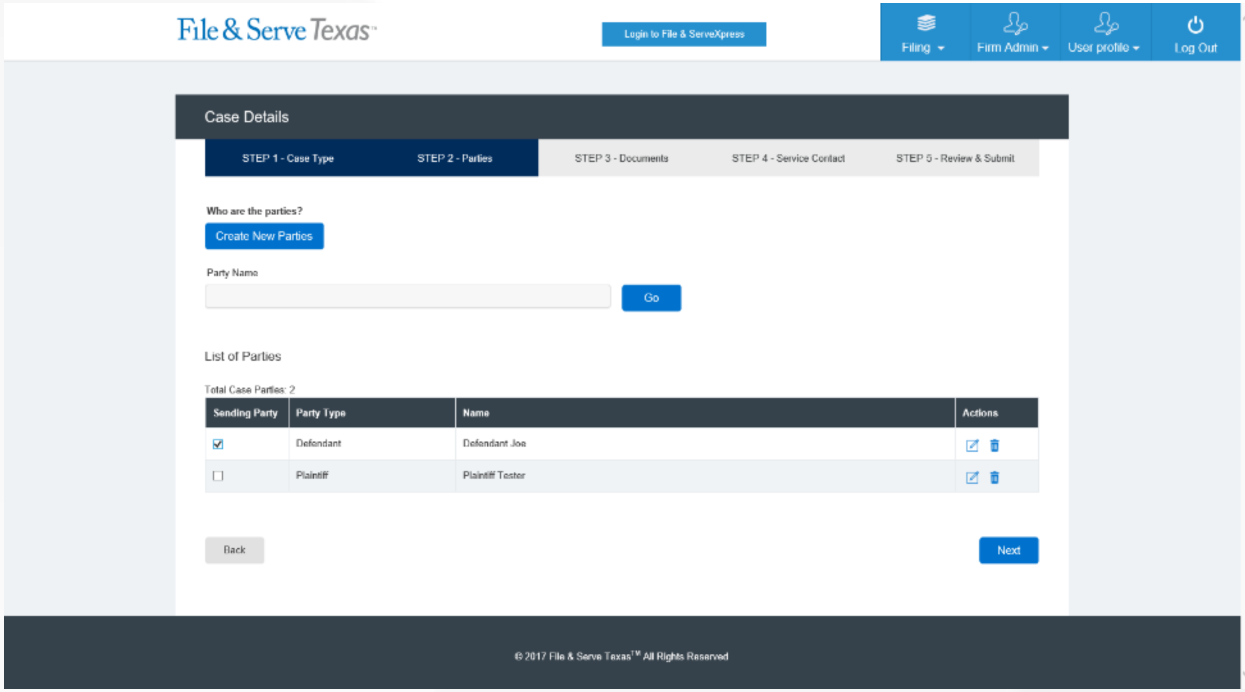
REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS *(continued)*

4. All fields in Step-1 will be auto-populated. Adjust if necessary. Click "**Next**" to move to Step 2-Parties.
5. Select the "**Sending Party**" if not populated. Click "**Next**" to move to Step 3-Documents. (see next slide)
6. Click on the "pencil icon" to open up the document(s) submitted for this transaction. (see next slide)



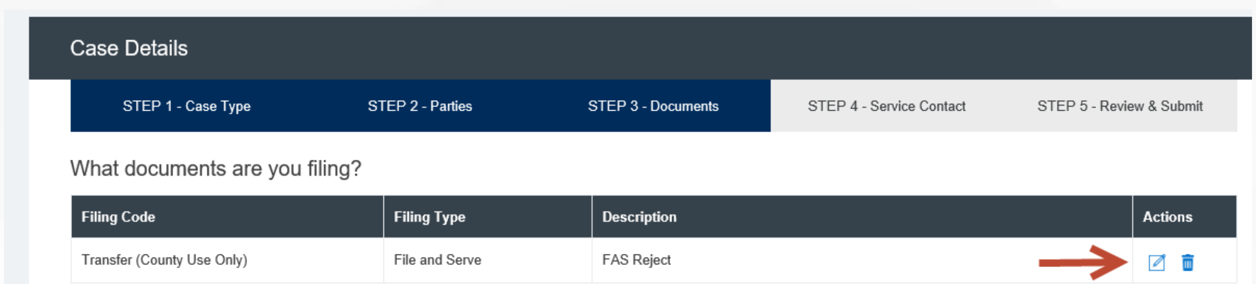
File & Serve Texas™

REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS *(continued)*



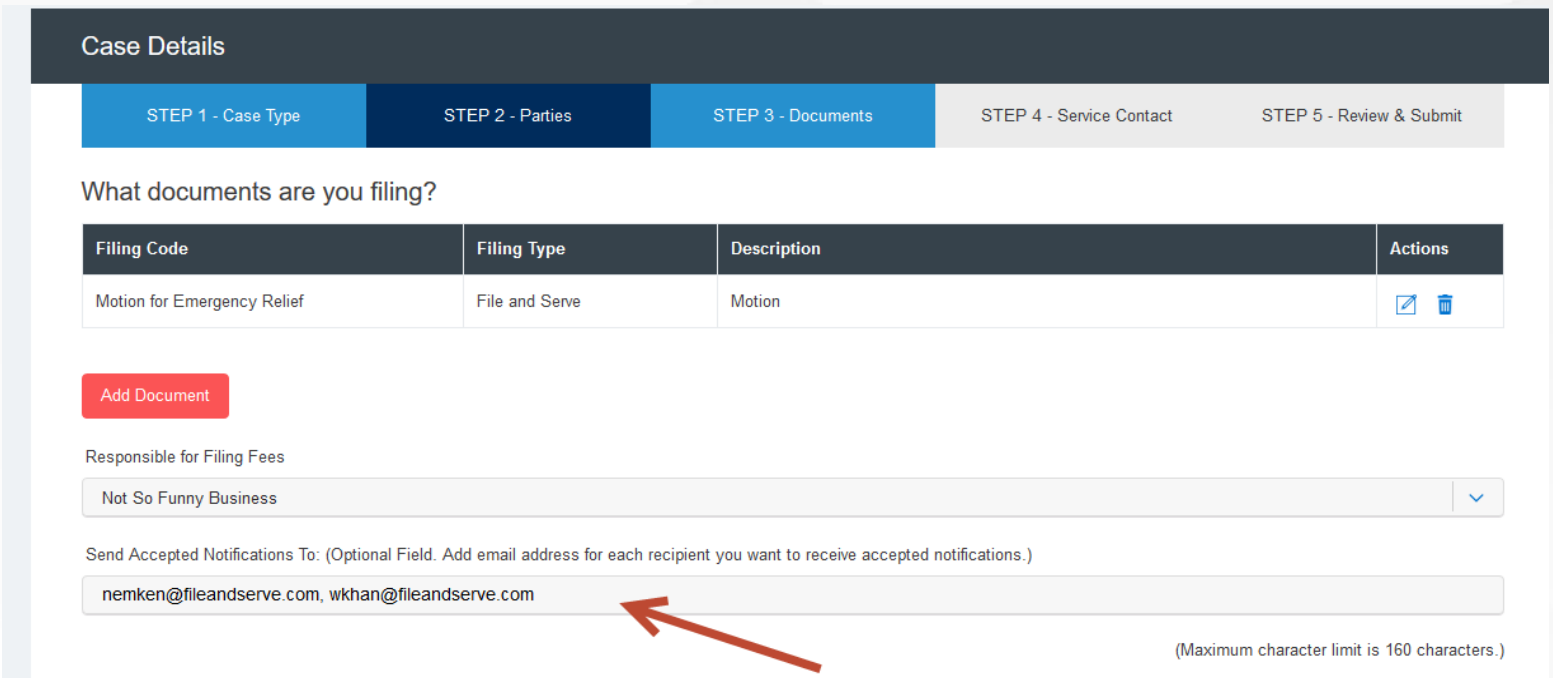
Step 2-Parties: Select the "Sending Party" if the box isn't selected.

Step 3-Documents: Click on the pencil icon to upload the corrected document(s).



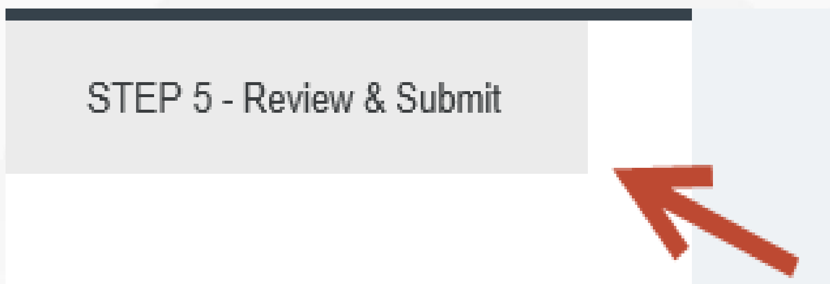
REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS *(continued)*

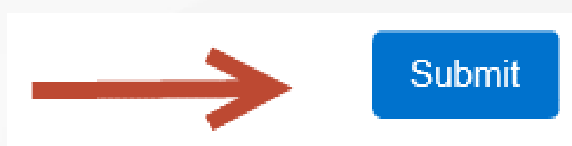
7. Click on the "**Browse**" button to grab the corrected document.
8. Enter your Note to Clerk.
9. Click on "**Update**" to save the corrected documents to the envelope.
10. Repeat the steps for all Lead Documents and corresponding attachments in the envelope that have been "Returned for Correction" or "Rejected".
11. Enter any email address(es) of legal team members into the "Accepted Notification" field to ensure it is sent to them.



REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS *(continued)*

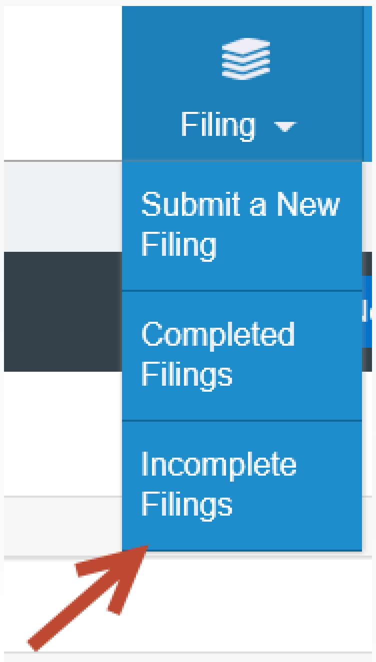
12. Click “**Next**” to move to Step 5-Review & Submit, or click on the “Step 5-Review & Submit” tab.
13. Review the transaction and click on the “pencil icon” if any further corrections need to be made in any one section.
14. Click on “**Submit**” to file with the court and serve on selected parties (if applicable).
15. You will receive a new envelope ID and the transaction will be displayed in “**Completed Filings**.”

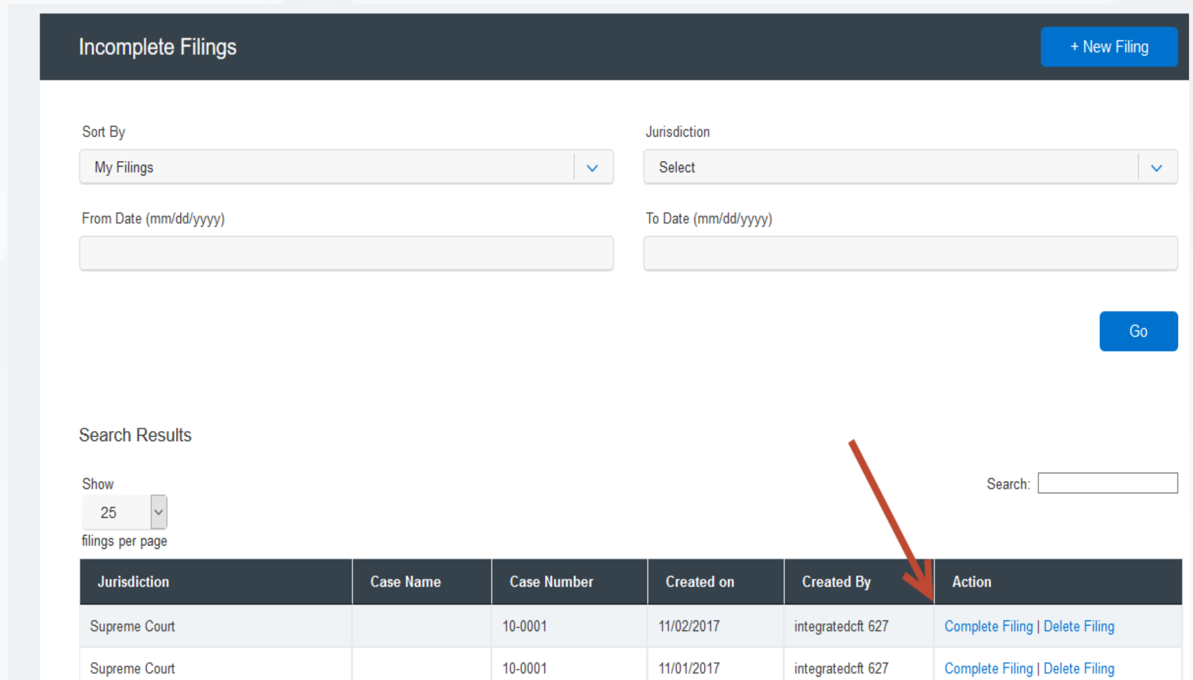




INCOMPLETE FILINGS

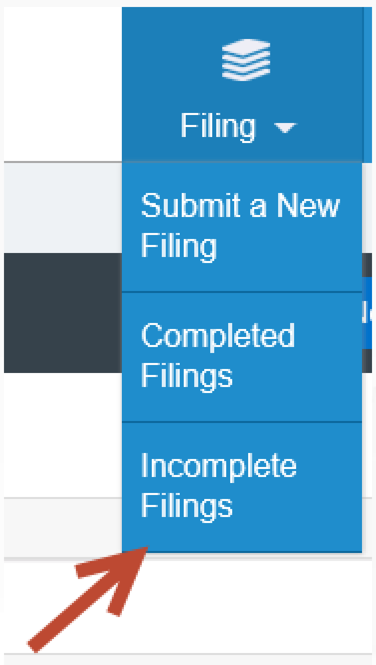
1. If needed, you can log out of File & Serve *Texas* in the middle of a transaction and finish the transaction at a later date.
2. To complete the filing, please log back into File & Serve *Texas*. Go under the “**Filing**” drop-down menu and select “**Incomplete Filings**”.
3. Under “**Search Results**,” you will see the transaction. Click on “**Complete Filing**” under the Action column to complete and submit your filing.
4. The Incomplete Filings will be available for 30 days.

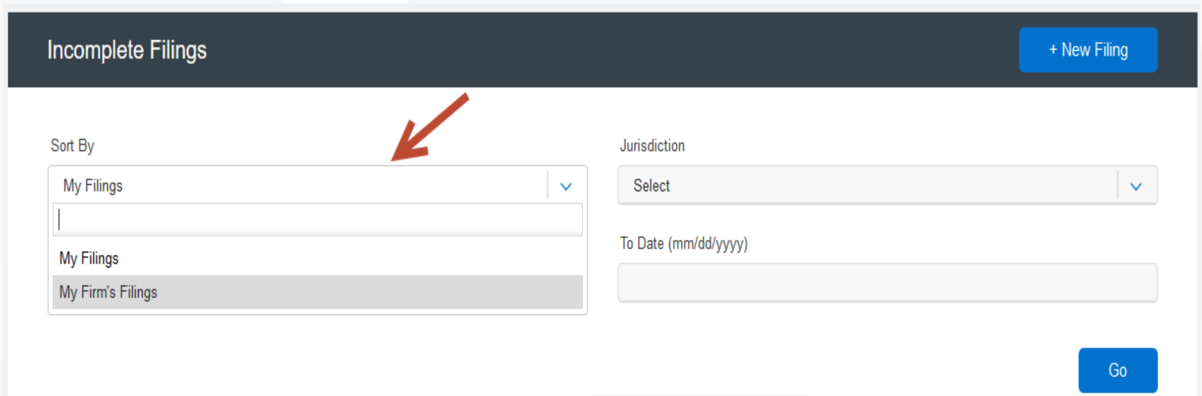


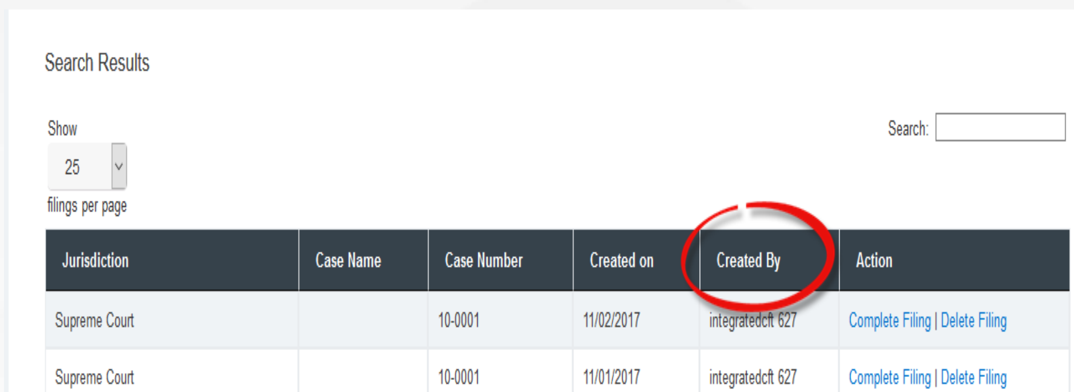


INCOMPLETE FILINGS *(continued)*

5. If you need to complete a filing by another firm member, please log into File & Serve *Texas.*
6. Go under the "**Filing**" drop-down menu and select "**Incomplete Filings**".
7. Under "**Sort By**", click on the drop-down menu and select "**My Firm's Filing**" and select "**Go**".
8. Search for the firm filer under the "**Created By**" column.
9. Once you find the filing(s), click on "**Complete Filing**" under the Action column to complete and submit the filing.







PROVISIONAL FILING

1. If your case is not found, you will receive the message below.

2. Click "**Proceed**" to manually enter the case information and go through the 5-step process to complete your filing.