

TECHNOLOGY STANDARDS

JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY

Version 1.3

Released: March 21, 2014

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 74th Texas Legislature. Changes to this document are effective sixty (60) 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 |

1.3 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.

DIR – Department o

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.

OASIS - Organization for the Advancement of Structured Information Standards

Organization for the Advancement of Structured Information Standards (OASIS)

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 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

- Apple QuickTime supported formats - <http://support.apple.com/kb/HT3775>
- NIEM – http://www.niem.gov/Domains_Justice.php - the Justice domain within NIEM.
- OASIS LegalXML Electronic Court Filing (ECF) specifications - <http://www.oasis-open.org/committees/legalxml-courtfiling/>
- OASIS Digital Signature Services specifications - <http://www.oasis-open.org/committees/dss/>
- 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

- 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.

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- 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. 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.
- B. 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.
- C. The following media players are supported (specific audio/video formats can be found on each media player's website):
 - a. QuickTime (Apple)
 - b. VLC media player (VideoLAN Organization)
 - c. Windows media player (Microsoft)

4 DIGITAL SIGNATURES

Digital signatures applied to an electronic artifact shall conform to a digital signature profile as described by the OASIS Digital Signature Services (DSS) Specification version 1.0

5 EFILING FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system for district, county court at law, probate, and county 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.

5.1 CHILD SUPPORT CASES (TITLE IV-D)

The following configurations are used in support of the Office of Attorney General’s Child Support Division.

5.1.1 CASE CATEGORIES/TYPES

| Case Category Code | Case Type Code |
|---------------------------|---|
| Title IV-D (OAG 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 |

5.1.2 FILING TYPES

| New Cases | Subsequent Filings |
|---|---|
| (Title IV-D OAG Use Only)Establishment | (Title IV-D OAG Use Only)Establishment |
| (Title IV-D OAG Use Only)Paternity | (Title IV-D OAG Use Only)Paternity |
| (Title IV-D OAG Use Only)Interstate – No TX Cause | (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)Interstate – Existing TX Cause |
| (Title IV-D OAG Use Only)Enforcement | (Title IV-D OAG Use Only)Enforcement |
| (Title IV-D OAG Use Only)Intervention | (Title IV-D OAG Use Only)Intervention |
| (Title IV-D OAG Use Only)Other – Billed | (Title IV-D OAG Use Only)Other – Billed |
| (Title IV-D OAG Use Only)Other – Not Billed | (Title IV-D OAG Use Only)Other – Not Billed |
| (Title IV-D OAG Use Only)Capias/Writ | (Title IV-D OAG Use Only)Capias/Writ |
| (Title IV-D OAG Use Only)Service Documents | (Title IV-D OAG Use Only)Service Documents |

5.1.3 PARTY TYPES

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

5.2 CIVIL CASES

5.2.1 CASE CATEGORIES/TYPES

| Case Category Code | Case Type Codes |
|---------------------------------|---|
| Civil - Contract | 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 |
| | Civil - Employment |
| Retaliation | |
| Termination | |
| Workers' Compensation | |
| Other Employment | |
| Civil - Injury or Damage | Assault/Battery |
| | Construction |
| | Defamation |
| | Malpractice - Accounting |
| | Malpractice - Medical |
| | Malpractice - Other Professional Liability |
| | Motor Vehicle Accident |
| | Premises |
| | Product Liability - Asbestos/Silica |
| | Product Liability - Other |
| Civil - Other Civil | Administrative Appeal |
| | Antitrust/Unfair Competition |
| | Code Violations |
| | Communicable Disease (H&S Code Sec. 81.151) |
| | Foreign Judgment |
| | Garnishment |
| | Intellectual Property |
| | Lawyer Discipline |
| | Perpetuate Testimony |
| | Securities/Stock |
| | Tortious Interference |
| | Toll Road |
| | Other Civil |
| Civil - Real Property | Eminent Domain/Condemnation |

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|--|--|
| | Partition |
| | Quiet Title |
| | Trespass to Try Title |
| | Other Property |
| Civil - Related to Criminal Matters | Expunction |
| | Judgment Nisi |
| | Non-Disclosure |
| | Seizure/Forfeiture |
| | Writ of Habeas Corpus - Pre-indictment |
| | Other |
| Civil - Tax | Tax Appraisal |
| | Tax Delinquency |
| | Other Tax |

5.2.2 *FILING TYPES*

| New Case | Subsequent Filings |
|----------------------------|--|
| Affidavit of Indigency | Affidavit of Indigency |
| Application | Amended Filing |
| Petition | Answer/Contest/Response |
| Transfer (County Use Only) | Bond |
| | Counter Claim/Intervention/Third Party |
| | Filing of Action other than Original (LGC 118.054) |
| | 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 |

5.3 FAMILY/JUVENILE CASES

5.3.1 CASE CATEGORIES/TYPES

| Case Category Code | Case Type Codes |
|--|-------------------------------------|
| Family/Juvenile - Marriage Relationship | Annulment |
| | Declare Marriage Void |
| | Divorce with Children |
| | Divorce No Children |
| Family/Juvenile - Other Family Law | Enforce Foreign Judgment |
| | Habeas Corpus |
| | Name Change |
| | Protective Order |
| | Removal of Disabilities of Minority |
| | Other |
| Family/Juvenile - Parent-Child Relationship | Adoption/Adoption with Termination |
| | Child Protection |
| | Child Support |
| | Custody or Visitation |
| | Gestational Parenting |
| | Grandparent Access |
| | Parentage/Paternity |
| | Termination of Parental Rights |
| | Other Parent-Child |
| Family/Juvenile - Post-judgment Actions | Enforcement |
| | Modification - Custody |
| | Modification - Other |

5.3.2 FILING TYPES

| New Case | Subsequent Filings |
|----------------------------|---|
| Affidavit of Indigency | Affidavit of Indigency |
| Application | Amended Filing |
| Petition | Answer/Contest/Response/Waiver |
| Transfer (County Use Only) | Bond |
| | Counter Claim/Intervention/ Third Party |
| | Motion (No Fee) |
| | Motion for Contempt |
| | Motion for Enforcement |
| | Motion for New Trial |
| | Motion to Modify |
| | Motion to Reinstate |
| | Motion to Revoke/Suspend/Withhold |
| | Motion to Stay |
| | Motion to Terminate Wage Withholding |
| | Motion to Transfer |
| | Notice |

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|--|--|
| | Notice of Appeal Notice of Delinquency No Fee Documents Proposed Order Request |
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5.4 PROBATE AND MENTAL HEALTH CASES

5.4.1 CASE CATEGORIES/TYPES

| Case Category Code | Case Type Codes |
|-----------------------|----------------------------|
| Probate/Mental Health | Dependent Administration |
| | Independent Administration |
| | Other Estate Proceedings |
| | Guardianship - Adult |
| | Guardianship - Minor |
| | Mental Health |
| | Other |

5.4.2 FILING TYPES

| New Case | Subsequent Filings |
|------------------------|--|
| Affidavit of Indigency | Affidavit of Indigency |
| Application | Annual Account (before 120 days) |
| Petition | Annual Account (after 120 days) |
| Will/Codicil | Annual Report (before 120 days) |
| | Annual Report (after 120 days) |
| | Answer/Contest/Response |
| | Application for Removal – Chapter 48 |
| | Application in an Existing Estate |
| | Application on Sale of Personal Property (before 120 days) |
| | Application on Sale of Personal Property (after 120 days) |
| | Application on Sale of Real Property (before 120 days) |
| | Application on Sale of Real Property (after 120 days) |
| | Bond (before 120 days) |
| | Bond (after 120 days) |
| | Claim |
| | Counter Claim |
| | Final Account (before 120 days) |
| | Final Account (after 120 days) |
| | Final Report (before 120 days) |
| | Final Report (after 120 days) |
| | Inventory |
| | Inventory – (filed after the 90th day after the date the personal rep has qualified) |
| | Jury Demand |
| | Motion |
| | No Fee Documents |
| | Notice |
| | Oath (before 120 days) |
| | Oath (after 120 days) |
| | Proposed Order |
| | Request |
| | Suggestion of Need for Guardian – Sec 683 |
| | Will/Codicil |

5.5 MULTI-DISTRICT LITIGATION (MDL) CASES

5.5.1 CASE CATEGORIES/TYPES

| Case Category Code | Case Type Codes |
|---------------------------------|-------------------------|
| Multi-District Litigation (MDL) | MDL - Asbestosis |
| | MDL - Hurricane Ike |
| | MDL - Product Liability |

5.5.2 FILING TYPES

| New Case | Subsequent Filings |
|----------------------------|---|
| Affidavit of Indigency | Affidavit of Indigency |
| Application | Amended Filing |
| Petition | Answer/Contest/Response |
| Transfer (County Use Only) | Bond |
| | Counter Claim/Intervention/ Third Party |
| | 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 |

5.6 OTHER STANDARD SYSTEM CONFIGURATIONS

5.6.1 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 or by the Rules of Civil Procedure for the reasons listed below.

| Category | Reason | Authority |
|---------------------------|---|---------------|
| Sealed Documents | Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled. | TRCP 21(f)(4) |
| Vexatious Litigant | 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 |

5.6.2 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 |
|--|---|---|
| Insufficient Fees | Fees submitted are insufficient. Please resubmit your filing with the correct case type/filing type. <i><provide short summary as to what fees were not included></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 |
| Insufficient Funds | 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 |
| Document Addressed to Wrong Clerk | 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. | |
| Incorrect/Incomplete Information | Please resubmit using the correct <ul style="list-style-type: none"> • Cause number • Case Type | |

| | | |
|-------------------------------|---|---|
| | <ul style="list-style-type: none"> • Case Category • Filing Code Party Names on document(s) | |
| Incorrect Formatting | Please resubmit the document <ul style="list-style-type: none"> • By rotating the document so that the file mark will appear in the upper right corner • In text searchable PDF • Directly converted to PDF if possible. • With a 300dpi resolution • With a page size of 8.5"x11" With no embedded fonts | TRCP 21 (f)(8) |
| PDF Documents Combined | 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. | |
| Illegible/Unreadable | Please resubmit in a format that is legible. | |
| Sensitive Data | Please resubmit in five (5) business days with all sensitive data redacted: <ul style="list-style-type: none"> • DL, SSN, Passport Number, Tax ID Number, Government Issued ID Number • Bank Account Number, Credit Card Number, Financial Account Number • Birth Date, Home Address and name of any person who was a minor when the suit was filed. | TRCP 21c (a-f) NOTE: Family Code §102.008 and §105.006 require identification of children by name and DOB |