

# 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 74<sup>th</sup> 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.

**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 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>
- 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.
- 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.

## Technology Standards v1.3

- 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)

## Technology Standards v1.3

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
<b>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

### 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
<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>
Retaliation	
Termination	
Workers' Compensation	
Other Employment	
<b>Civil - Injury or Damage</b>	Assault/Battery
	Construction
	Defamation
	Malpractice - Accounting
	Malpractice - Medical
	Malpractice - Other Professional Liability
	Motor Vehicle Accident
	Premises
	Product Liability - Asbestos/Silica
	Product Liability - Other
<b>Civil - Other Civil</b>	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
<b>Civil - Real Property</b>	Eminent Domain/Condemnation

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

5.2.2 *FILING TYPES*

<b>New Case</b>	<b>Subsequent Filings</b>
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

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

#### 5.3.2 FILING TYPES

<b>New Case</b>	<b>Subsequent Filings</b>
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



**Technology Standards v1.3**

	Notice of Appeal Notice of Delinquency No Fee Documents Proposed Order Request
--	--

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
<b>Sealed Documents</b>	Documents filed under seal or presented to court <i>in camera</i> cannot be eFiled.	TRCP 21(f)(4)
<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

### 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
<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>Incorrect/Incomplete Information</b>	Please resubmit using the correct <ul style="list-style-type: none"> <li>• Cause number</li> <li>• Case Type</li> </ul>	

	<ul style="list-style-type: none"> <li>• Case Category</li> <li>• Filing Code</li> </ul> Party Names on document(s)	
<b>Incorrect Formatting</b>	Please resubmit the document <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> </ul> With no embedded fonts	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>	Please resubmit in five (5) business days with all sensitive data redacted: <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)  NOTE: Family Code §102.008 and §105.006 require identification of children by name and DOB