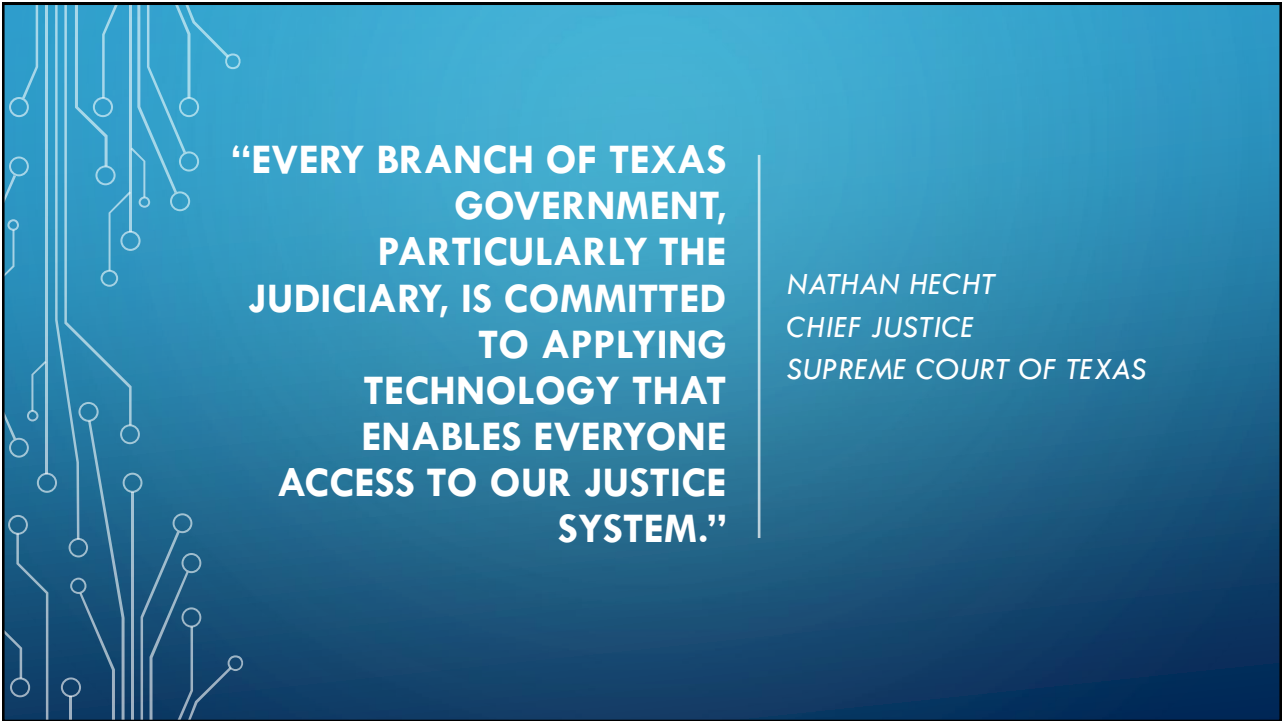




1



2

## MANDATORY ORDER

- November 2012 - Texas Office of Court Administration (OCA) announced a plan for providing an e-filing system to be used across the state.
  - [eFileTexas.gov](http://eFileTexas.gov) is the official e-filing system for Texas Courts
- December 2012 – Texas Supreme Court issues mandatory order requiring that e-filing be used for all civil matters in appellate, probate, district and county courts, starting January 1, 2014
- In June 2016, the Court of Criminal Appeals mandated criminal eFiling as well.

3

## E-FILING IN JUSTICE COURTS?

- When will this happen for JP courts?
- Likely within the next 2-3 years
- This is similar to traffic citations (e-ticket, e-citation)
- Some JP courts already use E-File
  - Bell, Burnet, Collin, Denton, El Paso, Fort Bend, Grayson, Guadalupe, Hays, Johnson, Tarrant, Tom Green, Travis, Victoria, Williamson

4

## WHAT IS E-FILE?

- Electronic filing or e-filing enables filers and courts to efficiently process documents and fees online.
- A system that accepts electronic documents from attorneys (as pdfs) and other filers via Web portals, and securely distributes these documents to the appropriate county or appellate court where they can be accepted into the case management system of that court.

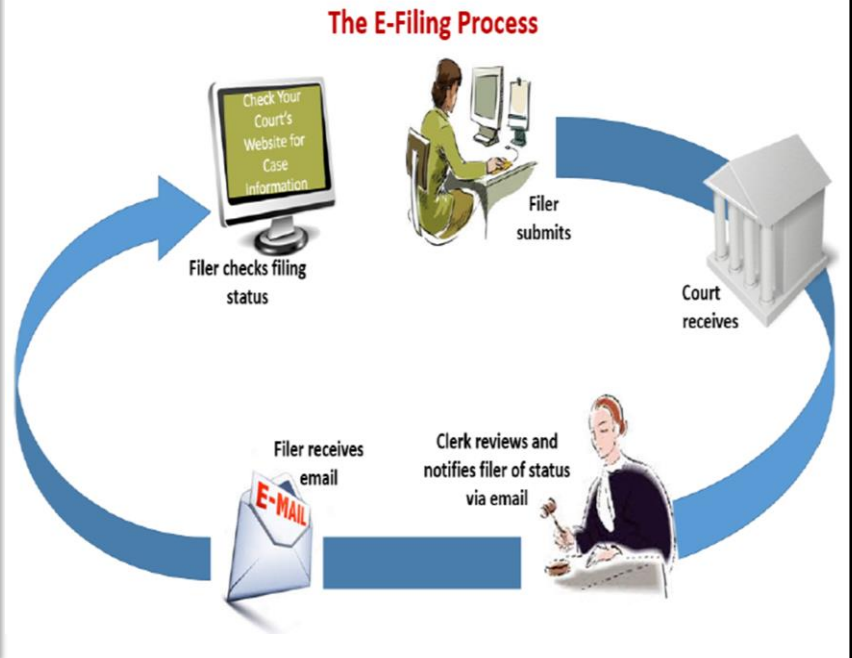
5

## WHY E-FILE?

- Makes courts more efficient
- Shortens wait times at counters
- Allows courts to redeploy staff to other tasks
- Reduces costs for paper, and frees up space used for storing paper records
- Allows for more access to justice
- Allows courts the ability to transition to paperless
  - Filing is the first step in the process for civil cases, and once documents enter the system electronically it simplifies the task of using electronic case files throughout the life of a case

6

# HOW DOES IT WORK?



7

## HOW DO I START?

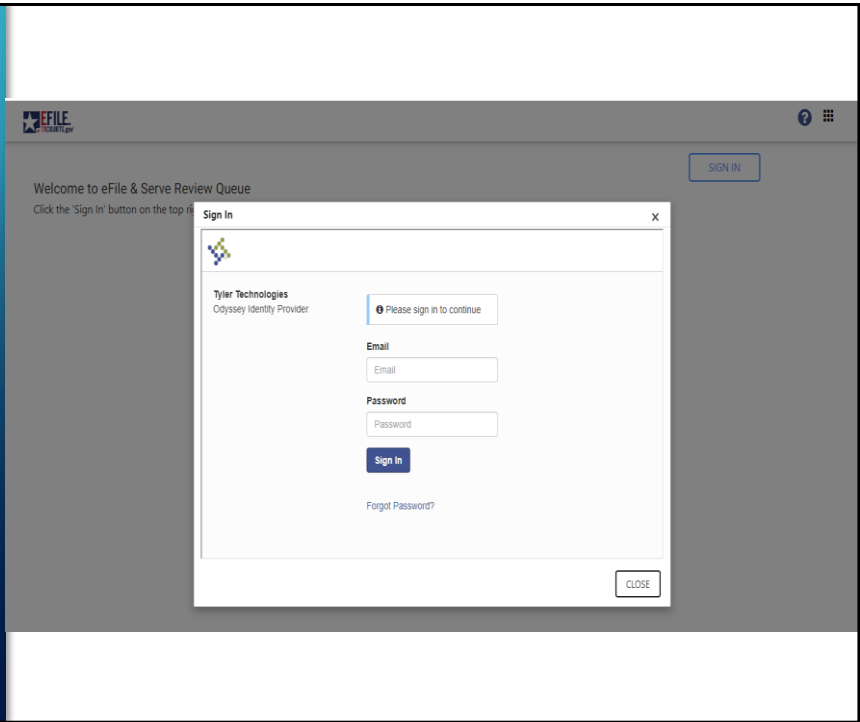
- Tyler Technologies is responsible for the implementation and management of eFileTexas.gov
- [eFileTexas.gov](http://eFileTexas.gov) uses Web-based applications that require no unique software, middleware, or hardware to function.



8

# WHAT HAPPENS ON THE COURT SIDE?

- How is the court notified?
- Someone would need to monitor the 'inbox'



9

The screenshot displays the 'Review Queue' interface. On the left, there are filter sections for Envelope #, Case #, Date Range, Queues, Filing Codes, Case Types, and Locations. Below these are checkboxes for 'Show Deferred' and 'Auto-Refresh', along with 'RESET' and 'APPLY' buttons. The main area is a table with the following columns: Envelope #, Case #, Submit Date, Status, Filing Code, Filing Description, Case Title, Case Type, Filed By, Reviewer, and Lock. The table contains 15 rows of case data.

Envelope #	Case #	Submit Date	Status	Filing Code	Filing Description	Case Title	Case Type	Filed By	Reviewer	Lock
67589273	J2-CV-22-002828	08/23/2022 5:52 PM CDT	Submitted	Defendant's Res...	PLAINTIFF'S RE...	Amy Puckett vs. ...	Small Claims	TURNER F GASS...		
67591361	J2-CV-22-003406	08/23/2022 8:44 PM CDT	Submitted	Writ of Possess...	WRIT OF POSSE...	AUSTIN 3 LLC, d...	Eviction	Dana Castelvecchi		
67591823	J2-CV-22-002660	08/23/2022 9:40 PM CDT	Submitted	Notice	Non-Service Ret...	Velocity Investm...	Debt Claim	ABC Legal		
67591835	J2-CV-22-003657	08/23/2022 9:41 PM CDT	Submitted	Notice	Return of Service	Westlake Service...	Debt Claim	ABC Legal		
67593174	J2-CV-22-003005	08/24/2022 4:35 AM CDT	Submitted	Motion for Defa...	Motion for Defa...	Lvny Funding Llc ...	Debt Claim	Michael Scott		
67593197	J2-CV-22-002833	08/24/2022 4:42 AM CDT	Submitted	Motion for Defa...	Motion for Defa...	Lvny Funding Llc ...	Debt Claim	Michael Scott		
67593238	J2-CV-22-003416	08/24/2022 4:58 AM CDT	Submitted	Motion for Defa...	Plaintiff's Motio...	Cavalry SPV I, LL...	Debt Claim	Javitch Block		
67593328	J2-CV-22-003167	08/24/2022 5:31 AM CDT	Submitted	Motion for Defa...	Motion for Defa...	CAPITAL ONE BA...	Debt Claim	Michael Scott		
67593405	J2-CV-22-002172	08/24/2022 5:58 AM CDT	Submitted	Notice	Plaintiff's notice...	Calvary SPV I, LL...	Debt Claim	Javitch Block		
67593415	J2-CV-22-001951	08/24/2022 6:03 AM CDT	Submitted	Motion for Defa...	Motion for Defa...	Conn Appliances...	Debt Claim	Michael Scott		
67593422	J2-CV-22-003381	08/24/2022 6:06 AM CDT	Submitted	Notice	Plaintiff's Notic...	Synchrony Bank ...	Debt Claim	Javitch Block		
67593552	J2-CV-19-007772	08/24/2022 6:41 AM CDT	Submitted	Notice	Notice of SOJ	Barclays Bank De...	Debt Claim	Michael Scott		
67593597	J2-CV-20-002880	08/24/2022 6:51 AM CDT	Submitted	Notice	Notice of SOJ	Jefferson Cap	Items per page: 25	1 - 13 of 13		

10

### Review Queue

Filters	Envelope #	Case #	Submit Date	Status	Filing Code	Filing Description	Case Title	Case Type	Filed By	Reviewer	Lock
Envelope # Search...	67615355	J2-CV-22-003058	08/24/2022 1:05 PM CDT	Submitted	Notice	6185816 SANB...	BANK OF AMERI...	Debt Claim	Efile TX		
Case # Search...	67617161		08/24/2022 1:20 PM CDT	Submitted Submitted	Petition/Applica...	Plaintiffs Origin...		Debt Claim	PCP PCP		
Date Range	67617418	J2-CV-22-002998	08/24/2022 1:47 PM CDT	Submitted	Answer	DEFENDANT SO...	RANDUN PATHM...	Small Claims	Tiffany S Wallace		
Queues	67617536		08/24/2022 1:25 PM CDT	Submitted	Petition/Applica...			Debt Claim	Morgan Associat...		
Filing Codes	67617992		08/24/2022 1:32 PM CDT	Submitted Submitted	Petition/Applica...	Plaintiffs Origin...		Debt Claim	PCP PCP		
Case Types	67618507		08/24/2022 1:38 PM CDT	Submitted	Petition/Applica...			Debt Claim	ABC Legal Dallas		
Locations	67619452	J2-CV-22-002520	08/24/2022 1:50 PM CDT	Submitted	Notice	Notice of Nonsu...	CITY OF AUSTIN ...	Small Claims	Henry Taylor		
<input type="checkbox"/> Show Deferred	67620039	J2-CV-22-003466	08/24/2022 1:58 PM CDT	Submitted	Writ of Possessi...	Request for Writ...	Westdale On The ...	Eviction	Marilynn Starks-S...		
<input type="checkbox"/> Auto-Refresh	67620807	J2-CV-22-003347	08/24/2022 2:07 PM CDT	Submitted	Request	Motion for Disc...	Rylan Maksoud v...	Small Claims	Rylan Maksoud		
<input type="button" value="RESET"/> <input type="button" value="APPLY"/>	67621473		08/24/2022 2:15 PM CDT	Submitted	Petition/Applica...	2006 B LeeAnn ...		Eviction	Joe Latham		

11

Attachments
Page Viewer Options
Annotation Tools

**Envelope #67679657**  
Submitted 08/25/2022 5:13 PM CDT

**Case**

Location: Travis County - JP Precinct 2

Category: Civil - Other Civil

Case Type: Eviction

Judge: System Assigned

**Filings** 1 Filing(s)

Petition/Application

Status: Under Review

Filing Type: EFileAndServe

Filing Description: Plaintiff's Sworn Complaint for Forcible Detainer

**Filing Components**

Component: Attachments  
Security: Does not contain sensitive data

[CASE →](#)

Petition/Application  
8.25.22 - Eviction Petition - Sun v. Schuyler j...

Download

Petition/Application

8.25.22 - Eviction Petition - Sun v. Schuyler jmd.pdf (Lead Document)

Exhibit A - Notice to Vacate.pdf (Attachments)

Exhibit B - Verification of Compliance.pdf (Attachments)

Exhibit C - Non-Military Declaration Schuyler.pdf (Attachments)

THE JUSTICE COURT  
PRECINCT NO. 2  
TRAVIS COUNTY, TEXAS

**PLAINTIFF'S SWORN COMPLAINT FOR FORCIBLE DETAINER**

NOTE COMES FORTH: Ranga Sun, who files this Plaintiff's Sworn Complaint for Forcible Detainer, respectfully showing the Court as follows:

- Plaintiff's Range Size;
- Defendant is Rachel Schuyler;
- Defendant may be served with process at 4302 Doyal Rd., Unit B, Austin, Texas 78759.

**II. SUBJECT MATTER**

- Defendant is in possession of the premises located at 4302 Doyal Rd., Unit B, Austin, Texas 78759 (the "Premises");
- The Premises are located within the jurisdiction of this Court.

**III. PROCEDURAL BASIS FOR COMPLAINT**

- Plaintiff, in accordance with The Texas Supreme Court Emergency Orders Regarding The COVID-19 State of Disaster, acts as follows:
  - The Premises are not a "vacant dwelling" subject to Section 402.100(b) of the CARES Act. There is no mortgage associated with the property/premises;
  - The premises are not a property receiving a FHA insured single family mortgage;
  - Plaintiff is not a "residential borrower" under the definition subject to Section 402(b) of the CARES Act;
  - Plaintiff has not provided Defendant with 30 days' notice to vacate under Section

**ACTIONS**

Accept

Reject

Forward

End Review

---

**STAMPS**

**T**

Case Number Stamp

Date and Time Stamp

Docket Stamp

Docket Date

Initials Stamp

Judicial Officer

Legal Date Stamp

**Case Information Pane**      **Document Display Window**

12



Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

Petition/Application  
8.25.22 - Eviction Petition - Sun v. Schuyler j...

Download [Icons] Fit To Page [Icons]

**Case**

Location  
Travis County - JP Precinct 2

Category  
Civil - Other Civil

Case Type  
Eviction

Judge  
System Assigned

**Filings** 1 Filing(s)

Petition/Application

Status  
Under Review

Filing Type  
EFileAndServe

Filing Description  
Plaintiff's Sworn Complaint for Forcible Detainer

**Filing Components**

Component	Attachments
Security	Does not contain sensitive data

CASE →

FILED --(DocketDate)--  
JUDGE RONALD SLAGLE  
JUSTICE OF THE PEACE, PCT 2  
TRAVIS COUNTY, TEXAS

CAUSE NO. \_\_\_\_\_

RINGO SUN,  
*Plaintiff* § IN THE JUSTICE COURT

v. §  
§ PRECINCT NO. 2

RACHEL SCHUYLER, and ALL §  
OCCUPANTS, § TRAVIS COUNTY, TEXAS

**PLAINTIFF'S SWORN COMPLAINT FOR FORCIBLE DETAINER**

NOW COMES Plaintiff, Ringo Sun, who file this Plaintiff's Sworn Complaint for Forcible Detainer, respectfully showing the Court as follows:

**I. PARTIES**

1. Plaintiff is Ringo Sun.
2. Defendant is Rachel Schuyler.
3. Defendant may be served with process at [REDACTED] Rd., Unit B, Austin, Texas 78759.

**II. SUBJECT MATTER**

4. Defendant is in possession of the premises located at 4302 Daval Rd., Unit B, Austin, Texas 78759 (the "Premises").
5. The Premises are located within the jurisdiction of this Court.

**III. PROCEDURAL BASIS FOR COMPLAINT**

6. Plaintiff, in accordance with The Texas Supreme Court Emergency Orders Regarding The COVID-19 State of Disaster, avers as follows:
  - a. the Premises are not a "covered dwelling" subject to Section 4024 (a)(1) of the CARES Act. There is no mortgage associated with the property premises.
  - b. The premises are not a property securing a FHA insured single family mortgage.
  - c. Plaintiff is not a "multifamily borrower" under forbearance subject to Section 4025 of the CARES Act.
  - d. Plaintiff has not provided Defendant with 30 days' notice to vacate under Sections

1

**ACTIONS**

✓ Accept

✗ Reject

➔ Forward

⊗ End Review

---

**STAMPS**

T [Icon]

Case Number Stamp

Date and Time Stamp

Date Stamp

Docket Date

Initials Stamp

Judicial Officer

Legal Date Stamp

13

## CASE INFORMATION TAB

- Location
- Category
- Case Type
  - Can be changed if incorrect

Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**CASE INFORMATION**

**Case Detail**

Case Number  
Please enter a case number

Description

Location \*  
Travis County - JP Precinct 2 ×

Category \*  
Civil - Other Civil

Case Type \*  
Eviction (\$54.00) ×

Status

Filed Date

Damages Sought  
Only Monetary relief of \$250,000 or less

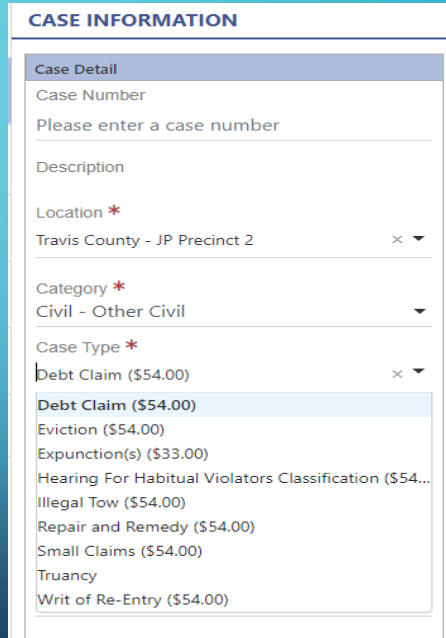
Judge  
System Assigned

← ALL ENVELOPE →

14

## CASE INFORMATION TAB

- Case Type
  - Drop-down menu allows to change the type of case



**CASE INFORMATION**

**Case Detail**

Case Number  
Please enter a case number

Description

Location \*  
Travis County - JP Precinct 2

Category \*  
Civil - Other Civil

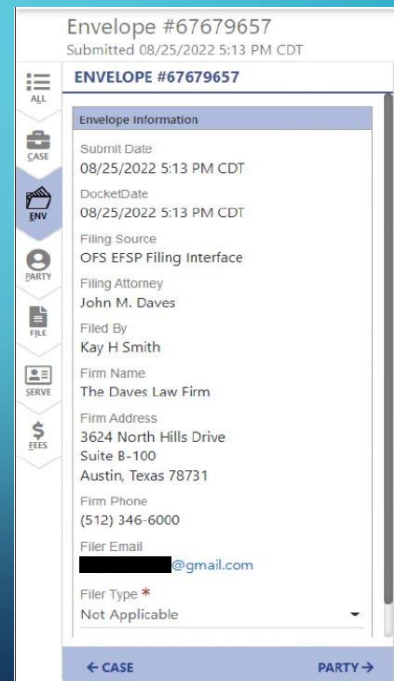
Case Type \*  
Debt Claim (\$54.00)

- Debt Claim (\$54.00)
- Eviction (\$54.00)
- Expunction(s) (\$33.00)
- Hearing For Habitual Violators Classification (\$54...
- Illegal Tow (\$54.00)
- Repair and Remedy (\$54.00)
- Small Claims (\$54.00)
- Truancy
- Writ of Re-Entry (\$54.00)

15

## ENVELOPE INFORMATION TAB

- When the envelope was submitted
- When the case is docketed
- Filing Party
  - Address
  - Phone Number
  - Email address



Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**ENVELOPE #67679657**

**Envelope Information**

Submit Date  
08/25/2022 5:13 PM CDT

DocketDate  
08/25/2022 5:13 PM CDT

Filing Source  
OFS EFSP Filing Interface

Filing Attorney  
John M. Daves

Filed By  
Kay H Smith

Firm Name  
The Daves Law Firm

Firm Address  
3624 North Hills Drive  
Suite B-100  
Austin, Texas 78731

Firm Phone  
(512) 346-6000

Filer Email  
[REDACTED]@gmail.com

Filer Type \*  
Not Applicable

← CASE PARTY →

16



# PARTY INFORMATION TAB

- All parties entered to the case

Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**PARTY INFORMATION**

+ Add New Party

Search New Parties and Attorneys...

Parties Added With This Envelope (2)

Plaintiff	Lead Attorney
Ringo Sun	John M. Daves
Defendant	Lead Attorney
Rachel Schuyler	

17

Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**PARTY DETAIL**

Edit Party - Rachel Schuyler

Party Type \*  
Defendant

Party Type  
Defendant

Lead Attorney  
Select...

Lead Attorney

**VERIFY**

Business or Agency

**NAME AND CONTACT**

First Name \*  
Rachel

Middle Name

Last Name \*  
Schuyler

Suffix  
Select...

Email  
Example: someone@domain.com

CLOSE SAVE

Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**PARTY DETAIL**

**CONTACT INFORMATION**

Phone Number

Cell Phone

Country  
United States of America

Address Line 1 \*  
Duval Rd.

Address Line 2

Unit B

City \*  
Austin

State \*  
Texas

Zip Code \*  
78759

**DETAILS**

Driver License Type  
Select...

Driver License State  
Select...

Driver License Number

CLOSE SAVE

18

## VERIFY PARTY

- If E-File is integrated with your case management software, you can use a party that is already in the system.

Envelope #67681351  
Submitted 08/25/2022 6:04 PM CDT

**PARTY DETAIL**

Edit Party - MAA Canyon Creek

Party Type \*  
Plaintiff

Party Type  
Plaintiff

Lead Attorney  
Select...

**VERIFY**

**NAME AND CONTACT**  Business or Agency

Business Name \*  
MAA Canyon Creek

Email  
Example: someone@domain.com

**CONTACT INFORMATION**

Phone Number  
512-331-1818

Country  
United States of America

CLOSE SAVE NEXT

19

## FILING INFORMATION TAB

- Filing Details Pane
  - Details about the filing
  - Documents attached that need to be reviewed

FILING INFORMATION

Notice: Motion for Discovery.pdf

Download

Fit To Page

Filing (1 of 1)

Notice  
Motion for Discovery

Prev Next

Page 1 of 1

← PARTY SERVICE CONTACT →

FILED: 08/25/2022 6:04 PM CDT  
JUDGE: RONNALS USAGLE  
JUSTICE OF THE PEACE, PCT 2  
TARRANT COUNTY, TEXAS

22-CV-2240487

BANK OF AMERICA N.A. §  
vs §  
JOANNA POLLINZI §

Travis County Justice Court #2

**DEFENDANT'S MOTION FOR DISCOVERY**

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW Defendant herein and files this motion for discovery.

**MOTION FOR DISCOVERY**

**Reasonable and Necessary**

Rule 503 of the Texas Rules of Civil Procedure allows pretrial discovery "which the judge considers reasonable and necessary." Tex. R. Civ. P. 500(a). The rule further provides that "a judge requests for pretrial discovery must be presented to the court for approval by written motion," which may be ruled on without a hearing. *Id.*

**Prevent Trial by Ambush**

The discovery process is supposed to prevent a trial by ambush. *Clark v. Truistways, Inc.*, 774 S.W.2d 644, 646 (Tex. 1989), cert. denied, 493 U.S. 1074, 110 S.Ct. 1122, 110 L.Ed.2d 1028 (1990). As the Supreme Court of Texas has explained, a trial should be based upon the merits of the parties' claims and defenses, rather than on an advantage obtained by one side through a surprise attack. *Smith v. Southeast Food Stores*, 835 S.W.2d 49, 50 (Tex. 1992).

**DISCOVERY REQUESTED**

**Documents, Exhibits, Evidence, and Any Other Tangible Thing That Plaintiff Intends to Use at Trial**

Defendant is only requesting that Plaintiff produce the documents, exhibits, evidence, and

20

**FILING INFORMATION**  
Filing - Notice - EFileAndServe

Filing Details Services

Filing Code ⓘ \*

Notice × ▾

Filing Type  
EFileAndServe

Reference Number

Firm client re-bill or case tracking #

Filing Description  
Motion for Discovery

Filing Comments  
This is the Motion for Discovery, there was not a filing code for Motion or Motion for Discovery so I put "Notice" as the filing

Filing Courtesy Copies ⓘ

**Documents**

Lead Document Name  
Motion for Discovery.pdf

Document Description \*  
Motion for Discovery.pdf

CLOSE SAVE

Notice Motion for Discovery.pdf Download [Icons] Fit To Page [Icons]

FILED <<DoNotFile>>  
JUDGE RANDALL SLAGLE  
JUSTICE OF THE PEACE, PCT. 2  
TRAVIS COUNTY, TEXAS

J2-CV-22-003457

BANK OF AMERICA N.A. §  
§  
vs § Travis County Justice Court #2  
§  
JOANNA POLLINZI §

**DEFENDANT'S MOTION FOR DISCOVERY**

TO THE HONORABLE JUDGE OF SAID COURT:  
COMES NOW Defendant herein and files this motion for discovery.

**MOTION FOR DISCOVERY**

Reasonable and Necessary

Rule 500.9 of the Texas Rules of Civil Procedure allows pretrial discovery "which the judge considers reasonable and necessary." Tex. R. Civ. P. 500.9(a). The rule further provides that "[a]ny requests for pretrial discovery must be presented to the court for approval by written motion," which may be ruled on without a hearing. *Id.*

Prevent Trial by Ambush

The discovery process is supposed to prevent a trial by ambush. *Clark v. Trailways, Inc.*, 774 S.W.2d 644, 646 (Tex. 1989), cert. denied, 493 U.S. 1074, 110 S.Ct. 1122, 107 L.Ed.2d 1028 (1990). As the Supreme Court of Texas has explained, a trial should be based upon the merits of the parties' claims and defenses, rather than on an advantage obtained by one side through a surprise attack. *Smith v. Southwest Feed Yards*, 835 S.W.2d 88, 90 (Tex. 1992).

**DISCOVERY REQUESTED**

Documents, Exhibits, Evidence, and Any Other Tangible Thing That Plaintiff Intends on Using at Trial

Defendant is only requesting that Plaintiff produce the documents, exhibits, evidence, and

21

**FILING INFORMATION**  
Filing - Notice - EFileAndServe

Filing Details Services

Filing Code ⓘ \*

Motion for Discovery × ▾

- Motion
- Motion for Continuance
- Motion for Default Judgment
- Motion for Discovery**
- Motion for New Trial (\$54.00)
- Motion For Non-Suit
- MOTION FOR SANCTIONS
- Motion for Summary Judgment
- Motion for Turnover
- MOTION IN LIMINE

Filing Comments  
This is the Motion for Discovery, there was not a filing code for Motion or Motion for Discovery so I put "Notice" as the filing

Filing Courtesy Copies ⓘ

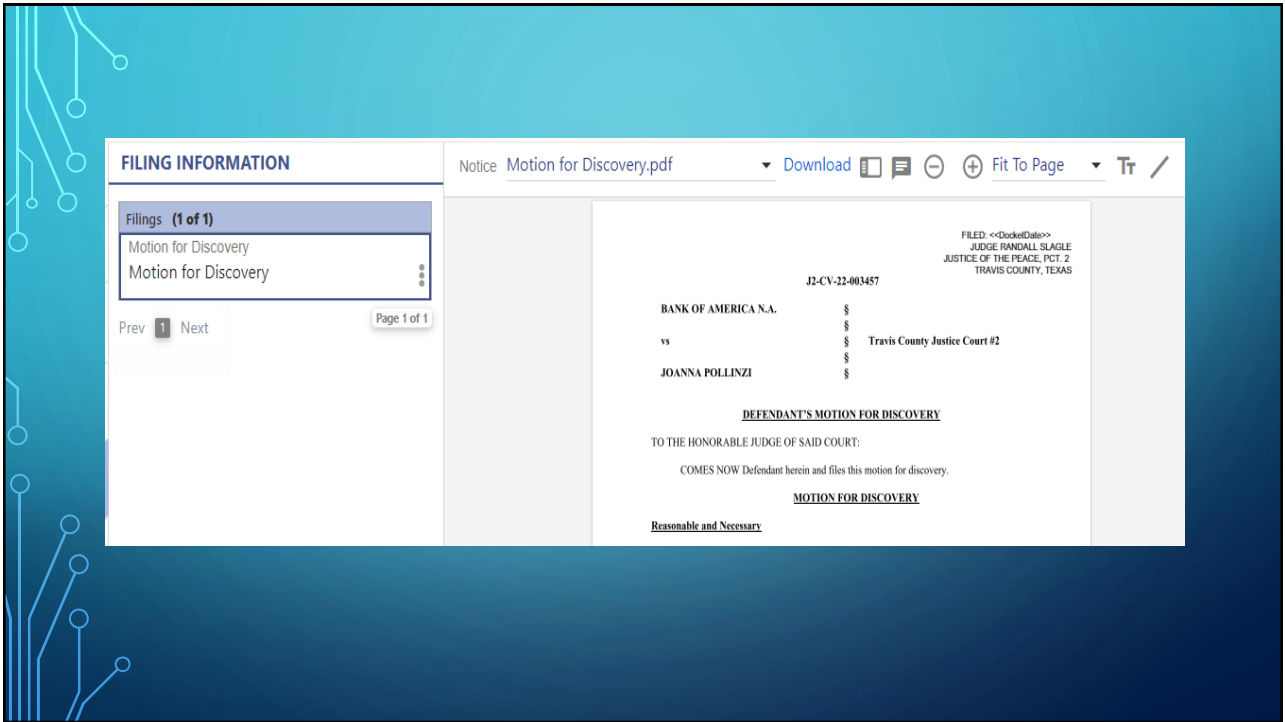
**Documents**

Lead Document Name  
Motion for Discovery.pdf

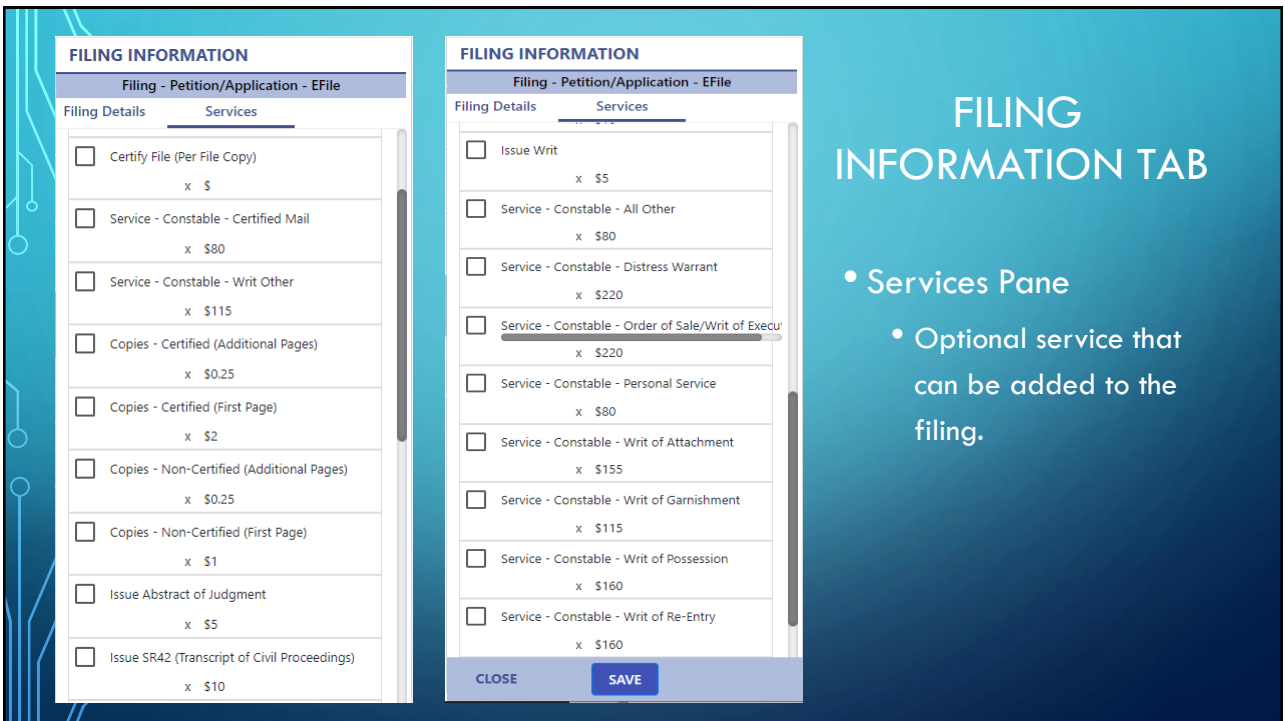
Document Description \*  
Motion for Discovery.pdf

CANCEL SAVE

22



23



24

## SERVICE CONTACT INFORMATION TAB

- Displays information about the service contacts associated with the filing
- This pane is read-only, and cannot be changed.
- The filer enters this information at the creation of the filing.

Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**SERVICE CONTACT INFORMATION**

Service (1 of 1)

**Sun, Ringo** **Plaintiff**  
Daves, John M EServe  
john@thedaveslawfirm.com

Prev 1 Next Page 1 of 1

← FILING FEES AND PAYMENT →

25

## FEES AND PAYMENT INFORMATION TAB

- Displays information about the fees associated with the filing
- Shows the party responsible for the fees

Envelope #67679657  
Submitted 08/25/2022 5:13 PM CDT

**FEES AND PAYMENT INFORMATION**

**Description of Fees and Amounts**

Petition/Application	
Filing Fee	\$0.00
Service - Constable - Personal Service	\$80.00
	Filing Total: \$80.00
<b>Total Fees</b>	
Total Filing Fees	\$80.00
Court Case Fee	\$54.00
Payment Service Fee	\$3.87
	Envelope Total: \$137.87

**Payment information**

Payment Account  
AmEx

Payment Type:  
CreditCard

Party Responsible For Fees  
Ringo Sun - Plaintiff × ▾

← SERVICE CONTACT

26

## STAMPS

- T
- Case Number Stamp
- Date and Time Stamp
- Date Stamp
- Docket Date
- Initials Stamp
- Judicial Officer
- Legal Date Stamp
- Printed

STAMPS

- You can add a text stamp to the document you are reviewing.

27

Petition/Application  
8.25.22 - Eviction Petition - Sun v. Schuyler j...

Download Fit To Page

FILED: <<DocketDate>>  
JUDGE: PANDHALL, SLAGLE  
JUSTICE OF THE PEACE, PCT. 2  
TRAVIS COUNTY, TEXAS

CAUSE NO. <<CaseNumber>>

IN THE JUSTICE COURT  
PRECINCT NO. 2  
TRAVIS COUNTY, TEXAS

RINGO SUN,  
*Plaintiff*

v.

RACHEL SCHUYLER, and ALL  
OCCUPANTS,  
*Defendant*

**PLAINTIFF'S SWORN COMPLAINT FOR FORCIBLE DETAINER**

NOW COMES Plaintiff, Ringo Sun, who file this Plaintiff's Sworn Complaint for Forcible Detainer, respectfully showing the Court as follows:

**I. PARTIES**

1. Plaintiff is Ringo Sun.
2. Defendant is Rachel Schuyler.
3. Defendant may be served with process at 4302 Deval Rd., Unit D, Austin, Texas 78759.

**II. SUBJECT MATTER**

4. Defendant is in possession of the premises located at [REDACTED], Unit D, Austin, Texas 78759 (the "Premises").
5. The Premises are located within the jurisdiction of this Court.

**III. PROCEDURAL BASIS FOR COMPLAINT**

6. Plaintiff, in accordance with The Texas Supreme Court Emergency Orders Regarding The COVID-19 State of Disaster, avers as follows:
  - a. the Premises are not a "covered dwelling" subject to Section 4024 (A)(1) of the CARES Act. There is no mortgage associated with the property/premises.
  - b. The premises are not a property securing a FHA insured single family mortgage.
  - c. Plaintiff is not a "multifamily borrower" under forbearance subject to Section 4023 of the CARES Act;
  - d. Plaintiff has not provided Defendant with 30 days' notice to vacate under Sections

1

**ACTIONS**

Accept

Reject

Forward

End Review

---

**STAMPS**

T

Case Number Stamp

Date and Time Stamp

Date Stamp

Docket Date

Initials Stamp

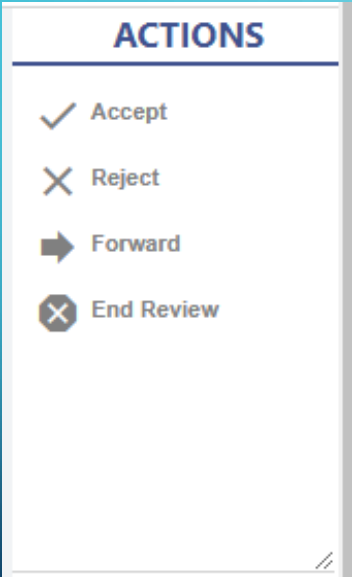
Judicial Officer

Legal Date Stamp

28



## ACTIONS PANEL

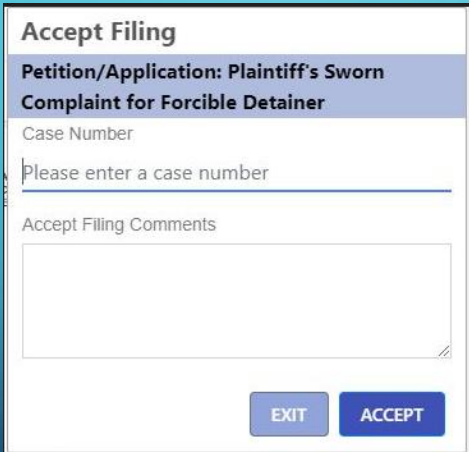


- You can:
  - Accept Filing
  - Reject Filing
  - Forward
  - End Review

The screenshot shows a white panel with a blue header titled "ACTIONS". Below the header are four items, each with an icon and text: a checkmark for "Accept", an 'X' for "Reject", a right-pointing arrow for "Forward", and a square with an 'X' for "End Review".

29

## ACCEPT FILING



**Accept Filing**  
**Petition/Application: Plaintiff's Sworn Complaint for Forcible Detainer**

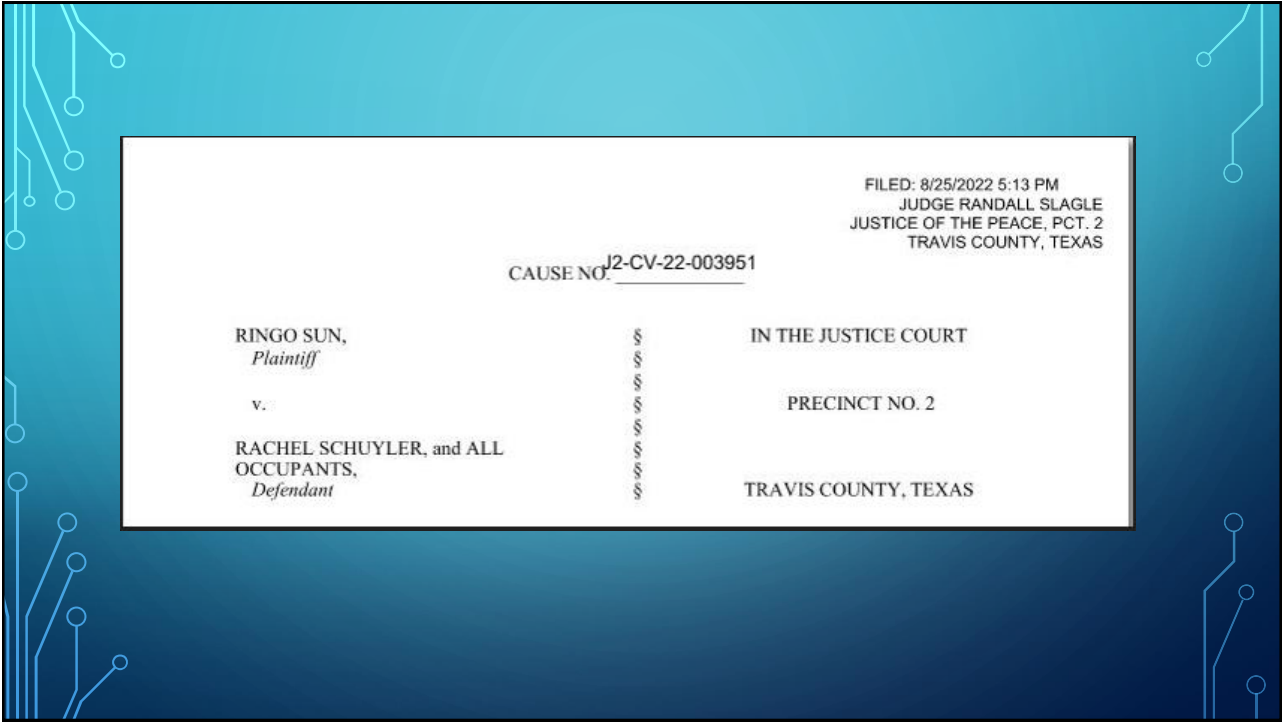
Case Number  
Please enter a case number

Accept Filing Comments

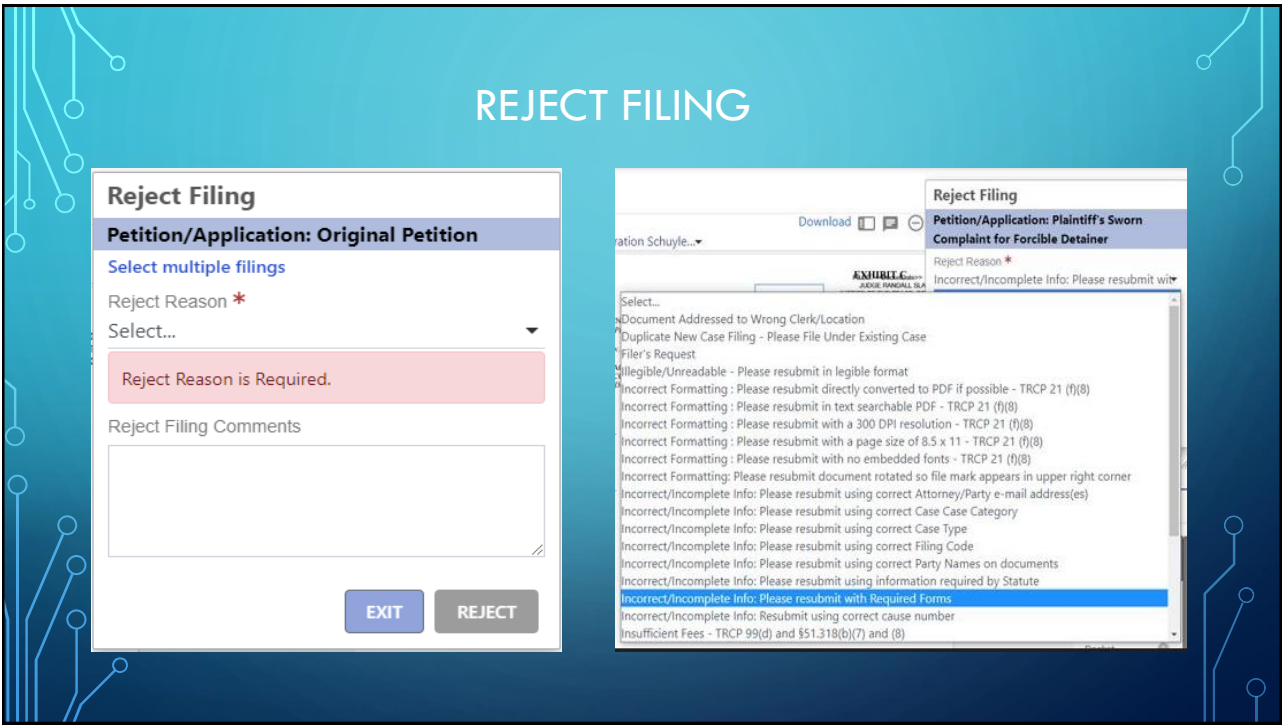
EXIT ACCEPT

The screenshot shows a dialog box with a white background and a blue header. The header contains the title "Accept Filing" and the subtitle "Petition/Application: Plaintiff's Sworn Complaint for Forcible Detainer". Below the header is a text input field labeled "Case Number" with the placeholder text "Please enter a case number". Underneath is a larger text area labeled "Accept Filing Comments". At the bottom of the dialog are two buttons: "EXIT" and "ACCEPT".

30



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## REJECT FILING

### Reject Filing

**Petition/Application: Plaintiff's Sworn  
Complaint for Forcible Detainer**

Reject Reason \*  
Incorrect/Incomplete Info: Please resubmit with

Reject Filing Comments

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## QUEUE OPTIONS



- Review Queue
  - New filings
- Review History
  - Completed filings
- Envelope Lookup
  - Can search for a specific envelope that has been filed
- Court Admin
  - Users for location

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# REVIEW HISTORY QUEUE

### Review History

**Filters**

Envelope #

Case #

Date Range

Filing Codes

Case Types

Locations

**Reviewers**

Check All

Travis-JP2 Admin

Jorge Cardenas

Gina Cluck

Kolby Duhon

Valerie Garcia

Laura Green

Include Complete

Auto-Refresh

**Case # J2-CV-21-001134 - Velocity Investments, Llc Assignee Of Prosper Funding Llc Assignee Of Webbank vs. Arthur Nava (Slagle, Randall)**

Envelope # 67686465 Filed 08/26/2022 8:34 AM CDT by Front Desk on behalf of Robert E Jenkins

Filing Status	Filing Code	Filing Description	Date Reviewed	Reviewer
Accepted By Court	Notice	Oath Of Receiver	08/26/2022 8:45 AM CDT	Amy Tucker

**Case # J2-CV-22-003957 - Dallas Cargo LLC vs. Cherokee Insurance Company (Slagle, Randall)**

Envelope # 67682282 Filed 08/25/2022 7:28 PM CDT by Naeem Gul on behalf of

Filing Status	Filing Code	Filing Description	Date Reviewed	Reviewer
Accepted By Court	Petition/Application	Guide and File - Petition	08/26/2022 8:40 AM CDT	Amy Tucker

**Case # J2-CV-22-003682 - Srinivasa Rao Madala vs. MileStone Community Builders (Slagle, Randall)**

Envelope # 67685921 Filed 08/26/2022 8:25 AM CDT by Tammy L Greenblum on behalf of Neal Meinzer

Filing Status	Filing Code	Filing Description	Date Reviewed	Reviewer
Accepted By Court	Answer	Defendant's Original Answer	08/26/2022 8:39 AM CDT	Amy Tucker

**Case # J2-CV-22-002527 - Conn Appliances, Inc. vs. Jeannette V. De La Fuente (Slagle, Randall)**

Envelope # 67684627 Filed 08/26/2022 5:24 AM CDT by Michael Scott on behalf of Nathaniel Kitz

Filing Status	Filing Code	Filing Description	Date Reviewed	Reviewer
Accepted By Court	Motion for Default Judgment	Motion for Default Judgment	08/26/2022 8:29 AM CDT	Amy Tucker
Accepted By Court	Proposed Order	Default Judgment	08/26/2022 8:29 AM CDT	Amy Tucker

**Case # J2-CV-22-003494 - BANK OF AMERICA, N.A. vs. Russell H**

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# REVIEW HISTORY QUEUE

**Case # J2-CV-22-003682 - Srinivasa Rao Madala vs. MileStone Community Builders (Slagle, Randall)**

Envelope # 67685921 Filed 08/26/2022 8:25 AM CDT by Tammy L Greenblum on behalf of Neal Meinzer

Filing Status	Filing Code	Filing Description	Date Reviewed	Reviewer
Accepted By Court	Answer	Defendant's Original Answer	08/26/2022 8:39 AM CDT	Amy Tucker

- Envelope Details
- Service Contacts
- Action History
- File into this Case

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# REVIEW HISTORY QUEUE

**Envelope Detail**

Case # J2-CV-22-003682 - Envelope # 67685921 PRINT CLOSE

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**Case**

Case Number J2-CV-22-003682	Description Srinivasa Rao Madala vs. MileStone Community Builders	Location Travis County - JP Precinct 2	Category Civil - Other Civil
Case Type Small Claims	Status Pending Answer	Filed Date 08/12/2022 12:00 AM CDT	Judge Slagle, Randall

---

**Envelope**

Submit Date 08/26/2022 8:25 AM CDT	Docket Date 08/26/2022 8:25 AM CDT	Filing Source Odyssey File & Serve
Filing Attorney Neal Meinzer	Filed By Tammy L Greenblum	
Firm Name Waller Lansden Dortch & Davis, LLP	Firm Address 100 Congress Ave., Suite 1800 Austin, Texas 78701	Firm Phone 512-685-6400
Filer Email tammy.greenblum@wallerlaw.com	Filer Type Not Applicable	

---

**Existing Parties** 2 Parties

Party Type	Party Name	Lead Attorney
Plaintiff	Srinivasa Rao Madala	
Defendant	MileStone Community Builders	

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# REVIEW HISTORY QUEUE

**Filings** 1 Filing(s)

**Answer**

Status Accepted By Court	Filing Type EFileAndServe	Reference Number	Filing Description Defendant's Original Answer
Filing Comments	Filing Courtesy Copies	Review Date 08/26/2022 8:54 AM CDT	Accept Comments

---

**Documents**

Component	Document Name	Description	Security	Download Version
Lead Document	Defendant's Original Answer.pdf	Defendant's Original Answer.pdf		<a href="#">Original Transmitted</a>

---

**Service** 2 Party(s) with Service

Search by Party Name  Search by Service Contact  SEARCH RESET

Madala, Srinivasa Rao ▼ 1 Service Contact(s)

MileStone Community Builders ▼ 2 Service Contact(s)

---

**Fees**

Description of Fees and Amounts	Payment Information
<p><b>Answer</b></p> <p>Filing Fee \$0.00</p> <p>Filing Total: \$0.00</p> <p><b>Total Fees</b></p> <p>Total Filing Fees \$0.00</p> <p>Envelope Total: \$0.00</p>	<p>Payment Account Jack's Waller (Visa 2967)</p> <p>Payment Type CreditCard</p> <p>Party Responsible for Fees MileStone Community Builders</p> <p>Transaction ID 99281982</p>

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# ENVELOPE LOOKUP QUEUE

### Envelope Lookup

**Filters**

All Filings

My Firm's Filings

My Filings Only

Envelope #

Case #

Date Range

Status

Locations

**Case # J2-CV-22-003682 - Srinivasa Rao Madala vs. MileStone Community Builders (Slagle, Randall)**

Envelope # 67685921 Filed 08/26/2022 8:25 AM CDT by Tammy L Greenblum on behalf of Neal Meinzer

Filing Status	Filing Code	Filing Description	Date Reviewed	Reviewer
Accepted By Court	Answer	Defendant's Original Answer	08/26/2022 8:39 AM CDT	Amy Tucker

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# COURT ADMIN QUEUE

### Court Admin

Users
Attorneys
Payment Accounts
Court Information
Unlock Batch

Filter By Role

+

First Name	Last Name	Email Address	Role(s)	Status
Travis	JP2 Admin	Travis.JP2@texfile.com	Court Admin, Filer, Reviewer	Active
Jorge	Cardenas	jorge.cardenas@traviscountytx.gov	Filer, Reviewer	Active
Gina	Cluck	gina.cluck@traviscountytx.gov	Court Admin, Filer, Reviewer	Active
Kolby	Duhon	kolby.duhon@traviscountytx.gov	Filer, Reviewer	Active
Valerie	Garcia	Valerie.Garcia@traviscountytx.gov	Filer, Reviewer	Active

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# HOW WOULD SELF-REPRESENTED LITIGANTS USE IT?



- Could the court set up a kiosk in the lobby?
- Guide & File – this is similar to TurboTax

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## POSSIBLE ISSUES?

- What happens if something is not correct?
  - You would handle the filing/document as if you had just received it in the mail. Process as normal
  - Some instances you would be able to reject the filing
- Fees are wrong
  - Accept and contact the party
- Wrong case type
  - Eviction
  - Debt claim
  - Small Claim
- ODL

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# RESOURCES

[eFileTexas.gov](https://www.eFileTexas.gov)  
v

Case  
Management  
Software  
Vendors

Court Policy  
& Local or  
State e-Filing  
Rules

Integrate with a case  
management system  
with eFileTexas.gov?

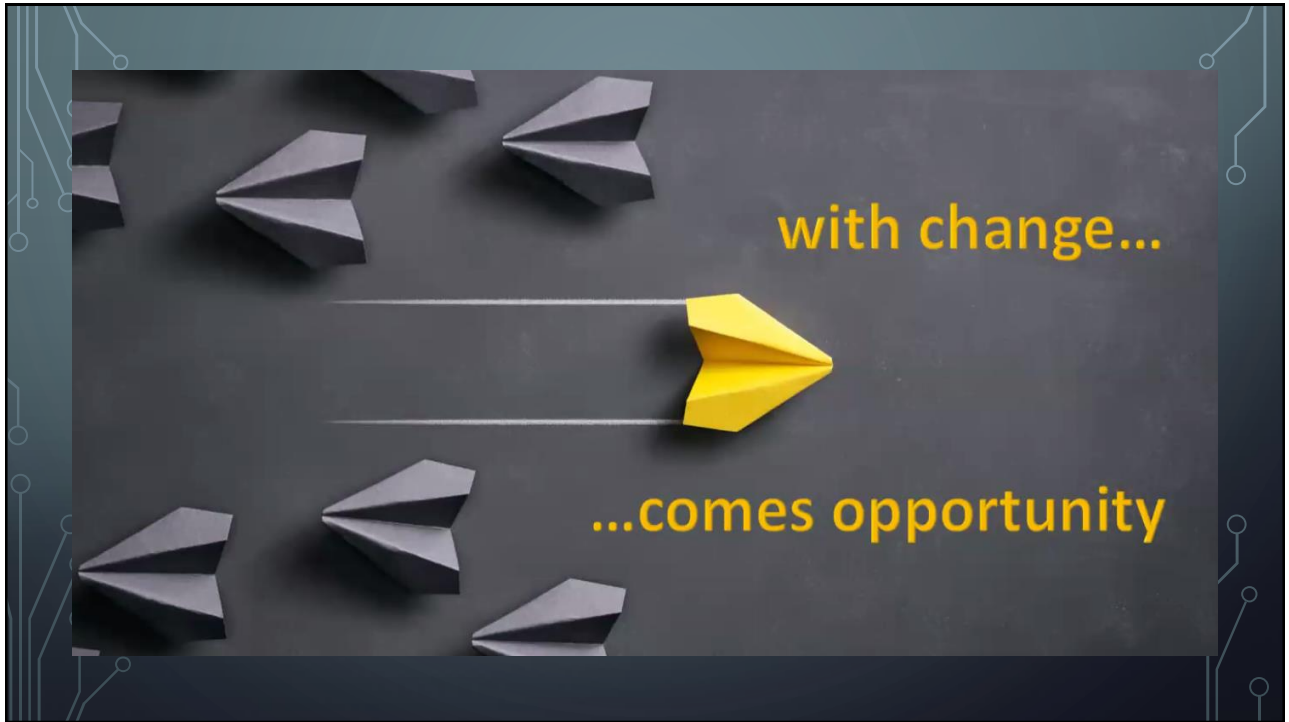
Technical support  
personnel at  
[support@eFileTexas.gov](mailto:support@eFileTexas.gov).

For these questions,  
please refer to  
the [Judicial  
Committee on  
Information  
Technology \(JCIT\)](#).

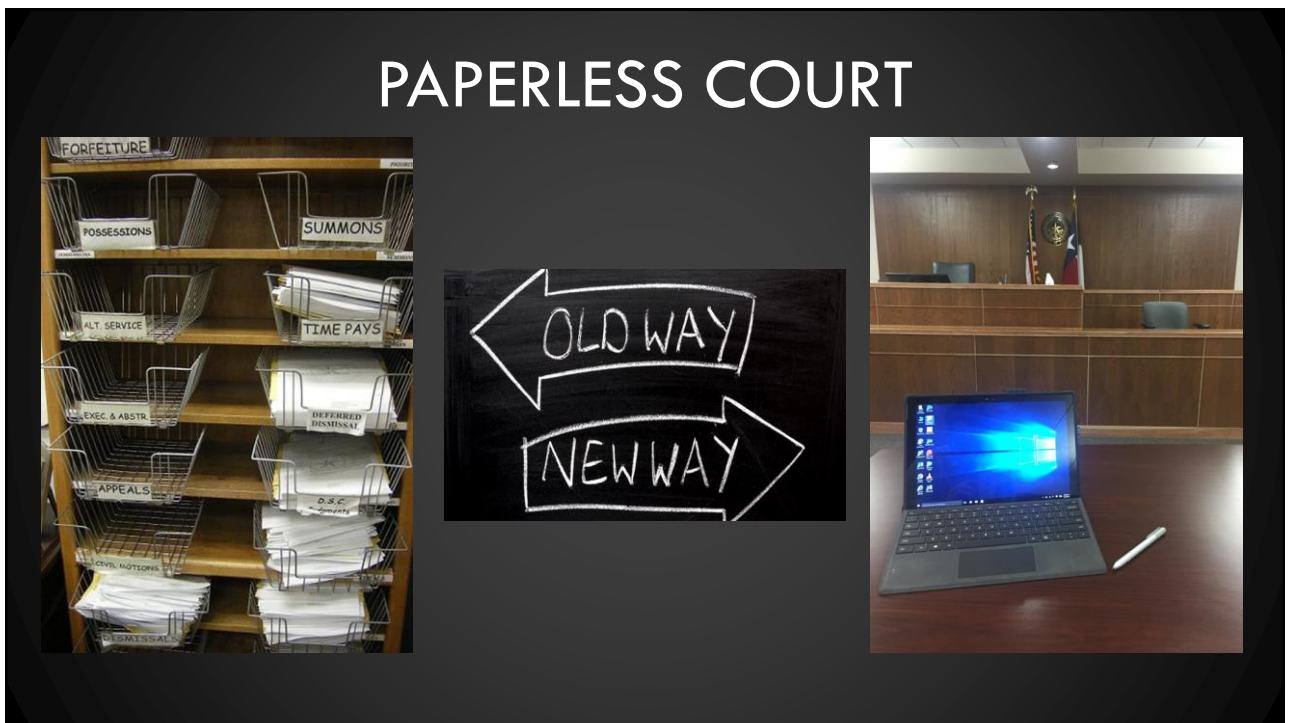
43

PAPERLESS COURTS:  
HOW AND WHY?

44



45



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# WHAT DO WE MEAN BY 'PAPERLESS' COURT?

Travis County JP2 calls it "Paper on Demand"

## Civil

- Citation with petition
- Writs – possession, re-entry, execution
- Abstract of judgment
- Default judgments

## Criminal

- Property Hearing Order
- Peace Bond Subpoena
- Higher Charge Warrants
- Jury Forms
- Subpoenas for Court

Truancy – notices and petition must be sent via registered mail.  
Juvenile non truancy notices – must print if under 17.

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# WHY GO PAPERLESS?



## Increase efficiency

Judge can sign documents outside of the office (digital signatures)



## Reduce paper consumption

DocuSign



## Save money

Save on paper  
Save postage  
Save on printer toner/ink



## Meet the expectations of the public

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## WHERE TO BEGIN



Identify where you are printing paper?



What are the easiest things to eliminate without shutting down the operation ?



Know your procedures



You must understand your current procedures in order to improve upon them.



What is your goal?

- Document the particular way you process cases and documents
- Prepare a manual that is periodically reviewed and updated
- Reduce paper or go solely on demand?

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# PLEASE



# I NEEDS HELP

## HOW TO BEGIN

- Who will help you?
  - Court staff
  - Other county departments
  - Your case management software provider

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## USE YOUR RESOURCES

🖨️ Scanners

💻 Computers

📁 Case management software

✉️ Fax to email

✍️ Signature pads

📱 Tablets

🖨️ PDF editing software

- Manipulate scanned documents
- Redaction
- OCR (searchable PDFs)
- Replaces office supplies for document assembly
- Can convert file formats (.doc to .pdf)

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## WHAT IF I DON'T HAVE THESE THINGS?

- Where can you find resources?
  - County warehouse
  - Repurposing existing assets (monitors for display screens)
  - Use employee knowledge/expertise
    - Who do you already have?
    - Additional training through TJCTC, case management developer, county training
- **TECHNOLOGY FUND!!**

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## ARE YOU USING YOUR CASE MANAGEMENT SOFTWARE TO ITS FULL POTENTIAL?

Understand what your case management software can do for you

- What functions are performed by the system
- What are limitations of the system
- How much public access to your records exists
- Minimize time and effort
- Simplifies procedures

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## WHAT CHANGES SHOULD YOU IMPLEMENT?

- Start asking for emails from all parties
- Update all court forms to include email addresses
- Update all party information with email addresses in your case management system
- Remove redundant forms
- Combine forms where you can



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# IMPROVE YOUR WEBSITE



- Consult with your county web team or IT department
- Add all services possible to your website.
- Online payments
- E-filing portal
- Court forms
- Rules for Justice Court
- Self-Represented Litigants Information Packets
- Precinct map
- Court contact information

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## WHAT ISSUES YOU MAY ENCOUNTER

Lack of budget/resources

No-reply email issues

Use a crutch

- Notecards

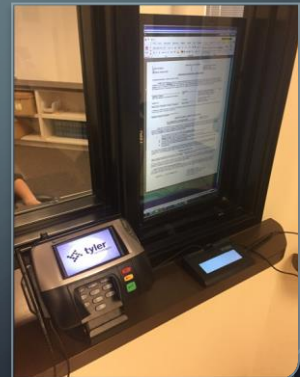
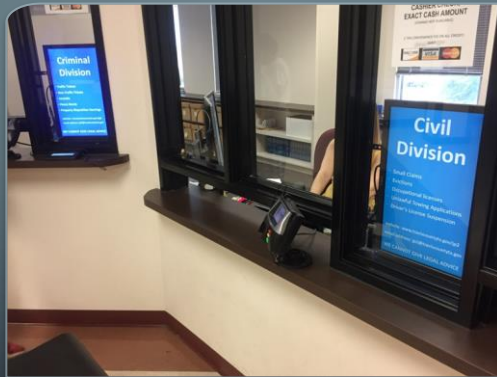
Resistance to change - "we've always done it that way"

- Take classes like this one to become more comfortable
- Check with your county to see if they offer any 'tech' classes

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## TRAVIS COUNTY JP2 PAPER ON DEMAND PROGRAM

- Eliminate the need to create files and print paper.
- Capture signatures electronically and email forms



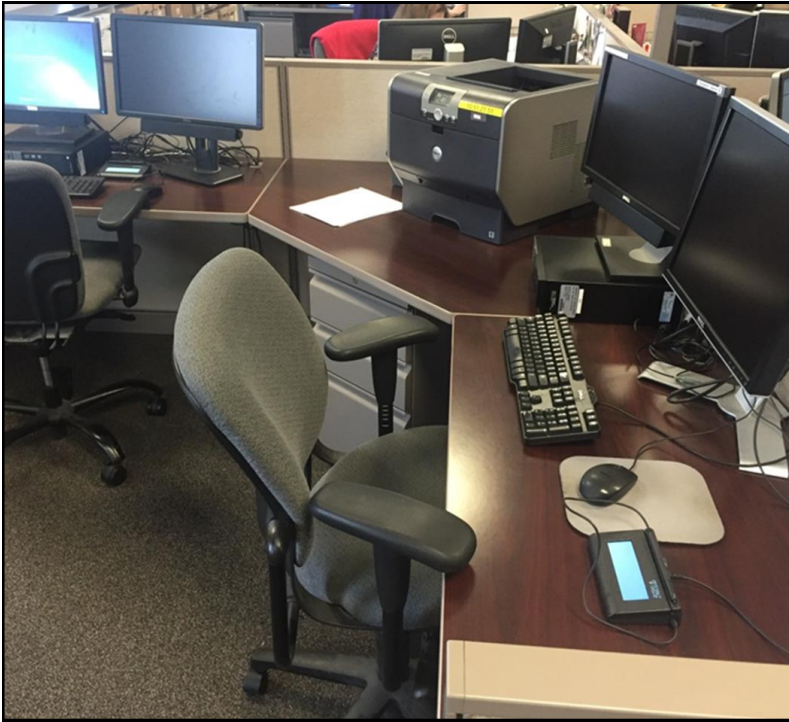
57



## NO MORE FILES IN THE OFFICE

- Scan all case files in the office.
- Save staff time.
- Save your time.

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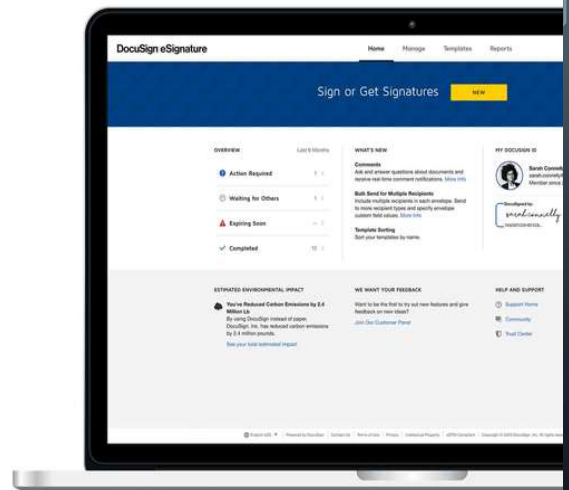
# CAPTURE ELECTRONIC SIGNATURES FROM LAW ENFORCEMENT

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## DocuSign eSignature

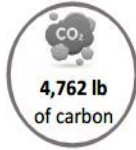
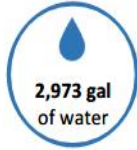
Send and sign agreements with the world's #1 [electronic signature solution](#).

- Enable signing at any time, on a wide variety of devices, from nearly anywhere
- Easily upload and send documents for signing
- Check signing status and send reminders to keep things moving forward
- Execute electronic agreements that include a court-admissible audit trail
- Eliminate the paper – and much of the work – from paperwork
- Get agreements done faster, at lower cost, with fewer errors



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## Travis County JP2 - Justice of the Peace Pct 2's Environmental Savings



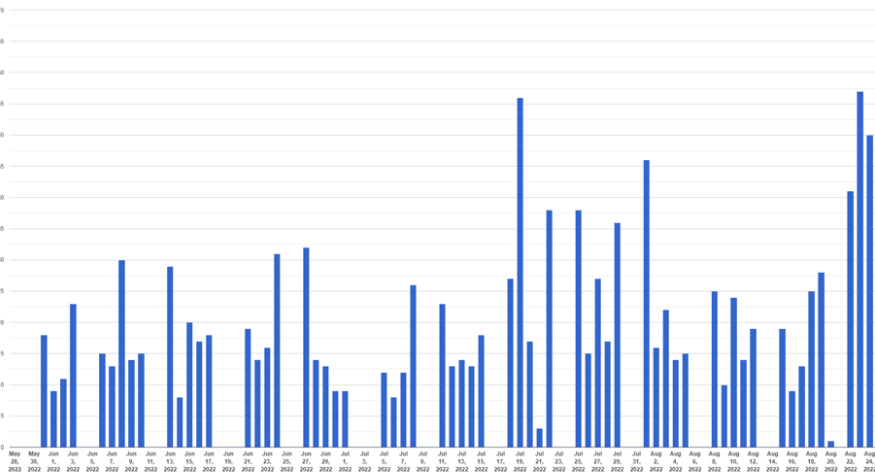
### Helping the Planet and Your Bottom Line

Paper based processes don't just cost you time. They can have significant environmental impact. We're committed to helping both.

[Learn More](#)

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Envelope Volume

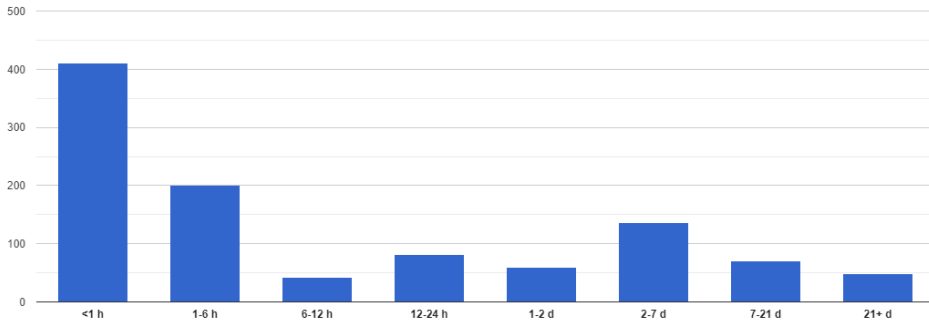


62



How long to complete an envelope?

**79.31%**  
Completion Rate



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STATE OF TEXAS  
VS  
<\_NameParam\_>

CAUSE NO. <\_CaseNum\_>  
§  
§  
§

JUSTICE COURT  
PRECINCT TWO  
TRAVIS COUNTY, TEXAS

**APPLICATION FOR DEFERRED DISPOSITION**

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW Defendant <\_GenericPrompt\_> in above-referenced cause and waives his/her right to a trial by jury and by court, enters a plea of <\_GenericPrompt\_> to the offense of <\_ChrgDesc\_>, and moves the Court to defer disposition of this case pursuant to TEX. CRIM. PROC. CODE ARTICLE 15.051 as amended.

Sign ↓ Defendant / Attorney for Defendant	Date Signed _____ Date	<_CurrDate_> _____ Date	Assistant County Attorney _____ Date	<_CurrDate_> _____ Date
<_EmailAddress_> Email Address of Defendant / Attorney for Defendant		<_DefPhoneNumC_> Phone Number		<_AddParam_> Defendant Street Address

I, Defendant, confirm the accuracy of the above email address and acknowledge that it may be used for any and all correspondence between Defendant and Justice of the Peace, Precinct Two.

Sign ↓ Defendant / Attorney for Defendant	Date Signed _____ Date
---	------------------------------

**DEFERRED DISPOSITION ORDER**

CAME ON TO BE HEARD the foregoing motion, and the Court, having heard and considered the same, being of the opinion that the said motion be GRANTED, hereby accepts Defendant's plea, finds Defendant guilty of the offense charged and assesses a fine of <\_GenericPrompt\_> + court costs. The Court shall defer disposition of this cause until <\_AdjDate\_> (No Exceptions), and upon Defendant fulfilling the terms set out below, shall dismiss the charge (ALWAYS INCLUDE THE CAUSE NUMBER ON ANY CORRESPONDENCE WITH THE COURT):

1. Defendant shall pay Court Cost of <\_GenericPrompt\_> by <\_CurrDate\_>.
2. Defendant shall post Special Expense Fine in the amount of <\_GenericPrompt\_> by <\_CurrDate\_>.
3. Defendant shall maintain a Valid Driver's License from the date of this Order to <\_AdjDate\_>.
4. Defendant shall maintain the minimum liability insurance coverage required by law from the date of this Order to <\_AdjDate\_> and

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CAUSE NO. J2-CR-20-0054

STATE OF TEXAS  
VS  
DONIE, STEVEN MICHAEL

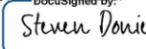

§  
§  
§

JUSTICE COURT  
PRECINCT TWO  
TRAVIS COUNTY, TEXAS

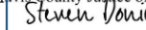
APPLICATION FOR DEFERRED DISPOSITION

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW Defendant In Person in above-referenced cause and waives his/her right to a trial by jury and by court, enters a plea of NO CONTEST to the offense of DISREGARD BARRICADE, and moves the Court to defer disposition of this case pursuant to TEX. CRIM. PROC. CODE ART. 45.051 as amended.

DocuSigned by:  B24799A522944D8		DocuSigned by:  D01A8B801E44E	
Defendant / Attorney for Defendant	2/1/2021 Date	Assistant County Attorney	2/1/2021 Date
steve@█		3303 █ AUSTIN TX 78721	
Email Address of Defendant / Attorney for Defendant	Phone Number	Defendant Street Address	

I, Defendant, confirm the accuracy of the above email address and acknowledge that it may be used for any and all correspondence between Defendant and Travis County Justice of the Peace, Precinct Two.

DocuSigned by:  
  
B24799A522944D8  
Defendant / Attorney for Defendant

DEFERRED DISPOSITION ORDER

CAME ON TO BE HEARD the foregoing motion, and the Court, having heard and considered the same, being of the opinion that the said motion is GRANTED, hereby grants Defendant, Steven Donie, with right to file a Fee-based and assess a Fee of \$300.00. Court costs: The Court shall

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TRUANT CONDUCT RESPONDENT'S ANSWER

I, █, have reviewed the petition alleging that I engaged in truant conduct under Chapter 65 of the Family Code. After being informed of the allegations against me, the nature and possible consequences of the proceedings, my privilege against self-incrimination, my right to trial and to confront witnesses against me, my right to representation by an attorney, and my right to a jury trial, I appear and file my answer of (check one):

- TRUE.** I agree that the allegations are true, and waive my rights to a jury trial, against self-incrimination, and to confront witness against me. I understand that a remedial order will now be entered by the judge in this case.
- NOT TRUE.** I wish to enforce my right to a trial, and for the petitioner to have to prove the allegations of truant conduct beyond a reasonable doubt. I understand that I have the right to a jury trial in this case and I do/do not (circle one) wish to waive that right. I understand that I may not be charged any fees for not waiving my right to a jury trial.

DocuSigned by:  
  
DC856991C4594F8  
Respondent

January 07, 2021  
Date

DocuSigned by:  
  
DC856991C4594F8  
Respondent's Parent/Guardian

January 07, 2021  
Date

**THANKS FOR LISTENING**



**ANY QUESTIONS?**

memegenerator.net