

Finding Cases in File & ServeXpress for Integrated and Non-integrated Courts in Texas

What to do when your Texas Case is missing from File & ServeXpress?

Texas courts have two types of integrations between the File & ServeXpress application and a court's case management system, which can require different methods to bring a case on to File & ServeXpress.

1. When courts are integrated into the eFileTexas.gov eFiling Manager (EFM), those cases can be added to File & ServeXpress via our Add Case function, which allows you to enter a case number and search the court's database and import the case for filing.
2. When courts are non-integrated into the eFileTexas.gov eFiling Manager (EFM) and File & ServeXpress cannot access the Court's database for the case, you may use our Concierge service. Our Client Services Team will file on your behalf until our Add Case function with non-integrated courts is available.

See the instructions below to add your case based on the integration method.

Integrated Courts – Add Case:

- If you want to file into an existing case and the search does not produce the desired results, please click the Add Case button. The button will be located at the bottom of the screen.
- A screen will appear with four required fields. Enter the information to the best of your knowledge. Then click submit. (*Note: The case numbers MUST match how the county is storing case numbers. Some counties require dashes, commas or other special characters while other counties do not.*)
- FSX will search and import the matching case and its party information and you may begin your filing.

Non-Integrated Courts - Intake:

- Fill out the Filing Assistance Form in its entirety paying special attention to the information you provide and carefully read the Instructions for Authorization Form, which are detailed on the first page.
- Email this completed form and corresponding PDF documents to intake@fileandservexpress.com.
- You will be invoiced for this filing and once it has been accepted by the court this case will be available on File & ServeXpress for future filings.
- [Click here to view, print or download the intake form](#)

For more information about our e-Filing service, our website is www.fileandservexpress.com

We provide 24x7 Texas e-Filing Support. You may reach us by phone at **877-433-4533**. In addition, you can reach us by Live Chat or email during business hours: 7am – 7pm Central Time support@fileandservexpress.com