

## eFileTexas.gov Returned for Correction – Court Procedures

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## Overview

When a filing does not meet the acceptance criteria established by the Court, at the Court's discretion, the filing may be resubmitted within a given timeframe in order to retain the original filing submission date.

The purpose of this document is to present the process of returning a filing to the filer for correction and working the resubmitted filing.

The general process is as follows:

1. Determine if a Return for Correction envelope is a candidate for retaining the original submitted date.
2. Notify the filer that timely resubmission is necessary to retain the original submitted date.
3. Verifying that the resubmitted filing should retain the date of the original filing.
4. Setting the Docket Date to the original submitted date
  - a. The Docket Date is the date that the filing is submitted.
5. Accept the resubmitted filing.

This document assumes that the audience has a working understanding of the eFileTexas application.

## Returning a Filing for Correction

When a filing does not meet the criteria for acceptance, it can be returned to the filer for correction.

To return the filing to the filer for correction perform the following:

1. Click the Reject Filing icon (✕).
2. Select a Reason
  - a. If the intent is to allow the filer to resubmit the filing and retain the submission date of the filing that is being rejected, include a date that the filer will need to resubmit the filing by in addition to any instructions for the filer in the comment field (see Figure 1 - Reject Dialog).
3. Click Confirm Reject

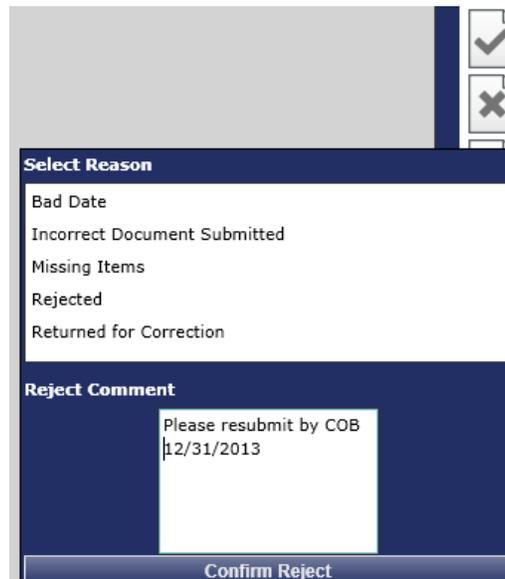
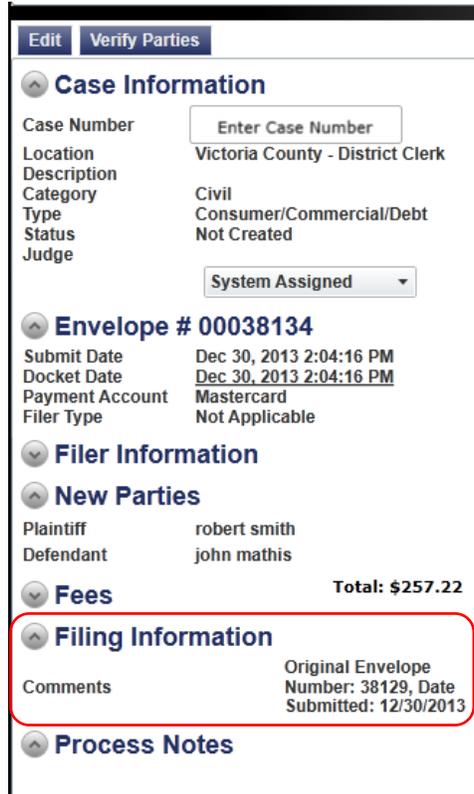
A screenshot of a software dialog box titled "Reject Dialog". The dialog has a dark blue header and footer. The main content area is white and divided into two sections. The top section is titled "Select Reason" and contains a list of five options: "Bad Date", "Incorrect Document Submitted", "Missing Items", "Rejected", and "Returned for Correction". The bottom section is titled "Reject Comment" and contains a text input field with the text "Please resubmit by COB 12/31/2013". At the bottom of the dialog is a button labeled "Confirm Reject". On the right side of the dialog, there are three icons: a checkmark, a close (X) button, and a help (?) button.

Figure 1 - Reject Dialog

## How to Identify a Filing that Should Retain the Original Submitted Date

When a filing is submitted for review, the Reviewer will need to view the Filing Information section (see Figure 2- Filing Information Section) to determine if the filing is a candidate for retaining the original submitted date.



Case Information	
Case Number	Enter Case Number
Location	Victoria County - District Clerk
Description	
Category	Civil
Type	Consumer/Commercial/Debt
Status	Not Created
Judge	System Assigned
Envelope # 00038134	
Submit Date	Dec 30, 2013 2:04:16 PM
Docket Date	Dec 30, 2013 2:04:16 PM
Payment Account	Mastercard
Filer Type	Not Applicable
Filer Information	
New Parties	
Plaintiff	robert smith
Defendant	john mathis
Fees	Total: \$257.22
Filing Information	
Comments	Original Envelope Number: 38129, Date Submitted: 12/30/2013
Process Notes	

**Figure 2 - Filing Information Section**

If the Comments include information about the original submission of the filing, the Reviewer can verify that the submitted date of the current envelope should be the date of submission of the original envelope.

- The filer should provide the envelope number and submitted date of the original filing. In the example in Figure 1 above, the current envelope (00038134) is a resubmission of envelope 38129 which was originally submitted on 12/30/2013.
- To verify that filer was instructed in the original envelope to resubmit within a specified timeframe to retain the original submitted date, view the Rejection Information section in the Filing Details dialog of the original envelope (see Figure 3 - Filing Details Dialog)

**Details**

Total Court Case Fees \$0.00  
 Total Court Filing Fees \$0.00  
 Total Filing & Service Fee \$0.00  
 Grand Total \$0.00

**Payment**  
 Account Name waiver  
 Transaction Amount \$257.22  
 Transaction Response  
 Transaction ID 44270  
 Order ID 000038134-0

**Original Petition (Opens Case)**  
 Filing Type EFile  
 Filing Code Original Petition (Opens Case)  
 Filing Description  
 Reference Number  
 Comments  
 Preliminary Copies  
 Status Rejected

**Fees**  
 Court Fee \$0.00  
 Filing & Service Fee \$0.00

**Rejection Information**

Rejection Reason	Date / Time	Rejection Comment
Returned for Correctio	12/30/2013 12:05 PM	Please resubmit by COB on 12/31/2013

**Documents**

Lead Document Motion for Default.PDF [Original] 534,755 bytes  
 Civil Case Information She  
 Attachments

Print Preview Close

**Figure 3 - Filing Details Dialog**

Detail about the Returned for Correction is displayed for each filings within the envelope.

## Changing the Docket Date

Once it is determined that the resubmitted envelope should retain the submitted date of the original envelope, the Docket Date will need to be modified.

To modify the Docket Date:

1. Click on the date associated with the Docket Date field.
2. Enter the desired date or click on the calendar icon to select a date (See Figure 4 - Docket Date). The time can also be changed if necessary.

**Envelope # 00038134**

Submit Date Dec 30, 2013 2:04:16 PM  
 Docket Date Dec 30, 2013 2:04:16 PM

12/30/2013 15 2:04:16 PM

**Figure 4 - Docket Date**