



**ANNIE REBECCA ELLIOTT  
DISTRICT CLERK  
FORT BEND COUNTY, TEXAS**

**(281) 341-4509**

**All Attorneys:**

**NOTICE - Transition to eService to Commence July 1, 2017**

Effective July 1, 2017, in an effort to expedite service documents and to better serve you, the Fort Bend County District Clerk's Office will electronically transmit to attorneys service documents issued by my office to be served by your preferred method. However, documents which are to be served by a Fort Bend County Constable or Sheriff will be forwarded to the appropriate agency for service provided the service fee has been paid or an Affidavit of Indigence is on file with our office. With this transition, we will no longer mail or hold service papers in our office.

The move to electronic service – known as eService will allow for a more accessible, more efficient, and more convenient service to our case participants/attorneys. Producing paper is a cost intensive process for both you and our office and service of process is often delayed due to our office awaiting service copies. The transformation to eService will eliminate the need to pay for copies, traveling to our office to retrieve service documents, or waiting for the postal service delivery.

Therefore, effective July 1<sup>st</sup> my staff will begin transmitting service documents by e-Service to all attorneys via the “eFileTexas” system (Office of Court Administration established electronic filing manager). The electronic service address that you provided to the State Bar of Texas is the means by which you will receive the transmittal from our office. (To update your email service address please access the following link: [texasbar.com/eservice](http://texasbar.com/eservice)).

**The process** - You (as the attorney requesting the service) will receive an email notification containing the following information from **No-Reply@eFileTexas.gov**:

- **From:** [No-Reply@eFileTexas.gov](mailto:No-Reply@eFileTexas.gov)
- **To:** John Smith (attorney)
- **Subject:** Notification of Service for Case: 17-DCV-0123456 Mission Green Vs. John Doe, Envelope Number: 1234567890
- Notification will indicate: This is a notification of service for the filing listed. Please click the link below to retrieve the submitted document.
- Notification will note: Filing Details
  - Case Number, Case Style, Date/Time Submitted, Filing Type, Filing Description, Filed By
- Notification will note: Document Details
  - Served Document and Link Download Document (i.e. Citation, Temporary Restraining Order (TRO), Precept, Subpoena, etc. - Note: Depending on service request, one envelope may contain a Citation and TRO) - **This link is active for 15 days**

Once your office receives the email, the link containing your service document(s) is available for **immediate** downloading. Click “**Download Document**” to print the service document(s) for further handling by your office and/or to forward to the proper authority for service of process (i.e. Out of County Constable or Private Process Server). **Bear in mind that the link is only active for fifteen (15) days from the date of submission by our office therefore it is very important to immediately download your document(s) in an expeditious manner.** Should your link expire, please call our office for assistance as the document (image of service document) remains in the e-file system for thirty (30) days. Within that timeframe we will be able to assist you in retrieving the service document(s).

We are very pleased to begin this process to better serve you and thank you for your support. If you have any questions or need more information, please do not hesitate to contact my office at 281-341-4509 or email [Distclerk@fortbendcountytexas.gov](mailto:Distclerk@fortbendcountytexas.gov) for assistance.

Your Public Servant,

**Annie Rebecca Elliott  
Fort Bend County District Clerk**