



FileTime Administrative Reports Guide

FileTime provides you with a powerful suite of report options to help you manage your firm's eFiling and eService activities.

You'll find that the eFiling reports provide you the information you need to assist you in efficiently billing for your firm's eFiling and eService submissions.

The eServices and Alerts Reports enable you to stay on top of issues that could adversely impact the outcome of your cases.

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FileTime Reports Guide

The FileTime Reports feature provides your firm powerful tools for generating reports on virtually any aspect of your firm's eFiling and/or eService activities and Alerts. This can be for billing purposes, for case reviews, etc. Only firm eFiling administrators have access to the Reports features.

We provide your firm three major categories of report types:

- **eFilings** - These reports provide different ways to view filings, submission, and billing details for your firms activities.
- **eServices** - These reports provide you the ability to view eServices inbound to your firm by other case counsel and outbound services by your firm to other firm counsel.
- **Alerts** - These reports enable you to view firm-wide failed filings, returned for correction filings, failed eServices by your firm to other case counsel, and failed fax services.

1. Accessing the Reports Feature

Login at www.filetime.com and click the **Admin** button. If you do not see the Admin button you need to have your firm eFiling administrator assign the Admin role to you so you have access to this feature.

Click the **Reports** button on the sub-navigation bar.

The reports drop-down menu opens. Select the report type you want to generate.



Figure 1, Accessing The Reports Section

2. eFiling Reports

When you click eFilings on the Reports drop-down menu (Figure 1, B) you are taken to the **eFiling Reports** page (Figure 2).

We suggest that you take the time to review and generate all the report types after your firm has some eFiling submissions through FileTime. We found that firms have different requirements and one of our report types generally best meets their needs.

You won't really know which of the following reports best meets your needs until you run them and become familiar with them.




Figure 2, FileTime Report Options

A. Quick Overview Report

The overview report provides you a quick overview of eFiling and/or eService activities matching your selection criteria.

Figure 3 shows you the Generator page and Figure 4 shows a sample report.



The screenshot shows the 'Quick Overview Report Generator' interface. At the top, there is a blue header with the title 'Quick Overview Report Generator'. Below the header, there is a sub-header 'Quick Overview Report Generator' with a small icon. The main content area is titled 'Select the parameters for this report:'. Under this title, there are several input fields and dropdown menus arranged in a grid. The 'Date Range' section includes 'Date From' (04/01/2014) and 'Date To' (04/30/2014). The 'Filer' dropdown is set to 'Charles Garcia'. The 'Attorney Of Record' dropdown is set to 'All' and is highlighted with a red border. The 'Client ID' dropdown is set to 'All'. The 'Case Number' dropdown is set to 'All'. The 'Submission Type' dropdown is set to 'All'. The 'Status' dropdown is set to 'Accepted' and is also highlighted with a red border. At the bottom of the form, there are two buttons: 'Back' and 'Generate Report'.

Figure 3, The Quick Overview Report Generator

If you require only the total fees for a submission, for instance, you may find that this concise report provides all the information you need for billing purposes.

You can export the report in PDF or Microsoft Excel format.

Quick Overview Report

Report Parameters:

Date Range: 03/01/2015 - 06/18/2015
Filer: All
Attorney: All
Client ID: All
Cause Number: All
Submission Type: All
Status: Accepted

Export to PDF

Export to Excel

Client ID: FT-20150611

Case Style: Amy L Greene3 V Great StatE INSURANCE

Submission ID 116417 submitted by behalf of Wilma Adair

Date	Status	Filing	Type	Description	Total	
06-11-15	accepted	Petition	Both	Petition	\$303.77	

Client ID: FT-150526

Case Style:

Submission ID 114365 submitted by behalf of Thomas Schoolcraft

Date	Status	Filing	Type	Description	Total	
05-26-15	accepted	Petition	Both	Petition	\$328.47	

Client ID: FT-15-11-9

Case Style: Tyra Banks v Joseph Brown

Submission ID 113937 submitted by behalf of Thomas Schoolcraft

Date	Status	Filing	Type	Description	Total	
05-19-15	accepted	No Fee Documents	Both	No Fee Documents	\$3.33	

Figure 4, Sample Quick Overview Report

B. Design Your Report

The **Design-Your-Report Generator** enables you to create a report that exactly matches your needs.

The data types that you check in the **Select Table Columns** section below (Figure 5, A) establishes the column headers in your report. The more data types you select the more columns you will see on your report.

Design Your Report Generator

Customize the Report : Choose the columns to display on your report (more than 6 or 7 becomes extremely crowded)

Select Table Columns	Select Parameters for this Report
<input checked="" type="checkbox"/> Submission ID	Submitted Date Range:
<input checked="" type="checkbox"/> Submission Date	Date From: 06/01/2015 Date To: 06/30/2015
<input type="checkbox"/> Acceptance Date	Accepted Date Range:
<input checked="" type="checkbox"/> Payment Account	Date From: Date To:
<input type="checkbox"/> Filer	B
<input checked="" type="checkbox"/> Attorney C	Payment Account: All Case Number: All
<input type="checkbox"/> Filing Type	Filer: All Jurisdiction: All
<input type="checkbox"/> Client A	Client ID: All Case Type: All
<input type="checkbox"/> Client ID	Filing Type: All Case Category: All
<input type="checkbox"/> Cause Number	Client: All Attorney Of Record: All D
<input type="checkbox"/> Jurisdiction	Submission Status: All
<input type="checkbox"/> Case Type	
<input type="checkbox"/> Case Category	
<input type="checkbox"/> Submission Status	
<input checked="" type="checkbox"/> Total Fees	
<input type="checkbox"/> Court Fees	
<input type="checkbox"/> Jurisdiction Service Fee	
<input type="checkbox"/> FileTime Fee	
<input type="checkbox"/> Sales Tax	
<input type="checkbox"/> eFileTexas Service Fee	

Back Generate Report

Figure 5, The Design-Your-Report Generator

Any data types you selected in section A above can now be filtered by the corresponding filter in section B. For example, since Attorney was selected in column A (Figure 5, C), the user can now choose to filter the report for a specific attorney (Figure 5, D), if desired. In this example the user wants to filter for all submissions by all firm attorneys for the selected date range.

If you select more than six or seven columns the initial report as you see it in Figure 6 will be quite crowded. However, after you export the report to Microsoft Excel® (csv) format you can then adjust the column widths to best suit your needs.

You can save this export this report to PDF file format.

General Report

Date Generated: 7/20/2015

Export To PDF

Export to Excel

Report Parameters:

Time Period:

Submitted Date: 06/01/2015 - 06/30/2015

For: All / All

Payment Account: All

SubmissionId	SubmissionDate	PaymentAccount	Attorney	TotalFees
5485175	06/01/2015 10:05AM	Farmers Amex	Justin S. Davis	\$36.26
5485230	06/01/2015 10:07AM	Farmers Amex		\$5.39
5485403	06/01/2015 10:13AM	Farmers Amex	Damon Garcia	\$28.03
5485799	06/01/2015 10:26AM	Farmers Amex	Amy Bernhard	\$28.03
5485952	06/01/2015 10:31AM	Farmers Amex	Justin S. Davis	\$5.39
5486281	06/01/2015 10:42AM	Farmers Amex	Justin S. Davis	\$264.67
5486280	06/01/2015 10:42AM		Damon Garcia	\$36.26
5486679	06/01/2015 10:55AM	Farmers Amex	Justin S. Davis	\$5.39
5489221	06/01/2015 12:19PM	Farmers Amex	Antoinette Delgado	\$3.33
5489532	06/01/2015 12:35PM	Farmers Amex	Carol W. Saxon	\$5.39
5490261	06/01/2015 13:14PM	Farmers Amex	Justin S. Davis	\$5.39
5490342	06/01/2015 13:18PM	Farmers Amex	Justin S. Davis	\$5.39
5491801	06/01/2015 14:06PM	Farmers Amex	Elizabeth W Lennane	\$5.39
5492009	06/01/2015 14:11PM	Farmers Amex	Elizabeth W Lennane	\$5.39
5493320	06/01/2015 14:43PM	Farmers Amex	Elizabeth W Lennane	\$3.33
5493654	06/01/2015 14:52PM	Farmers Amex	Damon Garcia	\$28.03
5494008	06/01/2015 15:00PM	Farmers Amex	Gregg R Miller	\$5.39
5494540	06/01/2015 15:13PM	Farmers Amex	Elizabeth W Lennane	\$3.33
5495421	06/01/2015 15:33PM	Farmers Amex	Elizabeth W Lennane	\$3.33
5496180	06/01/2015 15:50PM	Farmers Amex	Justin S. Davis	\$5.39
5496375	06/01/2015 15:55PM	Farmers Amex	Elizabeth W Lennane	\$3.33

Figure 6, The Design-Your-Report Report

C. Credit Card Reconciliation Report

This option provides you a quick fairly detailed report of all accepted submissions and eService-only submissions for your firm during the date range you choose.

You can also choose to filter the report by Payment Account.



The screenshot shows a web interface titled "Credit Card Report Generator". At the top, there is a blue header with the title in white serif font. Below the header, there is a sub-header "Credit Card Report Generator" with a credit card icon to its left. The main content area is white and contains the text "Select the parameters for this report:". Underneath, there is a section for "Accepted Date Range:" with two date pickers. The "Date From" picker is set to "01/01/2014" and the "Date To" picker is set to "06/30/2014". Below the date pickers, there is a "Payment Account" dropdown menu with "All" selected. At the bottom of the form, there are two buttons: a "Back" button and a "Generate Reports" button.

Figure 7, The Credit Card Reconciliation Report Generator

You can save this report in PDF or Microsoft Excel (csv) file formats.

The resulting report will resemble Figure 8.

Credit Card Reconciliation Report

Credit Card Reconciliation Report

Date Range: 03/01/2015 - 05/10/2015

Payment Account: All

Export to PDF

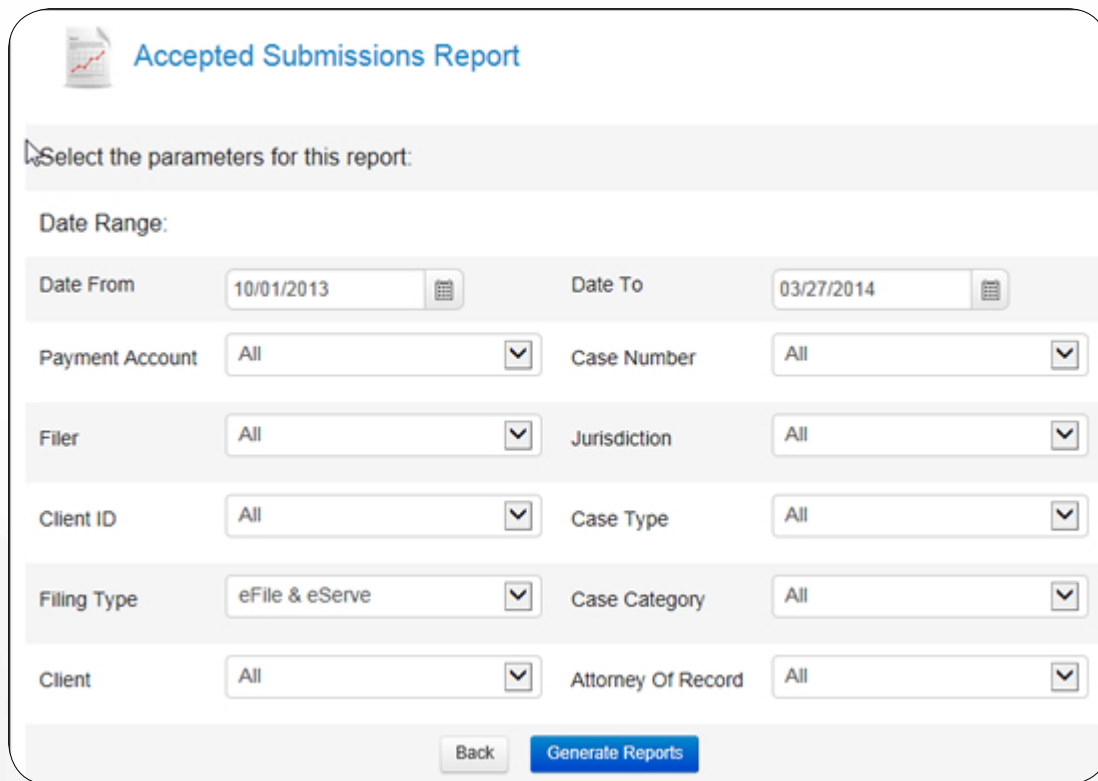
Export to Excel

ID	Submission Date	Acceptance Date	Cause Number	MatterNumber	Attorney	FillerName	Payment Account	Transaction #	Fees	
110414	04-10-15	04-10-15	13-DCV-209661	FT2014-1110	Wilma Adair	Thomas Schoolcraft	AmEx		Total	\$68.15
Filings:	Filing				Type	Description			Jurisdiction	\$66.24
	Motion for New Trial				Both				eFileTexas	\$1.91
109242	03-30-15	03-30-15	13-DCV-209661	FT2014-1110	Wilma Adair	Thomas Schoolcraft	Firm	120730	Total	\$51.69
Filings:	Filing				Type	Description			Jurisdiction	\$50.24
	No Fee Documents				Both				eFileTexas	\$1.45
	No Fee Documents				Both					
105891	03-15-15	03-15-15	78690973	FT-15-11-9	Thomas Schoolcraft	Thomas Schoolcraft	Firm	118011	Total	\$3.33
Filings:	Filing				Type	Description			Jurisdiction	\$3.24
	Motion (No Fee)				Both				eFileTexas	\$0.09

Figure 8, Credit Card Reconciliation Report

D. Accepted Submissions Report

This report provides you greater control over what data is contained on your report of accepted filings for your firm than does the Credit Card Reconciliation Report. It takes more time to generate as you need to select which data fields you wish to have displayed. This report also enables you to be more selective of the data on which you wish to filter.



The screenshot shows a web interface for generating an "Accepted Submissions Report". At the top left is a small icon of a document with a red line graph, followed by the title "Accepted Submissions Report" in blue. Below the title is a grey instruction bar: "Select the parameters for this report:". The main area contains a "Date Range:" section with "Date From" (10/01/2013) and "Date To" (03/27/2014) fields, each with a calendar icon. Below this are several rows of filter options, each with a label and a dropdown menu set to "All": "Payment Account", "Case Number", "Filer", "Jurisdiction", "Client ID", "Case Type", "Filing Type" (set to "eFile & eServe"), "Case Category", "Client", and "Attorney Of Record". At the bottom are two buttons: a grey "Back" button and a blue "Generate Reports" button.

Figure 9, Accepted Submissions Report Generator

You can save this report in PDF format.

Figure 10 provides a sample report.

Accepted Submissions Report

Date Range: 03/01/2015 - 06/11/2015

Payment Account: All

Attorney: All

Export to PDF

Export to Excel

ID	Submit Date	Accept Date	Cause Number	MatterNumber	Client	Fees	
116417	06-11-15	06-11-15	1-DG-34875	FT-20150611	Amy Greene	Total	\$303.77
	Filing		Type	Description		Court Costs	\$295.24
	Petition		Both			Other Fees	\$8.53
114365	05-26-15	05-26-15	D-1-GN14-04216	FT-150526	Randall Woods	Total	\$328.47
	Filing		Type	Description		Court Costs	\$319.24
	Petition		Both			Other Fees	\$9.23
113937	05-19-15	05-19-15	78690973	FT-15-11-9	tyra banks	Total	\$3.33
	Filing		Type	Description		Court Costs	\$3.24
	No Fee Documents		Both			Other Fees	\$0.09
110414	04-10-15	04-10-15	13-DCV-209661	FT2014-1110	Kingsley Osagie	Total	\$68.15
	Filing		Type	Description		Court Costs	\$66.24
	Motion for New Trial		Both			Other Fees	\$1.91
109242	03-30-15	03-30-15	13-DCV-209661	FT2014-1110	Kingsley Osagie	Total	\$51.69
	Filing		Type	Description		Court Costs	\$50.24
	No Fee Documents		Both			Other Fees	\$1.45
	No Fee Documents		Both				
105891	03-15-15	03-15-15	78690973	FT-15-11-9	tyra banks	Total	\$3.33
	Filing		Type	Description		Court Costs	\$3.24
	Motion (No Fee)		Both			Other Fees	\$0.09
Total Submission Fees							\$758.74

Figure 10, Sample Accepted Submissions Report

E. Accepted Filing Billing Report

Use this report to bill each case individual filings rather than by submission if that is your desire. Most firms bill by submission.

Accepted Filing Billing Reports Generator

Select the parameters for this report:

Date Range:

Date From: 11/01/2013 Date To: 06/12/2014

Payment Account: All Case Number: All

Filer: All Jurisdiction: All

Client ID: All Case Type: All

Filing Type: eFile & eServe Case Category: All

Client: All Attorney Of Record: All

Back **Generate Reports**

Figure 11, Accepted Filings Billing Report

By using the appropriate filtering parameters you can create a wide range of reports such as all filings by all firm members during a specified time period.

You can save this report in PDF or Microsoft Excel® (csv) format. [View a sample PDF report here.](#)

Accepted Filings Billing Report

Submission Acceptance Date Range: 03/01/2015 - 05/15/2015

Payment Account: All

Attorney: All

Export to PDF

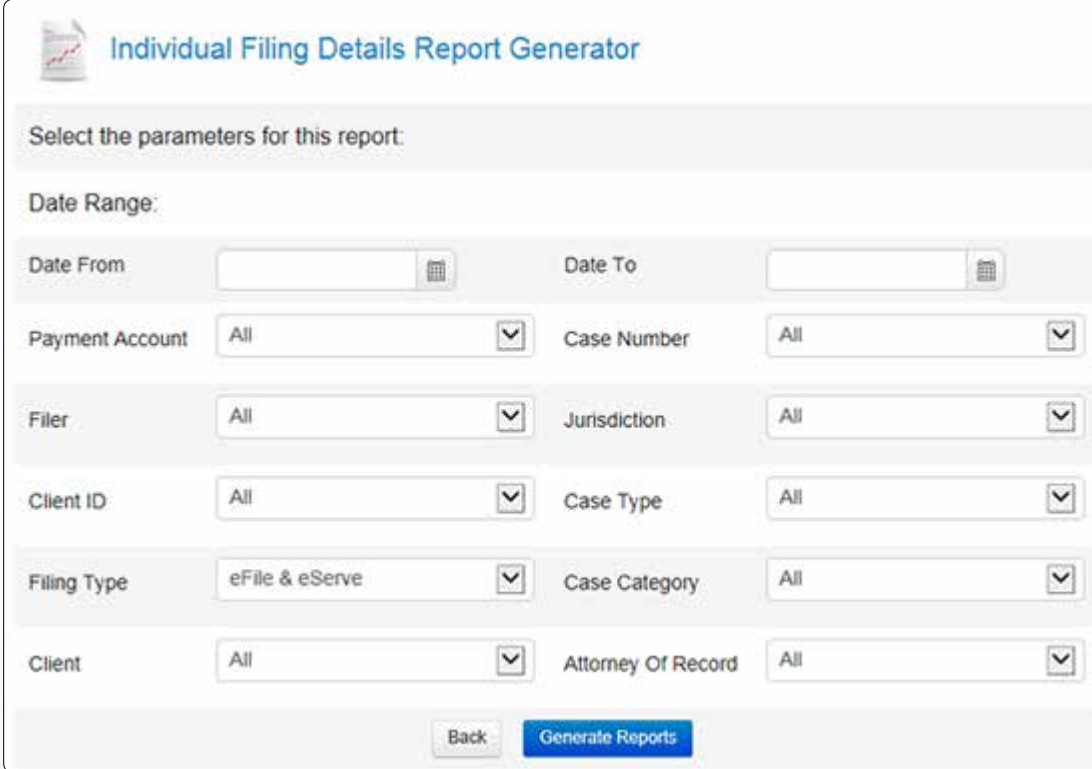
Export to Excel

ID	Submission Date	Acceptance Date	Attorney	Cause Number	MatterNumber	Fees	
113789	05-15-15		Thomas Schoolcraft	201212345	FT20140819	Total	\$0.00
	Filing	Type	Description	Status	Court	\$0.00	
	Service Only	EService		served	Other	\$0.00	
113656	05-13-15	05-13-15	Wilma Adair	13-DCV-209661	FT2014-1110	Total	\$0.00
	Filing	Type	Description	Status	Court	\$0.00	
	Service Only	EService		served	Other	\$0.00	
110414	04-10-15	04-10-15	Wilma Adair	13-DCV-209661	FT2014-1110	Total	\$68.15
	Filing	Type	Description	Status	Court	\$66.24	
	Motion for New Trial	Both		accepted	Other	\$1.91	
109242	03-30-15	03-30-15	Wilma Adair	13-DCV-209661	FT2014-1110	Total	\$51.69
	Filing	Type	Description	Status	Court	\$50.24	
	No Fee Documents	Both		accepted	Other	\$1.45	
	No Fee Documents	Both		accepted			
105891	03-15-15	03-15-15	Thomas Schoolcraft	78690973	FT-15-11-9	Total	\$3.33
	Filing	Type	Description	Status	Court	\$3.24	
	Motion (No Fee)	Both		accepted	Other	\$0.09	
Total Submission Fees							\$123.17

Figure 12, Sample Accepted Filings Billing Report

F. Individual Filing Report

Use this generate a separate, detailed, one-page report on each filing matching your filtering criteria.



The screenshot shows a web interface titled "Individual Filing Details Report Generator". It features a section for selecting parameters for the report. The parameters are organized into rows, each with a label and a dropdown menu or date picker. The parameters include Date Range (Date From and Date To), Payment Account, Case Number, Filer, Jurisdiction, Client ID, Case Type, Filing Type, Case Category, Client, and Attorney Of Record. At the bottom, there are two buttons: "Back" and "Generate Reports".

Select the parameters for this report:	
Date Range:	
Date From	<input type="text"/>
Date To	<input type="text"/>
Payment Account	All
Case Number	All
Filer	All
Jurisdiction	All
Client ID	All
Case Type	All
Filing Type	eFile & eServe
Case Category	All
Client	All
Attorney Of Record	All

Buttons: Back, Generate Reports

Figure 13, Individual Filings Report Generator

You can save this report in PDF format.

Each filing prints on a separate page and each page would resemble the following:



The sample report is divided into three main sections: Filing Details, Billing Details, and Billing Overview. The Filing Details section lists various attributes of the filing. The Billing Details section lists the associated fees and their amounts. The Billing Overview section provides a summary of the total fees.

Filing Details	
Date :	10/21/14
Type :	Both
Client ID:	2014-1021
Client:	AnnMarie V. Armstrong
Cause Number:	
Jurisdiction:	Bexar County - District Clerk
Filing Code:	150939
Attorney:	Kindra Reese
Filer:	Kindra J. Reese

Billing Details	
Pending	: \$0.00
Jury Demand	: \$0.00
Case Initiation Fee	: \$272.00
Court Service Fee	: \$2.00
eFileTexas Convenience Fee	: \$8.21
FileTime Fee	: \$0.00
Sales Tax	: \$0.00
Total	: \$292.21


Billing Overview	
Court Fees	: \$0.00
Other Fees	: \$10.21
Total Fees	: \$292.21

Payment Account: Firm

Figure 14, Sample Individual Filings Report

G. Export Report Generator

Use this feature to generate a report that you can save as a CSV file for importing the data into your firm's case management system.



Export Report Generator

Select the parameters for this export:

Accepted Filings - Date Range:

Date From

Date To

Payment Account

SEQ	Include	Description	Input	Rules
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Date	<input type="radio"/> mm/dd/yy <input type="radio"/> mm/dd/yyyy <input type="radio"/> yyyyymmdd	
<input type="text" value="2"/>	<input checked="" type="checkbox"/>	Client		Max Characters:: <input type="text"/>
<input type="text" value="3"/>	<input checked="" type="checkbox"/>	Client ID		Max Characters:: <input type="text"/>
<input type="text" value="4"/>	<input checked="" type="checkbox"/>	Exp Code	<input type="text"/>	Max Characters:: <input type="text"/>
<input type="text" value="5"/>	<input checked="" type="checkbox"/>	Fee		Allow \$ Sign: <input type="checkbox"/>
<input type="text" value="6"/>	<input checked="" type="checkbox"/>	Narrative	<input type="text"/>	Max Characters:: <input type="text"/>

Figure 15, Export Report Generator

The data provided by default in this report is:

- **SEQ** - The Sequence column shows the order in which the data will display left-to-right in column format in your report
- **Include** - Uncheck the check box in this column to exclude the data in that row in your report.

- **Input** - This column provides a way for you to control the output format for:
 - **Date** – select the date formation you prefer
 - **Exp Code** – Enter the Expense code used in your case management system for billing eFilings.
 - **Narrative** – Enter whatever narrative you want to display for each filing billing
- **Rules** – This column enables you to define any data issues for the data for the row.
 - Set the maximum number of characters for specific data row if your case management system limits the number of characters for that data.
 - Select whether we should parse out \$ for the Fees data as it is exported to the report.

Depending on the options you chose for the report it might resemble the following (Figure 65):

Report Export Generate

Report Export - Results

Export To Excel

Created: : 5/17/2015

Firm: : Law Office of Tom Schoolcraft

Report Criteria:

Time Period: : 4/1/2015 12:00:00 AM - 5/17/2015 11:59:59 PM

Payment Account: : All

Submission ID	Date	Client	Client ID	Exp Code	Fee	Narrative
113656	05-13-15	Kingsley Osagie	FT2014-1110	10-156	0.00	eFile and eService Fee
110414	04-10-15	Kingsley Osagie	FT2014-1110	10-156	68.15	eFile and eService Fee
Total:					68.15	

Figure 16, Sample General Report

3. eServices Reports

The eServices reports (Figure 17) enable you to view a list of eServices to your firm filers from case counsel (the Inbox) and eServices from your firm to other case counsel (Outbox).



Figure 17, eServices Reports

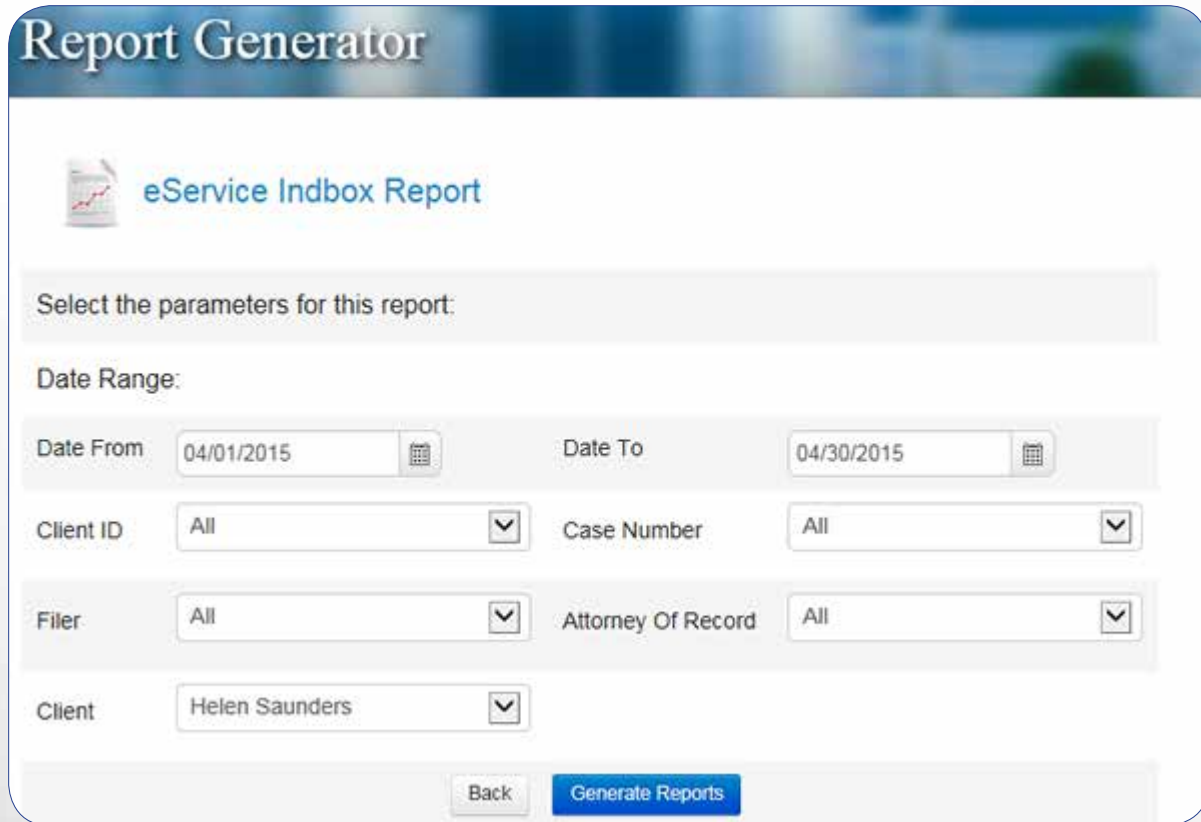
A. Inbox Reports

The Inbox report provides you a report of all eServices to your firm service contacts that match the filter criteria.

For example, if you are told that your firm was eServed by counsel in a case on a certain day and you are pretty certain that no one in your firm received the service, you could use this report and filter for all eServices received on that date, or for a date range, for the specific case.

In other instances, a firm administrator might run this report every morning, filtering for all inbound eServices firm-wide received the previous day. The purpose being to not overlook any inbound eServices.

You can filter the **Inbox Report** as shown in Figure 18.



The screenshot shows a web interface titled "Report Generator" with a sub-header "eService Inbox Report". Below the header is a section titled "Select the parameters for this report:". Underneath, there is a "Date Range:" section with two date pickers: "Date From" set to "04/01/2015" and "Date To" set to "04/30/2015". Below the date pickers are five dropdown menus: "Client ID" (All), "Case Number" (All), "Filer" (All), "Attorney Of Record" (All), and "Client" (Helen Saunders). At the bottom of the form are two buttons: "Back" and "Generate Reports".

Figure 18, eService Inbox Report Generator

Enter your filtering criteria and click the **Generate Report** button.

Your report will resemble Figure 19.

eService Inbox Report

Date Range: 04/01/2015 - 04/30/2015

Client ID: All

Case Number: All

Filer: All

Attorney: All

Client: Helen Saunders

Export to PDF

Export to Excel

Served Date	Case Number	Jurisdiction	Attorney	Firm	Document
04/01/15	DC-14-12214	Dallas County - 191st District Court	Gabriela Valadez	Gabriela's Law Firm	Request for Production.pdf
04/01/15	DC-14-12214	Dallas County - 191st District Court	Gabriela Valadez	Gabriela's Law Firm	Request for Production.pdf
04/05/15	DC-14-12214	Dallas County - 191st District Court	Charles Smith	Smith, Peabody, and Brown	Motion for Discovery.pdf
04/05/15	DC-14-12214	Dallas County - 191st District Court	Charles Smith	Smith, Peabody, and Brown	Motion for Discovery.pdf
04/27/15	DC-14-12214	Dallas County - 191st District Court	Kindra Reese	Law Office of Tom Schoolcraft	Motion for Voir Dire of Expert Witnesses.pdf

Figure 19, eService Inbox Report

B. Outbox Reports

The eService Outbox Report Generator enables you to generate firm-wide reports of eService from your firm to other case counsel.



Figure 21, eService Outbox Report Generator

The report displays the following information for each eService that meets your search criteria:

- Date
- Client ID
- Case Number
- Recipient
- Document Served, and
- The status of each eService.

Generate this report in the same manner that you generate the eService Inbox Report.

View a sample report in Figure 22.

eService Outbox Report

Date Range: 06/01/2015 - 06/30/2015

Client ID: All

Case Number: All

Filer: All

Attorney: All

Client: All

Date	Client ID	Case Number	Recipient	Document	Status
06/01/15		C-1230-15-C		DOA Casaraz v Farmers.pdf Stamped__DOA Casaraz v Farmers.pdf	
06/01/15		2015CVT000713D1		Rule 11 Agreement_Settlement_Sema.pdf Stamped__Rule 11 Agreement_Settlement_Sema.pdf	
06/01/15		2014-CCL-01028		DOA Bak v Farmers.pdf Stamped__DOA Bak v Farmers.pdf	
06/01/15		CL-15-1330-E		DOA E Infante.pdf Stamped__DOA E Infante.pdf	
06/01/15		CL-15-1689-H		20150601102440226.pdf Stamped__20150601102440226.pdf	
06/01/15		CL-15-1709-D		20150601103232633.pdf Stamped__20150601103232633.pdf	
06/01/15		DC-15-275		DOA Laura L. Rodriguez.pdf Stamped__DOA Laura L. Rodriguez.pdf	
06/01/15		CL-15-1689-H		20150601104424603.pdf Stamped__20150601104424603.pdf	
06/01/15		2012CCV-62205-2		Notice of Name Change - tpi.pdf Stamped__Notice of Name Change - tpi.pdf	
06/01/15		2014CVT001205D3		Charge.pdf Stamped__Charge.pdf	
06/01/15		CL-15-1709-D		20150601130857905.pdf Stamped__20150601130857905.pdf	
06/01/15		CL-15-1709-D		20150601131211507.pdf Stamped__20150601131211507.pdf	
06/01/15		2014CI02665		Notice of Name Change_Dixon.pdf Stamped__Notice of Name Change_Dixon.pdf	
06/01/15		14-05-0316-CVW		Vacation Letter_Koslowski.pdf Stamped__Vacation Letter_Koslowski.pdf	
06/01/15		389458		Vacation Letter_Mares.pdf Stamped__Vacation Letter_Mares.pdf	
06/01/15		2015-CCL-00256		First Amended Answer.pdf Stamped__First Amended Answer.pdf	
06/01/15		2012CI14430		Motion to Enter Judgment.pdf Stamped__Motion to Enter Judgment.pdf	
06/01/15		390131		Vacation Letter_Markgraf.pdf Stamped__Vacation Letter_Markgraf.pdf	

Figure 22, eService Outbox Report

4. Alerts Reports

The FileTime Alerts Manager provides a fast and easy way to view eFiling and eService issues firm-wide or for a specific filer or attorney.

We designed these reports for firms that want to assign someone to run the reports on a regular schedule to make sure that no failed filings, eServices, or fax services drop through the cracks.

To generate these reports click the **Alerts** option (Figure 1, C) on the **Reports** drop-down menu.



Figure 23, Alerts Reports Options

View details about each of the above reports on the following pages.

A. Returned for Correction Filings

This report enables you to view a listing of firm submissions Returned for Correction by the Clerk of Court. You can filter the report criteria based on multiple criteria. You can also choose to view all Returned for Correction submissions or only the ones that have not been resubmitted.

Figure 24, Returned for Correction Report Generator

All Returned for Correction filings meeting your search criteria are displayed on the report (Figure 25).

Filings already resubmitted display a status of **Resubmitted**.

Filings that have not yet been resubmitted display a status of **Pending**.

Date	Client ID	Case Number	Filer	Document	Status
06/19/2015 12:41PM	FT-2015-600		Thomas Schoolcraft	Petition - Motor Vehicle Accident.pdf	Resubmitted
05/19/2015 14:08PM	FT141205	D-1-GN14-03801	Thomas Schoolcraft	Request for Production.pdf	Pending
05/14/2015 09:57AM	FT2014-1110	13-DCV-209661	Thomas Schoolcraft	Motion for Discovery.pdf	Pending

Figure 25, Returned for Correction Report

B. Failed Filings

This report provides you a list of all submissions failed by the eFileTexas system based on the parameters you provide. You can even filter to see which ones have not been resubmitted.

Figure 26 shows the report generator page.

Figure 26, Failed Filings Report Generator

The resulting report (Figure 27) displays the basic info to identify the failed filing(s).

Date	Client ID	Case Number	Filer	Document
05/08/2015 16:39PM		78690973	Thomas Schoolcraft	Secured2.pdf
05/14/2015 10:08AM			Thomas Schoolcraft	Zapfdingbats2.pdf
05/11/2015 12:41PM		13-DCV-209661	Thomas Schoolcraft	Zapfdingbats2.pdf
05/12/2015 09:55AM		13-DCV-209661	Thomas Schoolcraft	Zapfdingbats.pdf
06/05/2015 11:18AM		09-09-09340	Thomas Schoolcraft	Secured PDF

Figure 27, Failed Filings Report

C. eService Failed

This report provides you a list of eServices that eFileTexas was not able to deliver to the intended recipient.

Please note that the generator page (Figure 28) displays the usual filtering criteria. It also includes the ability to filter by the intended recipient to whom the eService failed.

Figure 28, Failed eService Report Generator

Figure 29 shows a typical failed eService report.

Date	Client ID	Case Number	Filer	Document
11/12/2013 16:10PM	13-876		Kindra J. Reese	Civil Case Information Sheet.pdf Stamped_Petition - Motor Vehicle Accident.doc.pdf Stamped_Petition - Motor Vehicle Accident.doc.pdf
11/15/2013 22:46PM	13-01245		Kindra J. Reese	Civil Case Information Sheet.pdf Stamped_Answer and Waiver.doc.pdf Stamped_Answer and Waiver.doc.pdf
11/16/2013	13-000	2013-11101	Kindra J.	Petition - Motor Vehicle Accident.doc.pdf Stamped_Petition - Motor Vehicle

Figure 29, Failed eService Report

D. Fax Service Failed

This report provides you a list of FileTime fax services that failed.

Complete the filtering criteria on the generator page and click the **Generate Report** button.

Report Generator

Fax Service Failed Generator

Select the parameters for this report:

Date Range:

Date From: 03/01/2015 Date To: 03/20/2015

Viewed By: All Deleted By: All

Client ID: All Case Number: All

Filer: All Client: All

Attorney Of Record: All

Figure 30, Failed Fax Service Report Generator

And FileTime generates a report firm-wide of any failed fax services.

Failed eService Report

Fax Service Failed Report

Report Parameters:

Date Range: 03/01/2015 - 03/20/2015 Viewed By: All Client ID: All Case Number: All

Deleted by: All Filer: All Client: All

Date	Client ID	Case Number	Filer	Document	Status Code
03/20/2015 10:11AM	FT- 20140116	DC-00-00143	Thomas Schoolcraft	Motion for Discovery.pdf	Unspecified failure

Figure 31, Failed Fax Service Report