

Checklist for Firm Administrators



Registration:

Register yourself on File & Serve Texas (“FSTX”) as the Firm Administrator. Then, add your attorneys and support staff so they each have respective FSTX accounts.

eFiling/eService:

Decide on a firm policy for who will be doing the eFiling/eService. We recommend the support staff conduct the eFiling/eService. If the attorneys are eFiling/eServing, notifications can be sent to the support staff by the attorney.

Roll-Out:

Partner with your dedicated FSTX staff to work with the firm’s expectations and plan for integration into the firm’s workflow, related communications to firm employees, training dates and times. Please note FSTX staff will deliver the implementation of your expectations, plan for integration, and related communications for your office(s) if preferred.

Training:

Develop a training schedule with FSTX for every 30, 60, and 90 days to educate on product enhancements, for new hires, and any new rules or jurisdictions available for eFiling and eService, and CLEs. This will be important too if you have MDLs, Dallas Asbestos, Texas Silica- case types as you will use our nationwide platform, File & ServeXpress to eServe into these cases and FSTX to eFile into these cases.

Billing:

Enroll in monthly billing to ensure ease of reconciliation and cost recovery.