



## **eFile & Serve Review Queue**

Original Document Viewer (V1)

Updated Viewer (V2) January 2023

Newest Viewer V2.2026 to Stage Q1 2026

# Original Document Viewer (v1)

# eFile & Serve Review Queue – Original Viewer Tools

 eFile & Serve Review Queue

Envelope #322728  
Submitted 12/09/2022 9:15 AM CST

**FILING INFORMATION**

**Filing - Action - Initial Only - Efile**

**Filing Details** Assoc. Parties Services

Filing Code \* Action - Initial Only (\$5.00)

Filing Type Efile

Reference Number

Filing Description Case Information

Filing Comments

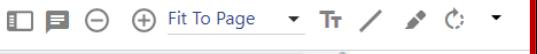
Filing Courtesy Copies

Filing Preliminary Notifications

**Documents**

Lead Document Name CPP-DNC TWebb.pdf

Document Description

**Citation by Public...** CPP-DNC TWebb.pdf **Download** 

Case #: <>CaseNumber>>

General Civil and Domestic Relations Case Filing Instructions

Received: 12/09/2022 9:15 AM

1. Provide the class of court and county in which the case is being filed.  
2. Provide the plaintiff's and defendant's names.  
3. Provide the plaintiff's attorney's name and State Bar number. If you are representing yourself, provide your own name and check the self-represented box.  
4. Provide the primary type of case by checking only one appropriate box. Cases can be either general civil or domestic relations and only one type of primary case within those categories. Check the case type that most accurately describes the primary case. If applicable, check one sub-type under the primary case type. If you are making more than one type of claim, check the case type that involves the largest amount of damages or the one you consider most important. See below for definitions of each case type.  
5. Provide an answer to the four questions by checking the appropriate boxes and/or filling in the appropriate lines.

**Case Type Definitions**

**General Civil Cases**

**Automobile Tort:** Any tort case involving personal injury, property damage or wrongful death resulting from alleged negligent operation of a motor vehicle.

**Civil Appeal:** Any case disputing the finding of a limited jurisdiction trial court, department, or administrative agency.

**Contempt/Modification/Other Post-Judgment:** Any case alleging failure to comply with a previously existing court order, seeking to change the terms of a previously existing court order, or any other post-judgment activity in a general civil case.

**Contract:** Any case involving a dispute over an agreement between two or more parties.

**Garnishment:** Any case where, after a monetary judgment, a third party who has money or other property belonging to the defendant is required to turn over such money or property to the court.

**General Tort:** Any tort case that is not defined or is not attributable to one of the other types of torts listed.

**Habeas Corpus:** Any case designed to review the legality of the detention or imprisonment of an individual, but not the question of his or her guilt or innocence.

**Injunction/Mandamus/Other Writ:** Cases involving a written court order directing a specific person to perform or refrain from performing a specific act.

**Restraining Petition:** Any petition for a restraining order that does not result from a domestic alteration or is not between parties in a domestic relationship.

**Other General Civil:** Any case that does not fit into one of the other defined case categories in which a plaintiff is requesting the enforcement or protection of a right or the redress or prevention of a wrong.

**Domestic Relations Cases**

**Adoption:** Cases involving a request for the establishment of a new and permanent parent-child relationship between persons not biologically parent and child.

**Contempt:** Any case alleging failure to comply with a previously existing court order. If the contempt action deals with the non-payment of child support, medical support, or alimony, also check the corresponding sub-type box.

**Dissolution/Divorce/Separate Maintenance/Alimony:** Any case involving the dissolution of a marriage or the establishment of alimony or separate maintenance.

**Family Violence Petition:** Any case in which a protective order from a family member or domestic partner is requested.

**Modification:** Any case seeking to change the terms of a previously existing court order. If the modification deals with custody, parenting time, or visitation, also check the corresponding sub-type box.

**Paternity/Legitimation:** Cases involving establishment of the identity

**ACTIONS**

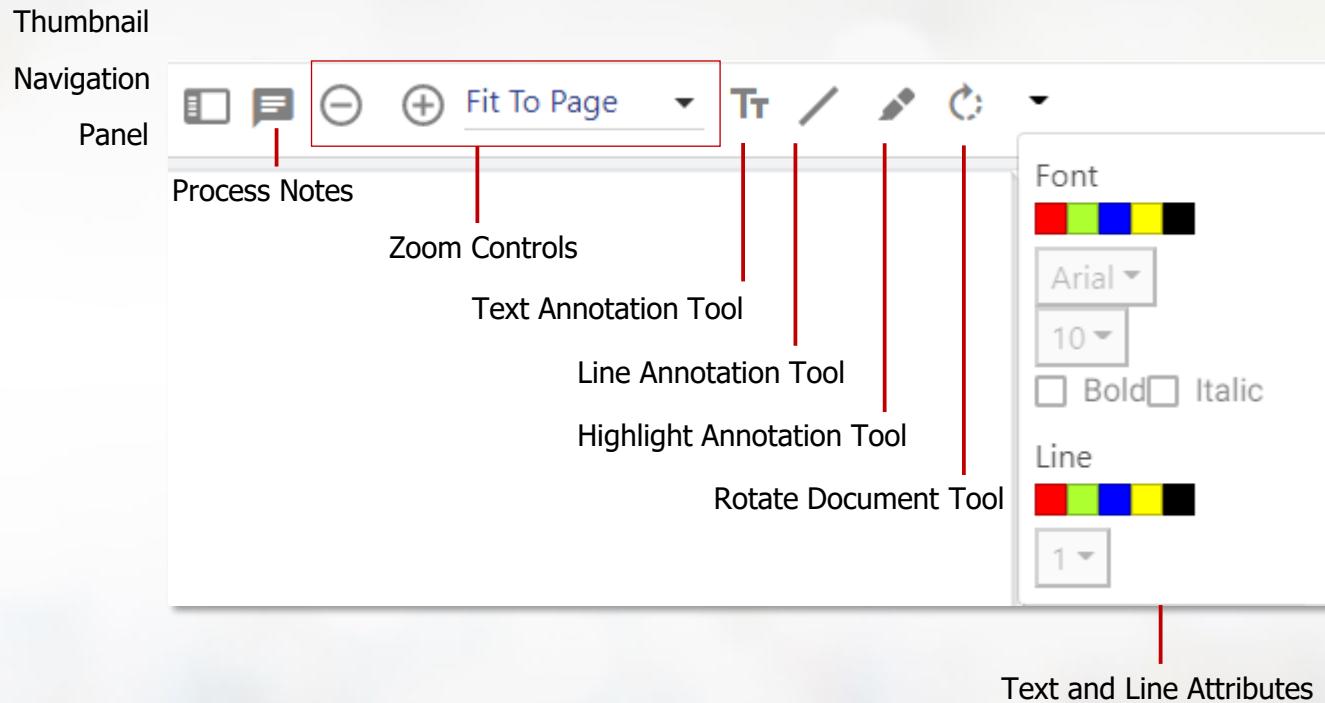
Accept, Return, Submission Fail, Forward, Manual Accept, End Review

**STAMPS**

T All Dates, AllDates, Batch Efile, Fee, Batch Fees, Batch Party, Case, Number, Stamp, Current Date & Time

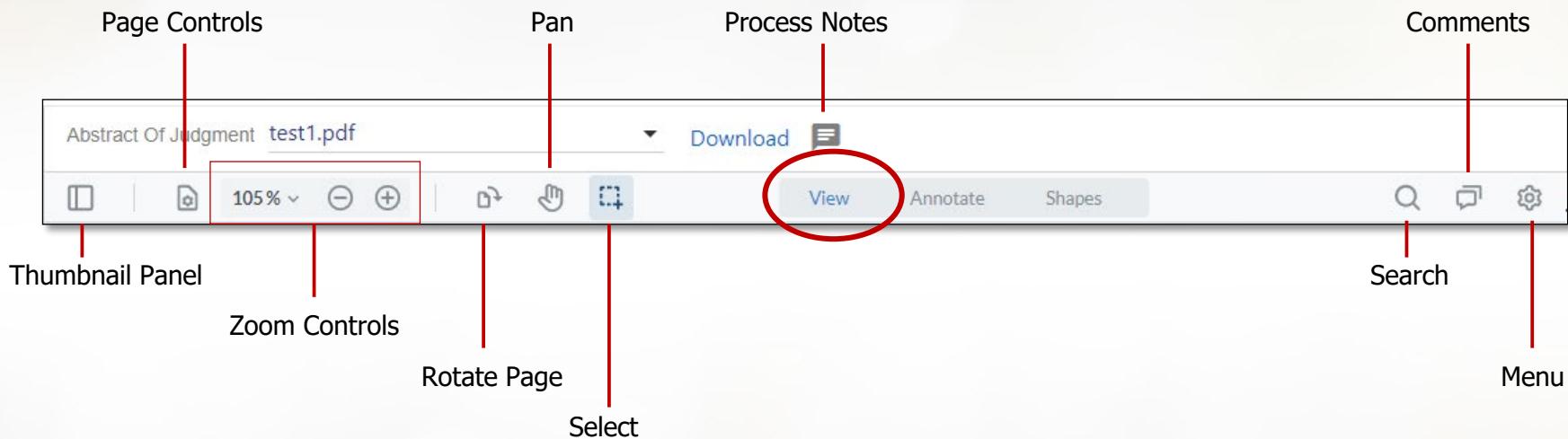
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# eFile & Serve Review Queue – Original Viewer Tools



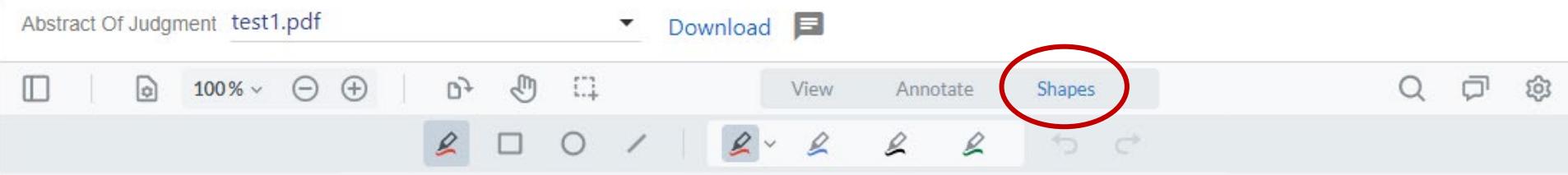
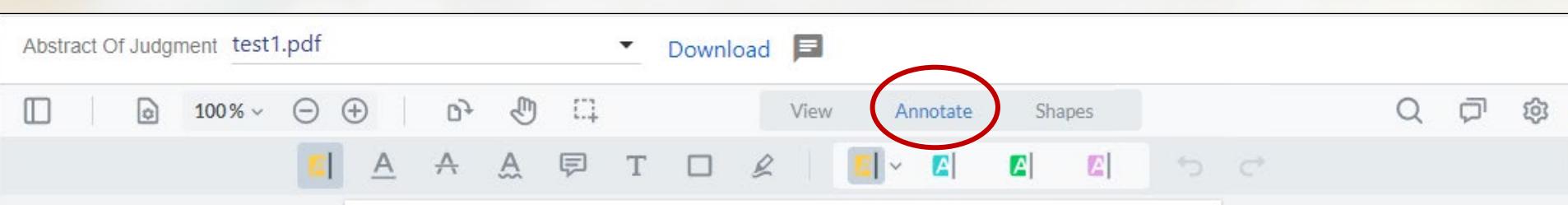
# Document Viewer 2 (v2.8) 2023-2025

# eFile & Serve Review Queue – V2 – View Mode

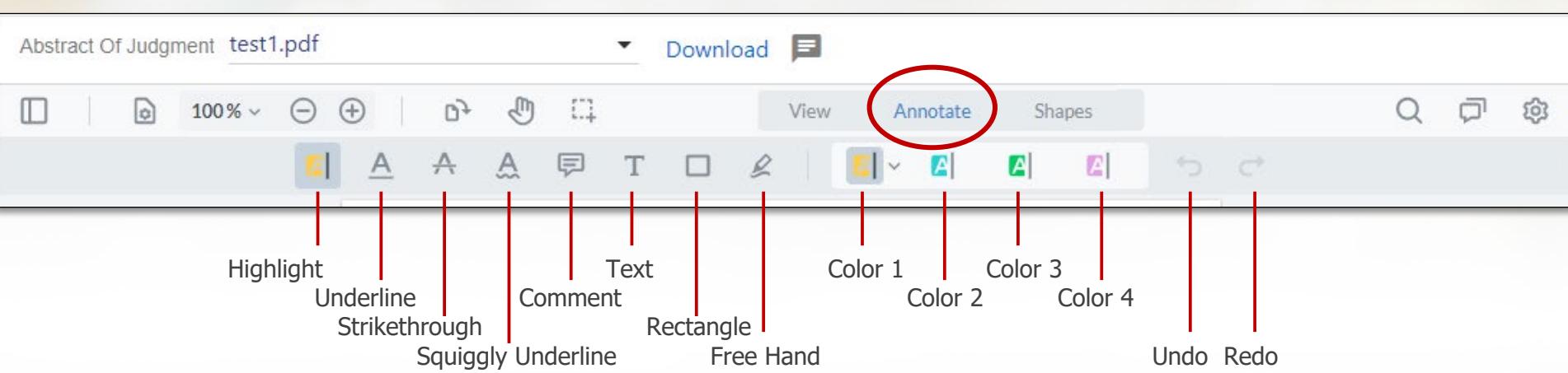


- Annotations and other tools are moved into a new horizontal bar.
- Process Notes remain in the top bar.
- Thumbnail Panel, Page Controls, Zoom Controls, Rotate Page, Pan and Select are always visible, as are Search, Comments and Menu.

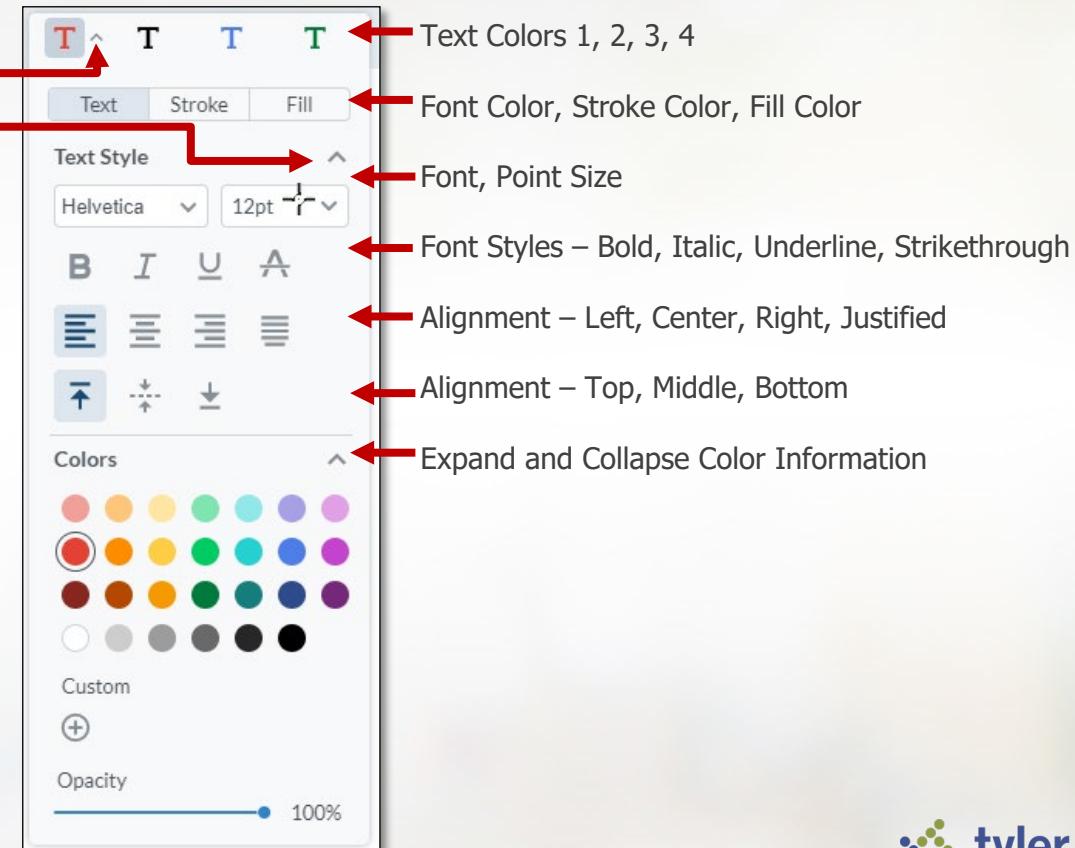
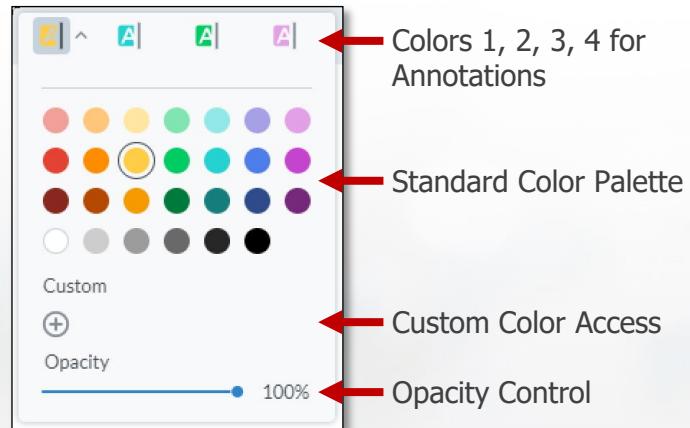
# eFile & Serve Review Queue – V2 – Additional Viewer Modes



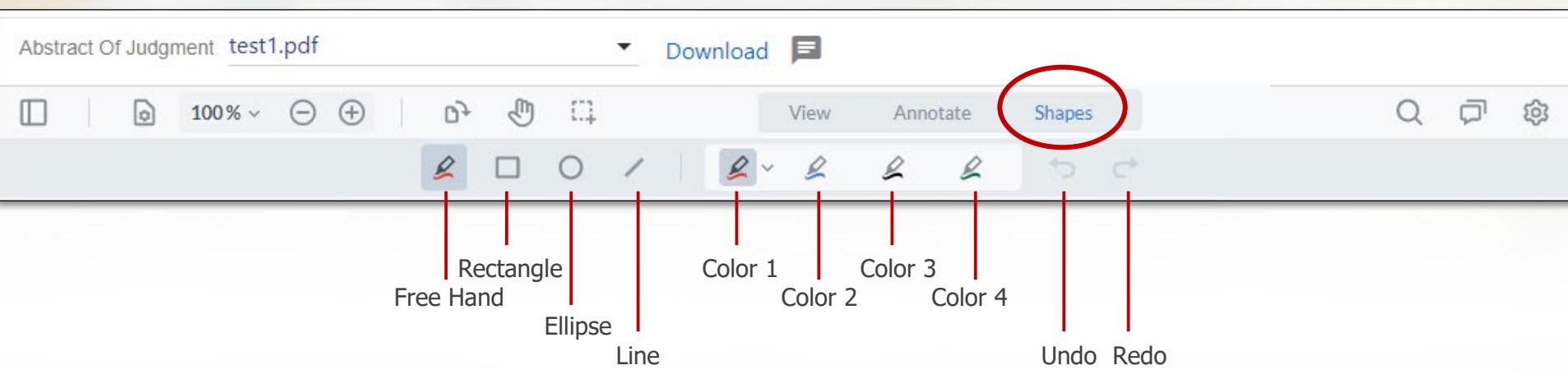
# eFile & Serve Review Queue – V2 – Annotate Viewer Mode



## eFile & Serve Review Queue – V2 – Color and Font Panels



# eFile & Serve Review Queue – V2 – Shapes Viewer Mode



## eFile & Serve Review Queue – V2 – Text Search

## eFile & Serve Review Queue – Comments Search

eFile & Serve Review Queue – V2 – Dark Mode and Full Screen

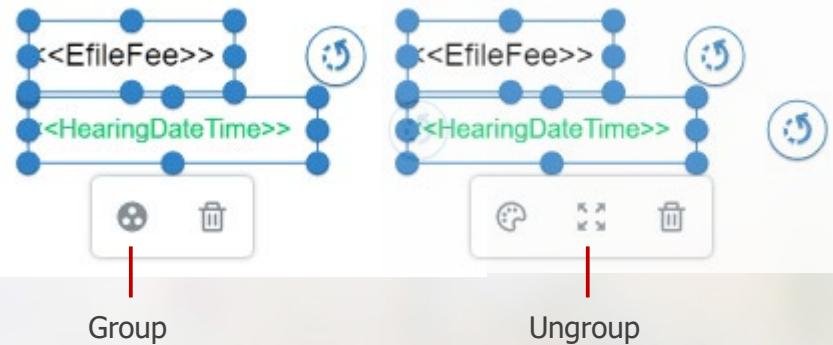
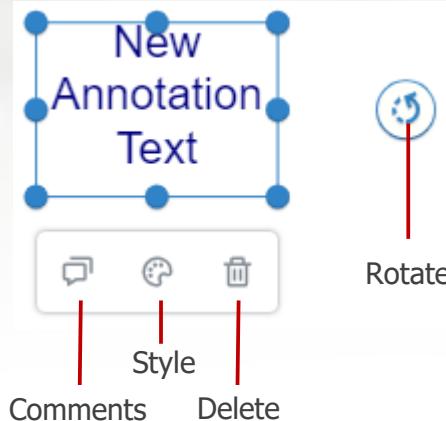
The screenshot displays the eFile & Serve software interface. The top navigation bar includes a 'File' icon, the title 'eFile & Serve Review Queue', and a 'Help' icon. The main content area is divided into several sections:

- Case:** Shows details for Envelope #322385 submitted on 12/02/2022 at 6:27 PM CST. It includes fields for Location (OFS QA 2017 - Court at Law 2), Category (Civil), Case Type (Breach Of Contract), and Judge (System Assigned).
- Filings:** Shows 2 Filing(s). The first filing is an Abstract Of Judgment, which is currently open in a large preview window.
- Abstract Of Judgment:** The preview window shows the document content with various text styles and a signature block. The signature block includes the text 'Case #: <<CaseNumber>>', 'Filed On: 12/2/2022 9:28 PM', 'Received On: 12/2/2022 9:27 PM', and a signature line with 'PLEO-TEST' and 'ALIEN temp 11 point black bold italic underline'.
- Actions:** A dropdown menu on the right side of the interface contains options like 'Accept', 'Return', 'Submission Fail', 'Forward', 'Manual Accept', 'End Review', and 'Defer'.
- Stamps:** A list of stamp options on the right side includes 'All Dates', 'AllDates', 'Batch Efile', 'Fee', 'Batch Fees', 'Batch Party', 'Case Number Stamp', 'Current Date & Time', 'Date Stamp', 'Docket Date', 'Hearing Date/Time', and 'Stamp on load and attachments!!'.

# eFile & Serve Review Queue – V2 – Reviewer Actions

Floating icons display in the workspace when an existing annotation (text, shape, image) is selected.

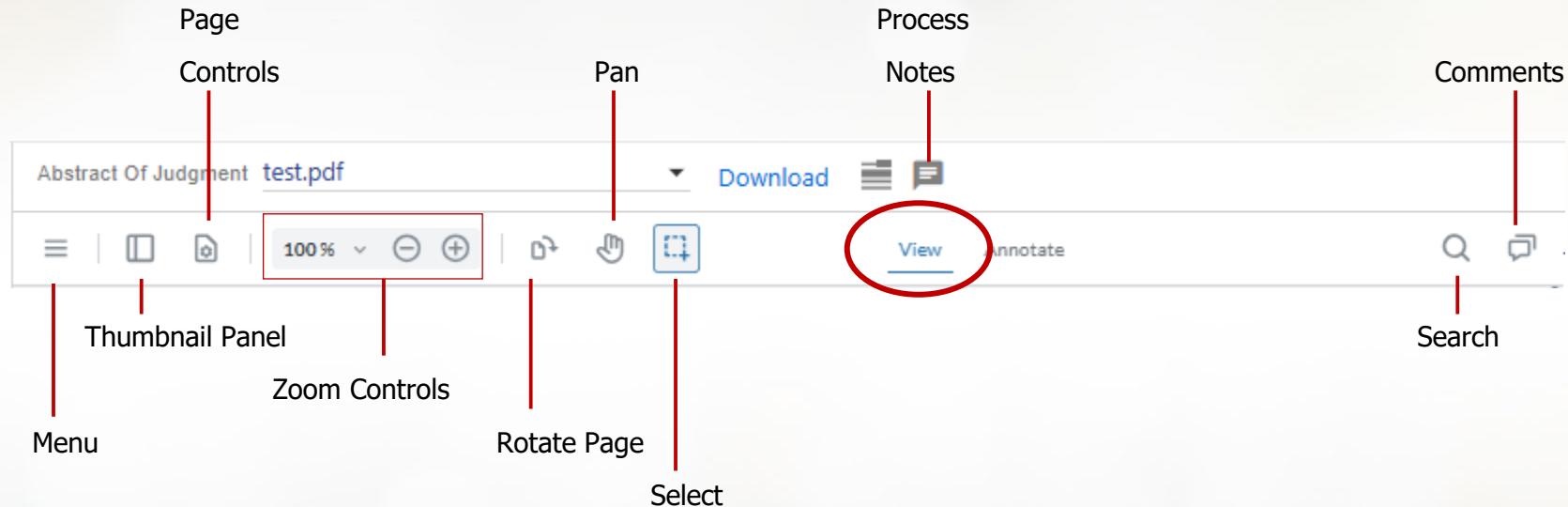
- Click the **Comments** icon to access the Comments panel and add comments.
- Click the **Style** icon to change properties related to the selected annotation's line and fill, or font attributes when you have text selected.
- Click the **Delete** icon to remove the annotation.
- Use the **Rotate** icon to drag the annotation to a 90 degree angle.
- Use the **Group** icon to keep multiple selected items together.
- Use the **Ungroup** icon to separate annotations that have been grouped.
- Resize text boxes and image sizes by dragging the border circle handles.



# Document Viewer 2.2026

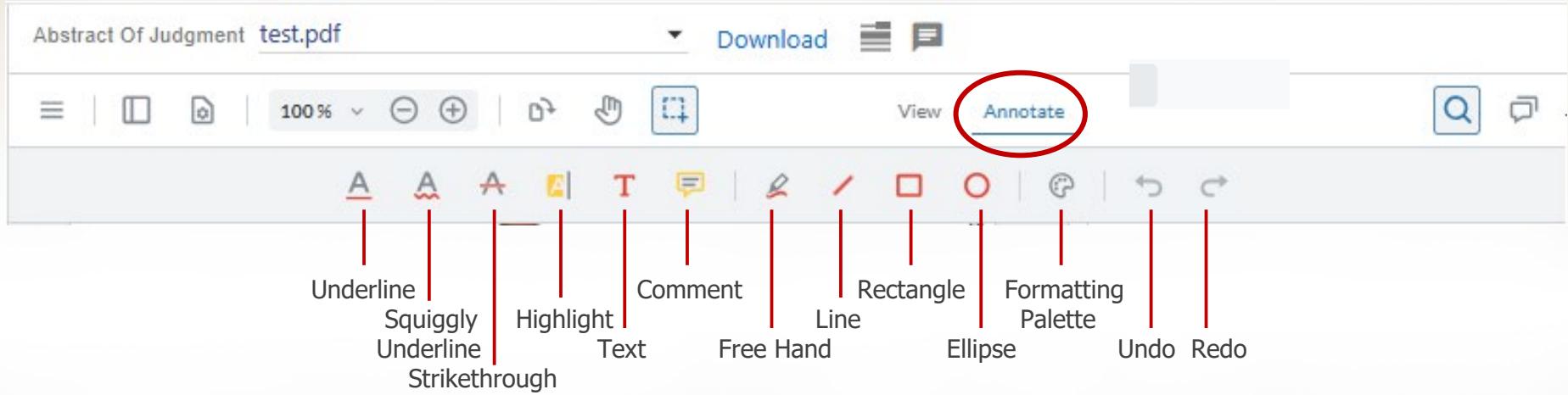
**Deployment to Stage and Production**  
**Q1 2026**

# eFile & Serve Review Queue – V2.2026 – View Mode



- Click the View tab to hide the Annotate toolbar and see the maximum view of the document in the viewer. All tools are now in the Annotate tab.
- Process Notes (and Redactions ) remain in the top bar with filing and document information.
- Thumbnail Panel, Page Controls, Zoom Controls, Rotate Page, Pan and Select are always visible, as are Menu, Search, and Comments.

# eFile & Serve Review Queue – V2.2026 – Annotate Mode



# eFile & Serve Review Queue – V2.2026 – Text Formatting Options

Abstract Of Judgment Test 5-page document.pdf Download View Annotate

Hide Annotations toolbar View Annotations toolbar

Formatting palette for all tools

This button opens the left panel palette with applicable options for each annotation tool

Free Text Annotation

Text Style

- Times New R... 18
- Font, Point Size
- B** *I* U A
- Font Styles – Bold, Italic, Underline, Strikethrough
- Alignment – Left, Center, Right, Justified
- Alignment – Top, Middle, Bottom
- Color palette
- Add Color, Delete Color, Show Less of the color palette, or Show More of the color palette

Stroke

- Text container Stroke formatting options
- Text container Stroke color options

Stroke

- Text container Stroke Width
- Text container Stroke Style

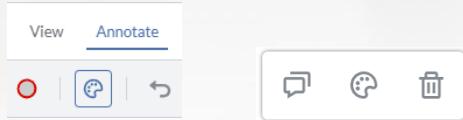
Fill

- Text container Fill formatting options
- Text container Fill color options

Opacity

- Text container Opacity options
- Text container Opacity Percentage

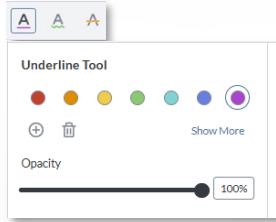
# eFile & Serve Review Queue – V2.2026 – Formatting Panels



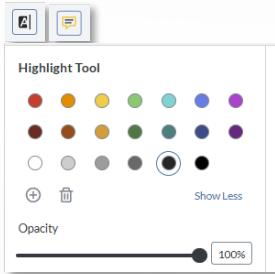
All formatting options are available using the palette icon in the toolbar or in the workspace when an existing annotation is selected.

Tools have different formatting options when selected, as shown below.

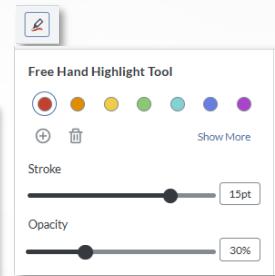
## Underline Tool Squiggly Tool Strikeout Tool



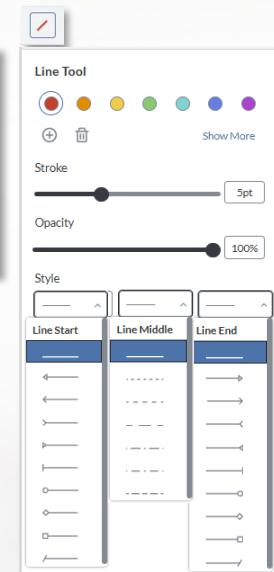
## Highlight Tool, Note Tool



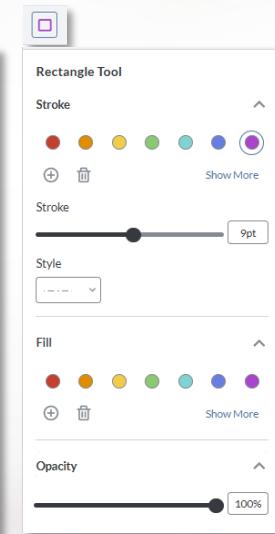
## FreeHand Highlight



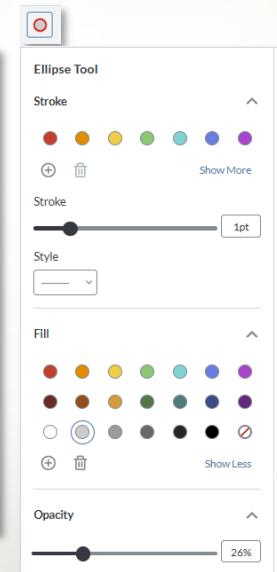
## Line



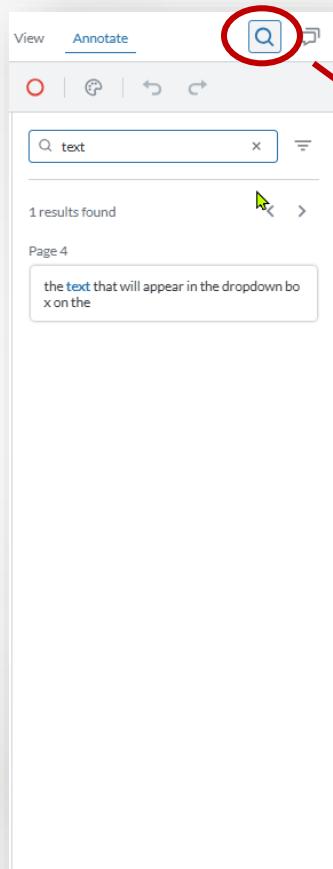
## Rectangle



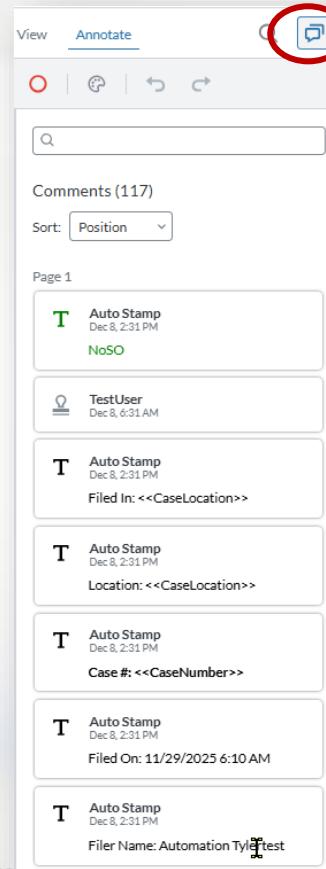
## Ellipse



# eFile & Serve Review Queue – V2.2026 – Text Search and Comments



Search



Comments

# eFile & Serve Review Queue – V2.2026 – Dark Mode (Viewer only)

Menu

Envelope #23221 \* Waiver \*  
Submitted 11/29/2025 6:10 AM CST

**Case**

- Location  
OFS QA 2018
- Category  
Civil
- Case Type  
Collection
- Judge
- System Assigned

**Filings** 1 Filing(s)

- Abstract Of Judgment

**SERVE**

**FEES**

**Filing Components**

Component	Lead Document (Lead)
Security	Public (D)

**ACTIONS**

- ✓ Accept
- ✗ Reject
- ➡ Return
- ✗ Submission Fail
- ➡ Forward
- 📅 Defer
- ✗ End Review

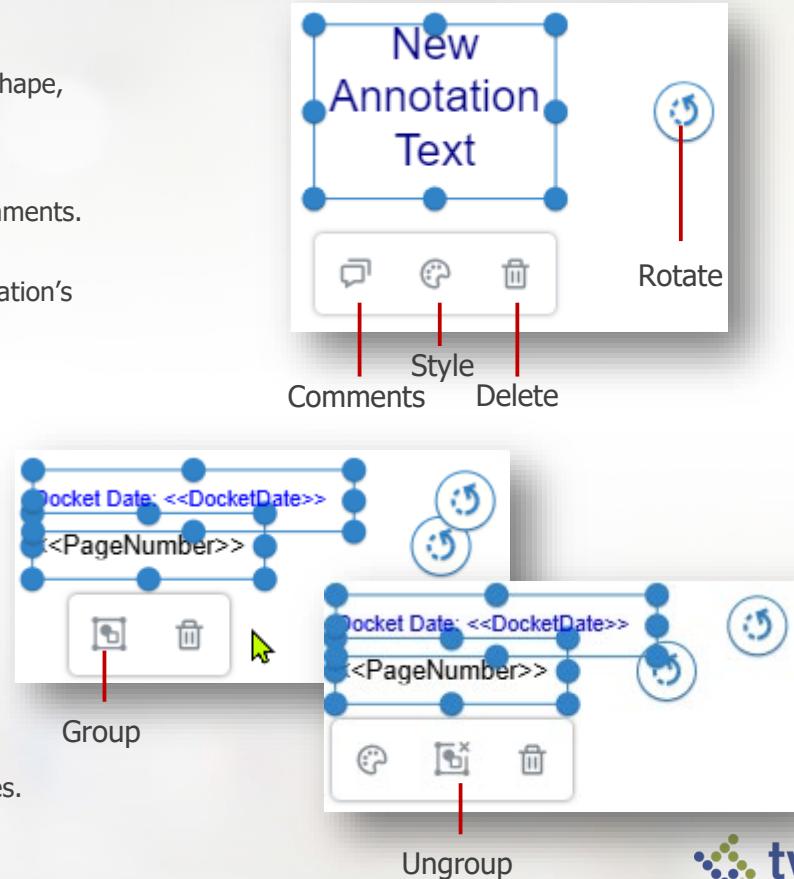
**STAMPS**

- T
- Ad Hoc Hearing Date
- Ad Hoc Hearing Location
- Ad Hoc Hearing Time
- Ad Hoc Hearing Type
- Ad Hoc Judicial Officer
- All Dates
- AllDates
- Batch Efile
- Fee

# eFile & Serve Review Queue – V2.2026 – Annotations in the Workspace

Floating icons display in the workspace when an existing annotation (text, shape, image) is selected.

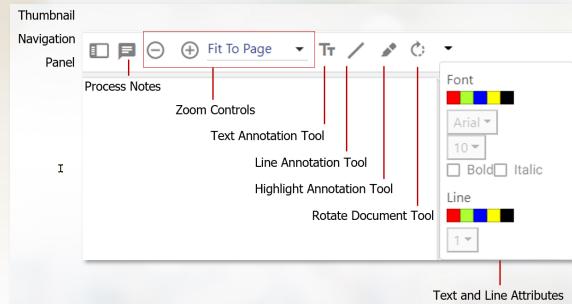
- Click the **Comments** icon to access the Comments panel and add comments.
- Click the **Style** icon to change properties related to the selected annotation's line and fill, or font attributes when you have text selected.
- Click the **Delete** icon to remove the annotation.
- Use the **Rotate** icon to drag the annotation to a different angle.
- Use the **Group** icon to keep multiple selected items together.
- Use the **Ungroup** icon to separate annotations that have been grouped.
- Resize text boxes and image sizes by dragging the border circle handles.



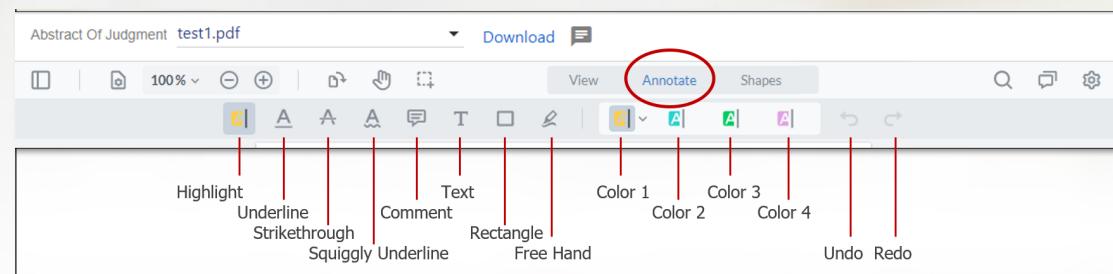
## Side-By-Side

# Annotation Tools and Formatting Palette

## Viewer 1 Annotation Tools



## Viewer 2 Annotation Tools



## Viewer 2.2026 Annotation Tools

