

IN THE SUPREME COURT OF TEXAS

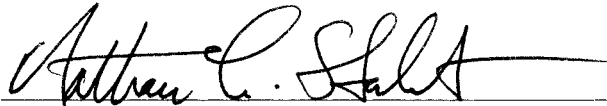
Misc. Docket No. 13-**9172**

**APPROVAL OF TECHNOLOGY STANDARDS SET BY
THE JUDICIAL COMMITTEE ON INFORMATION TECHNOLOGY**

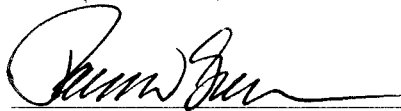
ORDERED that:

In accordance with Misc. Docket No. 13-9165 (Order Adopting Texas Rule of Civil Procedure 21c and Amendments to Texas Rules of Civil Procedure 4, 21, 21a, 45, 57, and 502; Texas Rules of Appellate Procedure 6, 9, and 48; and the Supreme Court Order Directing the Form of the Appellate Record), the Court approves the attached Technology Standards, Version 1.2, set by the Judicial Committee on Information Technology. These standards apply to documents filed electronically under Texas Rule of Civil Procedure 21 and Texas Rule of Appellate Procedure 9.

Dated: December 9th, 2013.



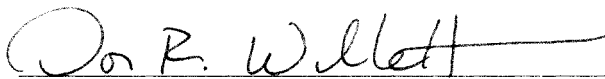
Nathan L. Hecht, Chief Justice



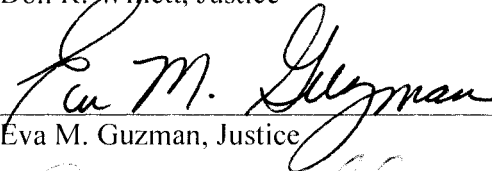
Paul W. Green, Justice



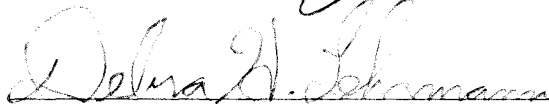
Phil Johnson, Justice



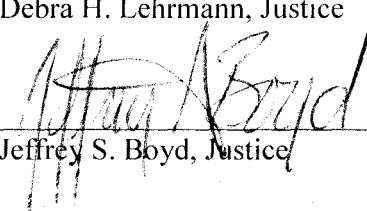
Don R. Willett, Justice



Eva M. Guzman, Justice



Debra H. Lehrmann, Justice



Jeffrey S. Boyd, Justice

John P. Devine, Justice

Jeffrey V. Brown, Justice

1. Introduction

1.1 Purpose

Pursuant to Texas Government Code, Chapter 77, Section 77.031, this document delineates standards for the technological needs of the judicial system. This document is approved by the Judicial Committee on Information Technology (JCIT) that was created by the 74th Texas Legislature. Changes to this document are effective one (1) year after adoption and publication by the JCIT.

1.2 Versions

Version	Action	Release Date
1.0	Initial Draft	April 11, 2012
1.1	Added Audio/Video Standards	July 25, 2012
1.2	Added eFiling Filing Types	November 12, 2013

1.3 Definitions

Digital Media - any files stored in an electronic format. This can include (but is not limited to) text, audio and video files.

DIR – Department of Information Resources.

Document – a pleading, plea, motion, application, request, exhibit, brief, memorandum of law, or other instrument in electronic form.

DPI – Dots per inch.

NARA - National Archives and Records Administration.

NIEM – National Information Exchange Model – a partnership of the U.S. Department of Justice, the U.S. Department of Homeland Security, and the U.S. Department of Health and Human Services designed to develop, disseminate and support enterprise-wide information exchange standards and processes that can enable jurisdictions to effectively share critical information in emergency situations, as well as support the day-to-day operations of agencies throughout the nation. NIEM was adopted formally by JCIT and is promulgated in data exchanges in Texas Administrative Code, Title 1, Part 8, Chapter 177.

OASIS - Organization for the Advancement of Structured Information Standards
Organization for the Advancement of Structured Information Standards (OASIS)

Electronic Court Filing (ECF) standards - a set of non-proprietary extensible markup language (XML) and Web services specifications, along with clarifying explanations and amendments to those specifications that have been added for the purpose of promoting interoperability among electronic court filing vendors and systems.

OCA – Office of Court Administration.

OCR – Optical Character Recognition.

PDF – Portable Document Format – for the purpose of these standards this is PDF 1.4 (ISO 19005-1:2005 – Revised as ISP/NP 19005-1). This standard specifies how to use PDF for long-term preservation of electronic documents and is applicable to documents containing combinations of character, raster and vector data.

PDF Software – software that conforms to International Organization for Standardization (ISO) 32000-1:2008. This standard specifies standards for creating (writing), reading, displaying and interacting with PDF documents.

JCIT – Judicial Committee on Information Technology.

1.4 References

- Apple QuickTime supported formats - <http://support.apple.com/kb/HT3775>
- NIEM – http://www.niem.gov/Domains_Justice.php - the Justice domain within NIEM.
- OASIS LegalXML Electronic Court Filing (ECF) specifications - <http://www.oasis-open.org/committees/legalxml-courtfiling/>
- OASIS Digital Signature Services specifications - <http://www.oasis-open.org/committees/dss/>
- VLC media player supported formats - <http://www.videolan.org/vlc/features.html>
- Windows media player supported formats - <http://support.microsoft.com/kb/316992>

2. System Data Exchange Standards

In accordance with Texas Administrative Code, Title 1, Part 8, Chapter 177, Information exchanges that occur between the various systems (electronic filing manager, case management, document management, etc.) should occur using the current OASIS LegalXML specifications. The OASIS LegalXML specification is a subset to NIEM.

3. Digital Media Standards

In addition to content and formatting promulgated by the Texas Rules of Civil Procedure, Texas Code of Criminal Procedure, and Texas Rules of Appellate Procedure, the following standards apply to digital media filed electronically or scanned from source records (filed after the effective date of these standards) by the clerk.

3.1 Documents

- A. An e-filed document must be in text-searchable PDF, using fonts specified in the PDF specification, on 8.5x11 page size, with the content appropriately rotated.
- B. When possible, the document should be generated directly from the originating software using a PDF distiller.
- C. Prior to being filed electronically, a scanned document must have a resolution of 300 DPI. Preferably, scanned documents should be made searchable using OCR technology.
- D. An e-filed document may not contain any security or feature restrictions including password protection or encryption and may not contain embedded multi-media video, audio, or programming.
- E. Documents may not contain package PDF's. PDF's should not be embedded inside of another PDF. Each Document must be a single PDF. An appellate court may require that multiple PDF documents be combined into a single PDF document and bookmarks used to separate content appropriately. The content of the document should not depend on bookmarks.
- F. Any e-filed document filename should contain only alphanumeric characters that are part of the Latin1_General character set. No special characters are allowed and the length of the filename should be restricted to 50 characters.

3.2 Audio/Video

- A. When an audio/video file is natively supported by at least one media player listed in these standards, the file must not be converted into another format.
- B. If modifications are needed to enhance the native audio/video, a copy of the original must be made. The modified copy (submitted in addition to the original audio/video) must also be generated in a format supported by at least one media player listed in these standards.
- C. The following media players are supported (specific audio/video formats can be found on each media player's website):
 - a. QuickTime (Apple)

- b. VLC media player (VideoLAN Organization)
- c. Windows media player (Microsoft)

4. Digital Signatures

Digital signatures applied to an electronic artifact shall conform to a digital signature profile as described by the OASIS Digital Signature Services (DSS) Specification version 1.0.

5. eFiling Filing Types

Below are the standard eFiling Filing Types to be used in the electronic filing system. This list is a minimum list of eFiling filing types that must be accepted in each court. Counties may have additional filing types in order to meet their local needs.

It is important to note that these standards only apply to the electronic filing system and are NOT standards for a county case management system.

5.1 Child Support Cases (Title IV-D)

The following codes are used in support of the Office of Attorney General’s Child Support Division.

5.1.1 New Case - Case/Filing Types

IV-D – OAG Only	Establishment	Establishment
	Paternity	Paternity
	Interstate - No TX Cause	Interstate - No TX Cause

5.1.2 Existing Case - Case/Filing Types

IV-D – OAG Only	Enforcement	Enforcement
	Interstate - Existing TX Cause	Interstate - Existing TX Cause
	Intervention	Intervention
	Other - Billed	Other - Billed
	Other - Not Billed	Other - Not Billed
	Capias/Writ	Capias/Writ
	Service Documents	Service Documents

5.1.3 Party Types

Each Title IV-D filing type listed above has one (1) Petitioner (the OAG) and two (2) Respondents on each filing. These three parties are required.