



OFFICE OF COURT ADMINISTRATION

CASE NOTICES Delivered by re:SearchTX FAQ and Recommendations for Clerks and Courts

1. What are **CASE NOTICES** and how do they work?
 - **CASE NOTICES** began on **October 1, 2025**, and are sent automatically by [re:SearchTX](#) to attorneys of record when documents and activity are recorded on the case within the local CMS. More information and explanation can be viewed by visiting this [VIDEO](#) and [FAQ Page](#).
 - **CASE NOTICES** are **NOT** the same as the **optional CASE ALERTS** which can be requested and purchased in re:SearchTX by individuals with permissible access.
2. If the clerk's office creates events on the CMS docket linked to signed Orders in our local CMS, will those notices automatically be transmitted to the parties through re:SearchTX?
 - Since October 1, 2025, **CASE NOTICES go automatically**, but currently only go to **Attorneys of Record in Civil and Family** cases which were configured in the clerk's CMS integration with re:SearchTX.
 - **CASE NOTICES for Case Parties** are **NOT YET** turned on, but this is on the roadmap for the future.
3. What email address or system will those notices originate from? Since the notices would not be sent directly by the clerk's office or the court, what will attorneys and parties see as the sender?
 - **CASE NOTICES** are sent from no-reply@researchtx.com, triggered by clerk entries in the local CMS.
4. Other than sealed cases, are there any categories of notices that the Clerk should continue sending separately?
 - Clerks should continue to send any notices which are not yet included in the re:SearchTX **CASE NOTICES**. Some **EXAMPLES** include required notices for:
 - Any self-represented litigants in civil and family cases,
 - Any special parties who are not classified as "attorney of record" in the CMS,
 - Any and **ALL** criminal case notices (until local cases are integrated with re:SearchTX),
 - Any notices required by statute to be sent by certified mail.
5. What about new required notices on Motions for Summary Judgment?
 - **CASE NOTICES** sent automatically in re:SearchTX accomplish Rule 166a required notices, too, so long as the Clerk adds the entries and/or documents in the local CMS. See also: [OCA's Recommended Practices for Rule 166a Hearing Notices](#).
6. Is TRCP Rule 21(f)(10) limited to civil cases, or does it also extend to family law matters?
 - Family, domestic relations, and probate cases are all included as types or categories within the broader civil case category, and Rule 21 and [Government Code Ch. 80](#) applies to each of these. (**NOTE:** For Criminal Case requirements, see reply to Question 7, below.)

7. Are criminal notices and settings outside the scope of TRCP Rule 21(f)(10)?
- **Texas Rules of Civil Procedure do not apply to criminal cases.**
 - **Electronic notices** [*sending copies of criminal Orders to attorneys and parties with email addresses electronically*] are required in criminal cases in [Government Code Ch. 80](#), Rule 2.7 of the [Statewide Rules Governing Electronic Filing in Criminal Cases](#) and in [Misc. Docket No. 24-004](#).
8. Does TRCP Rule 21(f)(10) apply only to parties represented by counsel and registered for electronic service; what about pro se litigants who are not participating in electronic service?
- **Currently**, available software configuration in re:SearchTX is limited to delivery of CASE NOTICES **only** to attorneys of record. CASE NOTICES do **NOT** go to self-represented (pro se) litigants, even if that party has registered with and is participating in eFile Texas for filings and notices. Clerks should continue **manually** sending copies of orders and other notices to self-represented parties via other available electronic or paper methods. See the Comment to 2023 changes to this rule:

“Comment to 2023 changes: ... Rule 21(f)(10) is amended to implement section 80.002(b) of the Government Code. Clerks are encouraged to coordinate and work with other court staff to effectuate this rule. Nothing in Rule 21(f)(10) prohibits the court from sending orders, notices, and documents to parties by additional methods and the clerk is strongly encouraged to use additional methods when a party is unrepresented. **If a party has not provided an e-mail address and consequently compliance with Rule 21(f)(10) is impossible, then the clerk should use an alternative method to send orders, notices, and documents to that party.**” *(Emphasis added.)*
 - TRCP Rule 21(f)(10) includes:

“The clerk need not send orders, notices, or other documents **electronically**: ... (ii) when an unrepresented party **has not provided an e-mail address.**”
 - [Government Code Sec. 80.003\(b\)](#) **applies to all court case types** and states:

“(b) If electronic mail is used to send a notice or document and the person who will receive the notice or document is not registered with the electronic filing system ... the court, justice, judge, magistrate, or clerk **must use the electronic mail address provided by the person.**”
9. Are there any local procedures or recommendations from OCA that clerks should follow to ensure compliance while avoiding duplicate notices?
- Per [Misc. Docket No. 24-9030](#) and [Misc. Docket No. 24-004](#), re:SearchTX is approved for the purposes of the Texas Rule of Civil Procedure and the Statewide Rules Governing Electronic Filing in Criminal Cases.
 - CASE NOTICES sent from re:SearchTX **accomplish court and clerk requirements for electronic notices**. CASE NOTICES began on October 1, 2025, in the **integrated civil and family cases**.
 - **Criminal CASE NOTICES** will also be delivered once those cases are integrated with re:SearchTX.
10. Will the system provide confirmation of delivery, failed delivery notifications, or any reporting mechanism that would allow the court or clerk's office to identify any address transmission issues?
- **See responses to #11 and #12, below.**

11. If a notice fails to transmit electronically, or if an attorney later claims that notice was not received, what documentation, audit trail, or proof of transmission is available to the court or clerk to verify that the notice was successfully sent?

- **Confirmation logs showing that notice has been sent, delivered, and reviewed can be accessed and viewed by courts, clerks, attorneys and parties of record under the individual case number in re:SearchTX.**

EXAMPLE:

Case Information

Oseluona Okpamen v. Come & Take It Solutions L.L.C., and Success Foods Management Group LLC., D/B/A Torchy's Tacos
25-DCV-329335

Case last refreshed: 4/27/26, 11:30 PM

Location: Fort Bend - District Clerk
Case Category: Civil - Other Civil
Case Type: Other Injury or Damage
Case Filed Date: 5/6/2025
Judge: Hanna, Mark
Case Status: Open (Pending)

Case Notices History

Event Type: All
Search Type:
Search Email:

Event Date	Event	Type	Attorney Name	Attorney Number	Case Notice Sent	Status	Logs
4/28/2026	Filing	Certificate	Cierra Kenyon	24123343	ckenyon@travelers.com	Delivered 4/28/26 10:14 PM	View Logs
4/28/2026	Filing	Certificate	Adamma Uwalaka	24113515	adamma@gulawfirm.com	Delivered 4/28/26 10:13 PM	View Logs

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12. If the electronic notice process is being handled through the CMS integration with re:SearchTX, what is the clerk's responsibility when an attorney's email address is outdated, invalid, or otherwise unable to receive notices?

- **EACH ATTORNEY must maintain a current, active email address with the State Bar of Texas.**
 - All re:SearchTX CASE NOTICES are delivered to the email address required to be registered by each attorney with the State Bar of Texas for eFile and re:SearchTX notifications. (Attorneys are required to register two types of email addresses with the State Bar of Texas; one email is used for eFile and re:SearchTX notices and the other email is one for membership notifications and State Bar communications. Attorneys can register the same email address for both types of communication.)
 - Re:SearchTX CASE NOTICES are delivered to the attorney's same email address where that attorney receives eFile Texas notifications.
 - To stop receiving CASE NOTICES, the attorney may withdraw from that case.
 - If an attorney fails to receive CASE NOTICES on a case where he/she has already made an appearance, the attorney should contact the clerk's office; the clerk should review, correct, and update the local CMS index to include (by SBN) all attorneys of record on that case.
- Clerks must include and index each attorney of record on the case in the local CMS, using the attorney's State Bar Number, for the attorney to receive the automatic CASE NOTICES from re:SearchTX. **NOTE:** Attorney's email address(es) entered by a Clerk into any local CMS do NOT affect delivery of CASE NOTICES.
- **NOTE:** Once self-represented parties and participants are added to the CASE NOTICES in re:SearchTX, the current intent is to use the email address as entered by the clerk in local CMS for those parties and participants, while continuing to use attorneys' email addresses registered with the Texas State Bar.