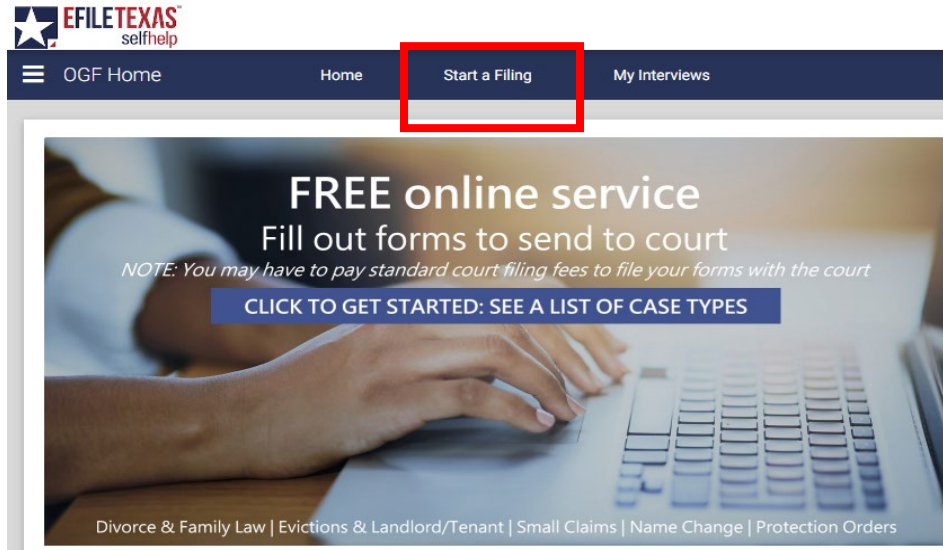


# EFILE TEXAS SELF HELP STEP-BY-STEP EVICTION FILING GUIDE

(JP2 DOES NOT ACCEPT FILINGS THROUGH EFILE TEXAS SELF HELP. YOU MUST COMPLETE THE INTERVIEW, DOWNLOAD YOUR COMPLETED FORMS AND FILE THROUGH EFILE TEXAS)

## 1. Click Start a Filing



## 2. Click Landlord-Tenant: Landlord's request to remove tenant from rented property

[Landlord-Tenant: Landlord's request to remove tenant from rented property](#)

## 3. Read information on page. If you wish to continue, click next

Landlord-Tenant: Landlord's request to remove tenant from rented property

An eviction case is a lawsuit brought to remove persons and belongings from the landlord's property and recover possession of real property, often by a landlord against a tenant. In Texas law, these are also referred to as "forcible entry and detainer" or "forcible detainer" suits. The tenant must have already failed to pay the rent as agreed. A landlord cannot refuse to accept rent and thereafter claim rent was not paid.

A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

This interview creates the court forms needed for a landlord to evict a tenant who has not paid rent under a rental agreement. To use the interview you must meet all of the legal requirements for filing an eviction.

*Please click "Next" to continue.*

EXIT Go to: Start Page PREVIOUS NEXT

#### 4. Read information on page. If you wish to continue, click next

**Understanding Self-Representation**

This website is provided to help you fill out the forms required to file a Petition for a Eviction of a Tenant for Non-Payment of Rent. The answers you provide will be entered on the forms in the correct place.

- To get a referral to a lawyer call the **State Bar of Texas Lawyer Referral Information Service** at 1-800-252-9690. You may also ask for a referral to your local Legal Aid office. Legal Aid offices may provide you with free or low-cost legal advice if you qualify financially.
- If you qualify financially, you also may be able to talk to an attorney online by live chat at [www.TexasLaw-Help.org](http://www.TexasLaw-Help.org).

*Please note that this interview cannot help you come up with answers or tell you what you should say to meet the legal basis needed for a judge to grant you an Eviction.*

If the information in this interview is not clear or you need legal assistance, please contact an attorney or a legal aid organization.

**Do not contact the court or the clerk for legal advice.**

*Please click "Next" to begin.*

EXIT Go to:  PREVIOUS **NEXT**

#### 5. Read information on page. If you wish to continue, click next

**Requesting an Eviction**

Please review the information below.

1. An eviction must be filed in the Justice precinct where the rental property is located.
2. Texas Property Code Section 24.005 sets out the notice requirements for eviction suits. [Click here](#) to read that section.
3. The notice to vacate must be in writing and should be unconditional.
4. Generally, all parties named in the lease should be sued and served with a citation in the eviction proceeding. Any judgment granted will run only against those who are specifically named and served.
5. A suit for rent may be filed with the eviction suit if the amount due is within the jurisdiction of the justice court (<\$20,000). Charges for items other than rent cannot be joined with suit for eviction.

*Please click "Next" to continue.*

EXIT Go to:  PREVIOUS **NEXT**

#### 6. Read information on page. If you wish to continue, click next

## Forms to be Prepared

Depending on your answers, this interview will complete the following forms:

- Evictions Complaint
- Declaration of Military Status of Defendant

**Note:** This interview does not produce a Bond for Immediate Possession.

EXIT

Go to:

Forms to be Prepared

PREVIOUS

NEXT

## 7. Read information on page. If you wish to continue, click next

### Information Needed to Prepare Forms

In order to complete this interview, you will need the following information:

- Your Contact Information
- The Tenant's Legal Name and Contact Information
- The Address of the Rental Property
- Rent Amount and Subsidy, if any.
- Military Status of the Defendant(s), including a Defense Manpower Data Center Verification Letter where applicable.

EXIT

Go to:

Information Needed to Prepare Forms

PREVIOUS

NEXT

## 8. Click down arrow for Select the county where you want to file your claim and choose Tarrant

Select the county where you want to file your claim.\*

Tarrant

## 9. Click down arrow for Please select the Justice of the Peace Court where you want to file your case and choose Tarrant County – JP Precinct 2

Please select the Justice of the Peace Court where you want to file your case:\*

Tarrant County - JP Precinct 2

## 10. Click Next in bottom right corner

11. Click SAVE

12. Select the proper option that describes the person filing the case

Which best describes you?\*

- Agent for the Owner of the Rental Property
- Attorney Representing the Owner of the Rental Party
- Owner of the Rental Property

13. Enter your email address and select whether you give consent for email correspondence

What is your Email Address?\*

sample@email.com

Please enter "None" if you do not have an email address.

Do you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address?

Yes  No

14. Enter plaintiff information → Click Next (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Information About the Landlord/Owner \*\* required field

Please answer the following questions about the Landlord.

Please enter the landlord's contact information

This will be the legal address in the court records and will be used for service, if applicable.

Is the landlord a person or a business?\*

Person  Business

Business Name\*

RANDOM APARTMENTS

Landlord's Mailing Address\*

Street Address

123 MAIN STREET

\*City  \*State  \*Zip Code

Landlord's Phone Number\*

817-555-5555

Landlord's Fax Number

Is there another landlord you would like to add to this Petition?\*

Yes  No

Go to:

15. Enter agent information → Click Next

**Agent Information** \* = required field

You have indicated that you are an AGENT representing the Landlord of the rental property.

Please provide the additional information about yourself below.

**Full Name\***

First: JANE Middle: [ ] \*Last: SMITH Suffix: [ ]

---

**Mailing Address\***

Street Address: 123 MAIN STREET

\*City: ARLINGTON \*State: TX \*Zip Code: 76010

---

Phone Number\*: 817-555-5555 Fax Number: [ ]

EXIT Go to: Agent Information PREVIOUS NEXT

16. Click down arrow for How many Tenants are on the lease and choose # of tenants to list as defendants → Select whether you want to evict all other occupants from unit → Click Next

**Information about the Tenant(s)** \* = required field

You may add all the tenant(s) in this lease agreement here. See [Rule 500.3\(c\) of Texas Rules of Civil Procedure](#) to see who should be added.

How many Tenants are on the lease?\*

1 [ ]

Do you want to also evict all other occupants on the property that are not listed on the lease?\*

Yes  No

EXIT Go to: Information about the Tenant(s) PREVIOUS NEXT

17. Choose whether tenant is a person or business → Enter Tenant No. 1's information → Click Next

**Information about Tenant No. 1** \* = required field

Provide information about this tenant below.

Is this tenant a person or a business?\*

Person  Business

**Full Name\***

First: JOHN Middle: [ ] \*Last: DOE Suffix: [ ]

---

**Mailing Address\***

Street Address: 1234 RANDOM STREET

\*City: ARLINGTON \*State: TX \*Zip Code: 76011

EXIT Go to: Information about Tenant No. 1 PREVIOUS **NEXT**

## 18. Enter additional information about Tenant No. 1, if known → Click Next

### Additional Information about Tenant No. 1

If available, please fill out the information below.

Phone Number	Fax Number
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	
Date of Birth	
<input type="text"/>	<input type="text"/>
Last 3 numbers of Driver's License	Last 3 numbers of Social Security Number
<input type="text"/>	<input type="text"/>

Go to:

## 19. Enter alternative address(es) for tenants (This section is not required and alternate service will not be performed at any address listed in this section)

### Alternative Addresses for Tenant(s)

**SERVICE OF CITATION:** Service is requested on defendants by personal service at home or work or by alternative service as allowed by the Texas Justice Court Rules of Court.

Is there another address where the Tenant(s) may be served?  
If a tenant is a business, please provide the name of the person to be served for that tenant.

Please enter the tenant's name followed by a full street address, city, state and zip code or other descriptions.

Go to:

## 20. Select Yes to prepare a military affidavit

### Military Status of Tenant(s)

Please provide any information you may have about the military status of the tenant(s).

The Federal Service Members Civil Relief Act requires that no default judgment can be granted without an Affidavit of Military Status having been filed in the case. Therefore, an Affidavit of Military Status must be filed with our court BEFORE a judgment can be issued on your case.

Do you want to prepare a Declaration of Military Status of the tenant(s)? Visit the [Servicemember Civil Relief Act Website](#) for more information.\*

Yes  No

\* = required field

## 21. Select whether any of the listed tenants are on active duty in the military

Are any of the tenants on active duty in the military?\*

Yes  No  I don't know

22. If you selected “No” in step 21, select the tenant name(s) for whom you have the DMDC verification

Please select the tenant(s) for whom you have the DMDC verification:\*

JOHN SMITH

23. Choose the file that has your DMDC verification

24. Select whether you have tenants for whom you did not receive a DMDC verification

Are there tenants for whom you did not receive a DMDC verification?\*

Yes  No

25. Select address of rental property in eviction case → Click Next

#### Information about the Rental Property

Please provide the details below.

What is the address of the rental property?\*

- 1234 RANDOM STREET ARLINGTON TX 76011  
 Other

26. Select whether your rental agreement is written or oral

#### Information About the Rental Agreement

If you would like to attach your lease agreement to your complaint, please follow the instructions provided.

Was the agreement written or oral?\*

Written  Oral

27. Select whether you would like to attach/upload a copy of your agreement (If written) → Click Next

**If you do attach or upload a copy of your written agreement, you will still be required to present it in court.**

You may attach a copy of the written rental agreement to your petition. You may either attach a copy when you print out your forms at the end of this interview, or you can upload a copy and it will be printed out with your forms. Do you want to upload a copy of the rental agreement?

Yes  No

28. Select whether a written notice to vacate was provided to the tenant(s) → If no, Click Next...If yes, follow the prompts

Was written Notice to Vacate provided to the Tenant(s)?\*

Yes  No

29. Select the grounds for eviction and follow prompts → Click Next

### Grounds for Eviction

Please provide information about why you are seeking to have the tenant(s) evicted.

Which of the following are the grounds for this eviction petition?\*

Check all that apply.

- Unpaid Rent As Grounds For Eviction
- Holdover As Grounds For Eviction
- Other Grounds For Eviction/Lease Violations

30. Select whether rent is subsidized

### Information About the Rent

Please provide information about the monthly rent.

Is the rent subsidized?\*

Yes  No

31. Enter total monthly rent → Select whether you want to file a separate suit for unpaid rent in addition to the eviction case

Information about the Monthly Rent

Total Monthly Rent:\*

\$1,000.00

Do you want to file a suit for unpaid rent in addition to the eviction case?\*

Yes  No

32. Select whether the plaintiff will be seeking attorney's fees → Click Next

### Attorney's Fees

Please answer the questions below if you'd like to ask the court to order the defendant(s) to pay attorney's fees.

Will the plaintiff be seeking applicable Attorney's Fees?\*

Yes  No



### 33. Read over Important Next Steps → Click Next

#### Important Next Steps

The **Citation** is the legal notice to the defendant(s) that you have filed this Eviction Petition.

The **Service of Process** is the method by which this legal notice is delivered to defendant(s). For Evictions cases, you **must** use the service of process provided by the County in which you are filing. This service will be performed by the County Sheriff or Constable's office *for a fee*.

You **MUST** contact the Court in which your case is filed to determine the steps you need to take to ensure that the Defendant is properly served. You will need to go to the Courthouse to pay the Service Fee to serve the defendant(s) through Tarrant County Constables or Sheriffs.

### 34. Read over About the Eviction Process → Click Next

#### About the Eviction Process

Please review the following information regarding next steps.

1. A Court date will be set at the time the eviction is filed with the Court. This date will appear on the Defendant's citation. Both parties are expected to appear at that date/time. No eviction trial may be held less than six (6) days after service of the citation. Either party may request a continuance of the trial. Per [Texas Rules of Civil Procedure 510.7](#), trial in an eviction case must not be postponed for more than seven (7) days total unless both parties agree in writing.
2. Under the [Texas Rules of Civil Procedure](#), either party to the lawsuit has five (5) days to appeal the Court's decision.

### 35. Select check box and read over Request for Judgment → Click Next

#### Request for Judgment

\* = required field

Please confirm:\*

- Plaintiff prays that defendant(s) be served with citation and that plaintiff have judgment against defendant(s) for: possession of premises, including removal of defendants and defendants' possession from the premises, unpaid rent IF set forth previously, attorney's fees, court costs, and interest on the above sums at the rate stated in the rental contract, or if not so stated, at the statutory rate for judgments under the Civil Statutes Article 5069-1.05.

### 36. Read over Exit Survey and complete, if desired → Click Next in bottom right corner

### 37. Click Proceed to review and print your forms

You have finished the interview.

Next, your legal documents will be assembled, and you will need to review them. Please do so carefully.

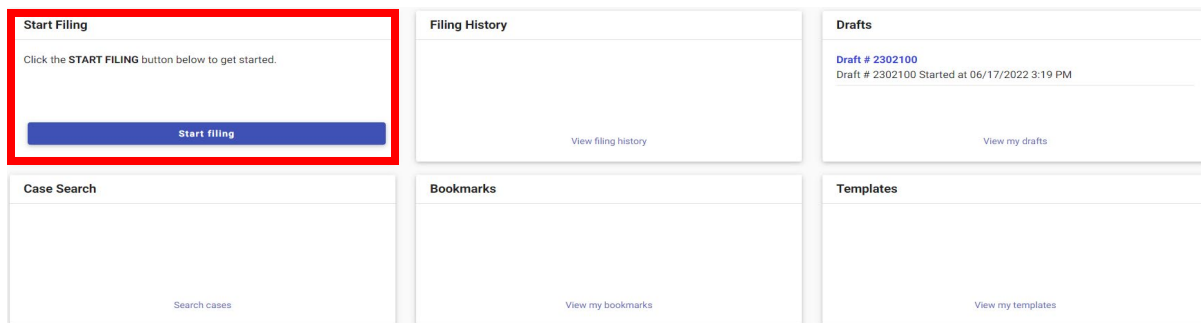
Remember, if you file these forms with the court, they must be submitted under oath. It is very important that the information you submit is truthful and accurate.

Please click "Proceed" to review and print your forms.

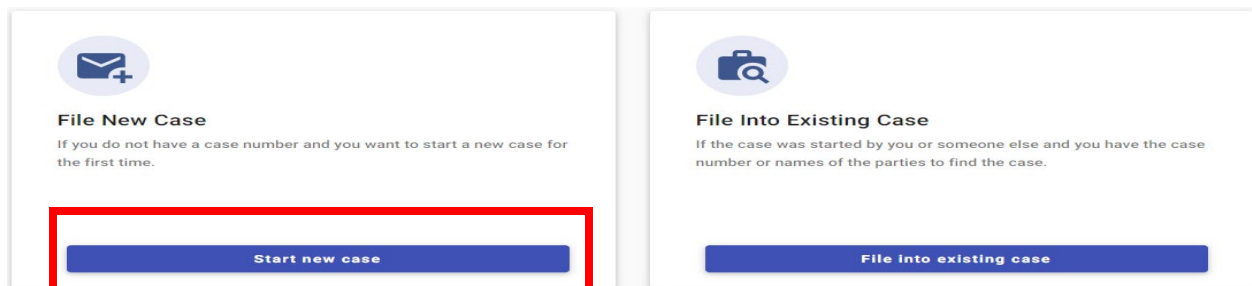
38. Review your documents and download/print your documents to file through eFile Texas
39. Click Exit once you have downloaded/printed your forms or Return to Interview if you need to make changes to your documents
40. Continue to steps below to file through eFile Texas

## **EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE**

### 1. Click Start Filing



### 2. Click Start New Case



### 3. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 2

Court location \*

Tarrant County - JP Precinct 2



This is the court where you are filing your case.

4. Click down arrow for Case Category → Choose Real Property

Case category \*

Civil - Real Property



This is the type of case you are filing (Family, Probate, or Civil).

5. Click down arrow for Case Type → Choose Evictions

Case type \*

Evictions - \$54.00



If you can't find your case type, change the case category to see other case types.

6. Click down arrow for Damage Amount → Choose Monetary relief of \$250,000 or less and non-monetary relief

Damage Amount \*

Monetary relief of \$250,000 or less and non-monetary relief



7. Click + Add Party Details (Plaintiff)

Parties

Party Type

Party Name

Actions



Plaintiff \*

+ Add party details



Defendant \*

+ Add party details

+ Add More

8. Click Person or Entity button to choose plaintiff type → Type plaintiff's name in box labeled Entity Name

**Person** **Entity**

Entity Name \*  
RANDOM APARTMENTS

9. Enter plaintiff information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Address Line 1 \*  
123 MAIN STREET

Address Line 2

City \*  
ARLINGTON

State \*  
Texas

Zip Code \*  
76010

Email  
Example: someone@domain.com

Phone Number  
Cell Phone

10. Enter Attorney Information ONLY if the plaintiff is being represented by one

## Attorney Information

Lead Attorney  
Select...

11. Click SAVE

12. Click + Add Party Details (Defendant)

### Parties

Party Type	Party Name	Actions
⚠ Plaintiff *	+ Add party details	
⚠ Defendant *	+ Add party details	

+ Add More

13. Click Person or Entity button to choose plaintiff type → Enter defendant's name information

Person Entity

I Am This Party

First Name \*

Middle Name

Last Name \*

Suffix  
Select...

14. Enter additional information, if known. Only enter LAST 3 digits of driver license number and/or social security number. If you enter 4 or more digits, your envelope will be rejected

Driver License Type

Select...

Driver License State

Select...

Driver License Number

Social Security Number

15. Enter defendant information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Address Line 1 \*

123 MAIN STREET

Address Line 2

City \*

ARLINGTON

State \*

Texas

Zip Code \*

76010

Email

Example: someone@domain.com

Phone Number

Cell Phone

16. Enter Attorney Information ONLY if the defendant is being represented by one

## Attorney Information

Lead Attorney

Select...

17. Click SAVE

18. Click Filings in bottom right corner



19. Click Add Filing



20. Select eFile Only

eFile Only

Pick "eFile Only" to just electronically file your papers.

eFile and Serve


Electronically file your papers with the court and have your documents sent to the selected service contacts.

21. Click down arrow for Filing Code and choose Petition

Filing Code\*  
Petition x ▼

22. Click Select File for Lead Document

Lead Document \* Required



Drag files here or

[Select file](#)

Maximum file size: **36.70 MB**  
Accepted file types: **Portable Document File (PDF)**

23. Choose the file that has your eviction petition and military affidavit in one document  
→ Click down arrow and choose Public

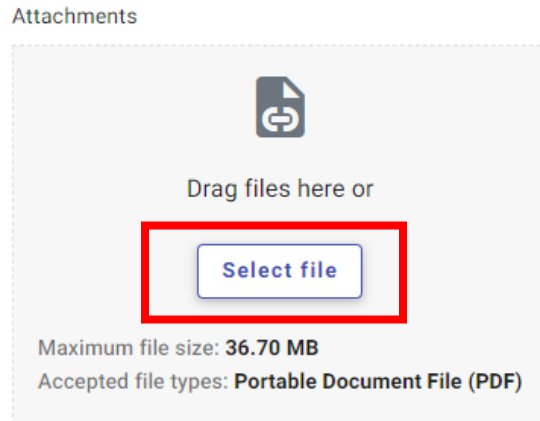
Eviction\_Forcible\_Worksheet.pdf

[Auto-Redact](#) [Remove](#)

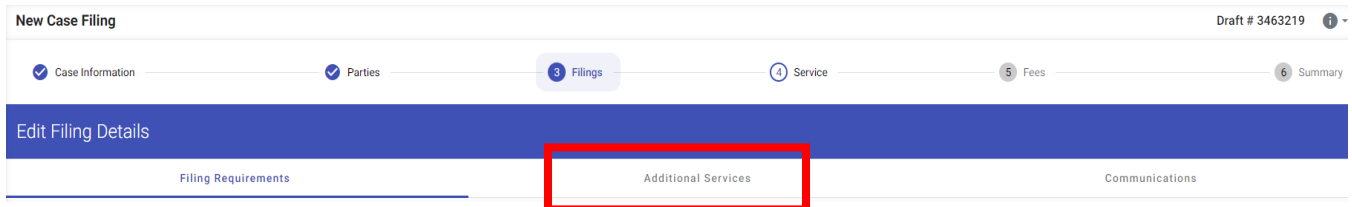
\*Eviction\_Forcible\_Worksheet.pdf

\*Public ▼

24. If you have additional documents to attach (other than the eviction petition), click Select File for Attachments and follow same steps as Step 23 for your attachments



25. Click Additional Services at the top of the page



26. Click box for zConstable 2 Citation Service and enter Quantity (# of defendants)

<input checked="" type="checkbox"/>	zConstable 2 Citation Service	\$75	Quantity * 1
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27. Click box for Copies – First Page and enter Quantity of 1

<input checked="" type="checkbox"/>	Copies - First Page	\$1	Quantity * 1
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28. Click box for Copies – Additional Pages and enter Quantity (# of additional pages not including the eviction petition)



<input checked="" type="checkbox"/>	Copies - Additional Pages	\$0.25	Quantity * 3
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29. Click SAVE

30. Click Add More if you are filing multiple cases for the same plaintiff and follow steps 12 - 29

## Filings

Max Envelope Size: 36.70 MB  
Remaining: 36.64 MB

Filing Code	Filing Type	Description	Actions
Petition	Efile		 

[+ Add More](#)

31. Click Service in bottom right corner



32. Choose Payment Account

33. Click down arrow for Party Responsible for Fees and choose plaintiff name

Party Responsible for Fees  
RANDOM APARTMENTS

34. Click down arrow for Filer Type and choose Not Applicable

Filer Type \*  
Not Applicable

35. Click Summary in bottom right corner





36. Verify that all information is correct and click Submit in bottom right corner

