

EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE

1. Click Start Filing

The screenshot shows a dashboard with six panels: Start Filing, Filing History, Drafts, Case Search, Bookmarks, and Templates. The 'Start Filing' panel is highlighted with a red border and contains a blue button labeled 'Start filing'.

Start Filing Click the START FILING button below to get started. Start filing	Filing History View filing history	Drafts Draft # 2302100 Draft # 2302100 Started at 06/17/2022 3:19 PM View my drafts
Case Search Search cases	Bookmarks View my bookmarks	Templates View my templates

2. Click Start New Case

The screenshot shows two options for filing a case. The 'File New Case' option is highlighted with a red border and includes a blue button labeled 'Start new case'.

 File New Case If you do not have a case number and you want to start a new case for the first time. Start new case	 File Into Existing Case If the case was started by you or someone else and you have the case number or names of the parties to find the case. File into existing case
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3. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 2

The screenshot shows a dropdown menu for 'Court location *' with 'Tarrant County - JP Precinct 2' selected. The dropdown arrow is pointing down.

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

The screenshot shows a dropdown menu for 'Case category *' with 'Civil - Real Property' selected. The dropdown arrow is pointing down.

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 x ▼

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

← Case Information Filings →

19. Click Add Filing

+ 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

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

Attachments

Drag files here or

Select file

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

25. Click Additional Services at the top of the page

New Case Filing Draft # 3463219

Case Information Parties Filings Service Fees Summary

Edit Filing Details

Filing Requirements **Additional Services** Communications

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

