

# EFile Texas Guide

## 1) Case Information

→ Adding a new case → Enter The Details of the New Case

The screenshot shows a blue button labeled "NEW CASE" on the left. To its right is a progress bar with four steps: 1 Case Information (active), 2 Parties, 3 Filings, and 4 Summary. Below the progress bar is the heading "Enter the Details for the New Case" and a note: "Required fields are bold and have an asterisk (\*)." The form contains several dropdown menus: "Select Location\*", "Select Category\*", "Select Case Type\*", "Filing Attorney", "Filer Type\*", and "Payment Account\*" (with an information icon and a question mark icon).

Scroll to Find Location you wish to file.

The screenshot shows the "Select Location\*" dropdown menu open. The list of options includes: "Tarrant County - District Clerk - Criminal", "Tarrant County - District Clerk - Felony/Civil", "Tarrant County - JP Precinct 1", "Tarrant County - JP Precinct 4" (highlighted in yellow), "Tarrant County - JP Precinct 5", "Tarrant County - JP Precinct 7", "Taylor County - County Clerk", and "Taylor County - District Clerk".



Select Filing Category

The screenshot shows the "Select Category\*" dropdown menu open. The list of options includes: "Civil - Other Civil" and "Civil - Real Property".

Select Case Type

→ Civil - Other Include

The screenshot shows the "Select Case Type\*" dropdown menu open for "Civil - Other Include". The list of options includes: "Debt Claims (\$46.00)" and "Small Claims (\$46.00)" (highlighted in yellow).


→ Civil - Real Property

The screenshot shows the "Select Case Type\*" dropdown menu open for "Civil - Real Property". The list of options includes: "Evictions (\$46.00)" (highlighted in blue) and "Evictions (\$46.00)" (highlighted in yellow).

## Select Firm Attorney (if applicable)

Filing Attorney

## Select Method of Payment

Payment Account\* 

Click on **Parties** the bottom right hand side.

## 2) Parties

The below information will have to be entered for all parties. You can toggle between Plaintiff and Defendant by simply clicking on either name. You can also Add additional parties to the case by Clicking on **ADD PARTY**

\*\*Enter Plaintiff Information- If Plaintiff has attorney representation click on the Lead Attorney below and select proper attorney's name.


Tarrant County - JP Precinct 1 - Evictions

**1** Case Information **2** Parties **3** Filings **4** Summary

### Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney(s)
Plaintiff		
Defendant		

**ADD PARTY**

<b>Party Type*</b> Plaintiff	<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	<b>Lead Attorney</b> <input type="text"/>	
<b>First Name*</b> <input type="text"/>	Middle <input type="text"/>	<b>Last Name*</b> <input type="text"/>	Suffix <input type="text"/>
Country United States of America	Address Line 1 <input type="text"/>		
	Address Line 2  <input type="text"/>		
	City <input type="text"/>		
State <input type="text"/>	Zip Code <input type="text"/>		
Phone <input type="text"/>			

\*\*Enter Defendants Information- If Plaintiff has attorney representation click on the Lead Attorney below and select proper attorney's name.

1 Case Information 2 Parties 3 Filings 4 Summary

### Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney(s)
Plaintiff		
Defendant		

#### ADD PARTY

**Party Type\***  
Defendant  Person  Business **Lead Attorney**

**First Name\*** Middle **Last Name\*** Suffix

Country  
United States of America

Address Line 1  
Address Line 2 ⓘ  
City  
State Zip Code  
Phone

\*\*If filing against a business, simply click on the box next to Business and enter the Business information.

**Party Type\***  
Defendant  Person  Business **Lead Attorney**

**Business Name\***

Country  
United States of America

Address Line 1  
Address Line 2 ⓘ  
City  
State Zip Code  
Phone

### 3) Filings

This section will allow you to add your filing information and up load attachments. Filer will have to select **Add Another Filing** if multiple filings are being submitted for one particular case.

1. Scroll down the Select Filing Codes to choose the one that best meets your needs.
2. Add a Filing Description
3. Optional Services
  - a. Select Services that apply to your case (IE: service, copy fees, etc)
4. Documents
  - a. To attach the lead document simply click on the box that says (Click to Browse)
  - b. Additional attachments can be added by clicking on the box next to attachments that says (Click to Browse)
5. Filing Comments (if any)
  - a. You can add any comments that you would like the court to know. For example: if you would like to pick up your citation when ready, you can add a comment “please call me when citation is ready for pick-up”

**Select Filing Code\*** ⓘ  
Petition ?  E-File  Service

Filing Description

Reference Number  
Firm client re-bill or case tracking #

Optional Services

Copies - Certified Copies (\$2.00)	Add → ← Remove	Selected Optional Services
Copies - Non- Certified (\$0.25)		
Copies - Service (\$1.00)		
Issue Writ (\$5.00)		
Service - Constable - Personal Service (\$75.00)		
Service - Constable - Writ (\$150.00)		

Documents

**Lead Document\*** ⓘ Click to Browse

Attachments ⓘ Click to Browse

Filing Comments

Courtesy Copies ⓘ  
sample@efiletxas.gov, sample2@efiletxas.gov

6. Fees
  - a. Any fees will be reflected under this section
7. Payment
  - a. Payment account can be selected as well as Filer Type
8. Procedures/ Remedies
  - a. If any of the items apply the box can be checked
9. Damages Sought
  - a. Select whichever applies

\*\*Once Done Click on **Summary**

**Fees**

Petition

Filing Fee	\$0.00
Copies - Service	\$0.00
zConstable 1 Citation Service	\$0.00
Copies - Non- Certified	\$0.00
<b>Total this Filing</b>	<b>\$0.00</b>

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Case Initiation Fee	\$0.00
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<b>Envelope Total</b>	<b>\$0.00</b>
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**Payment**

**Payment Account\*** ⓘ

Waiver ?

**Filer Type\***

Not Applicable

**Filing Attorney**

Filing Attorney

**Procedures / Remedies**

- Appeal from Municipal or Justice Court
- Arbitration-related
- Attachment
- Bill of Review
- Certiorari
- Class Action
- Declaratory Judgment

**Damages Sought\***

Required Field

Less than \$100,000 including damages of any kind

Less than \$100,000 and non-monetary relief

Over \$100,000 but not more than \$200,000

Over \$200,000 but not more than \$1,000,000

Over \$1,000,000

## 4) Summary

On the summary you can review all your information. If any changes need to be made you can select the edit button on the particular area and make the necessary changes. If no changes need to be made Click Submit.

\*\*A box will appear with your Envelope Number (Keep it for your records) also Click on View Receipt and Print.

\*\*Note: Keep in mind that once the court reviews your case there might be additional charges depending on what needs to be added or removed.

Tarrant County - JP Precinct 1 - Evictions

① Case Information   ② Parties   ③ Filings   ④ Summary

### Envelope and Filing Summary

#### Case Information

Location: Tarrant County - JP...   Filing Attorney:   Edit

Case Category: Civil - Real Property   Payment Account: Waiver

Case Type: Evictions

Date Filed:

#### Parties

Party Type	Name	Address	Phone	Attorney
Plaintiff	MARIA...	3100 MICHAEL ST FORT WORTH, TX 76137	817-722-5...	
Defendant	APEX...	3100 MOUNTAIN ST HALTOM CITY, TX 76138	8175692055	

#### Filings

Filing Code	Filing Description	Reference Nu	Filing Type
Petition	ORIGINAL PETITION		EFile

File Name	Status	Security
Lead... CODE OF CRIMINAL PROCEDURE CHAP	OK	Non-Public

#### Fees

Petition

Filing Fee	\$0.00
Copies - Service	\$0.00
zConstable 1 Citat	\$0.00
Copies - Non- Cert	\$0.00
Total this Filing	\$0.00

Case Initiation Fee \$0.00

Envelope Total \$0.00

#### Payment

Payment Account\*  
Waiver

Filer Type\*  
Not Applicable

#### Filing Attorney

Filing Attorney

#### Procedures / Remedies

- Appeal from Municipal or Justice Ct
- Arbitration-related
- Attachment
- Bill of Review
- Certiorari
- Class Action
- Declaratory Judgment

Damages Sought\*  
Less than \$100,000 including damages of an

Filings   Submit

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## Subsequent Filing (Adding Documents to your Case)

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You can add additional documents to your case by selecting the Folder Icon shown below.



The case will re-open and you will go through the steps as you did when the case was originally filed. (See step 2-Filings)

We would appreciate your feedback. Please let us know your thoughts by emailing us at [jp4court@tarrantcounty.com](mailto:jp4court@tarrantcounty.com).

Thank You,  
Justice Court Four