



BEVERLEY MCGREW WALKER

District Clerk
Fort Bend County, Texas

How to E-File using State Provided EFSP for Civil Cases

The below steps are based on the state's provided Electronic Filing Service Provider (EFSP) <https://efiletx.tylertech.cloud>. If you are filing through a different EFSP, please visit <https://efiletexas.gov> for instructions/FAQs.


Register for an account if applicable

Register for an Individual Account

Register for an Individual account

Examples:

- Filers without lawyers (pro-se filers or self-represented litigants)
- Process servers
- Landlords and tenants (renters)
- Pro hac vice or out-of-state attorneys
- Other non-parties (for example, employers filing garnishment information)














Register →

Please Note: A waiver account may be used as a payment type if you are submitting a *Statement of Inability to Afford Payment of Court Costs or an Appeal Bond* OR if the case type is Protective Order.

How to set up a waiver account for Civil E-Filing

- Select **Menu**
- Select **My Payment Accounts**

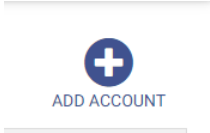
-  Dashboard
-  Case Search
-  Filing History
-  Filing Drafts
-  Bookmarks
-  Templates
-  **My Payment Accounts**
-  My Service Contacts
-  My Information
-  Account Settings
-  Reports

Physical Address
1422 Eugene Heimann Circle, Room 31004
Richmond, Texas 77469

Phone: (281) 341-4509
Fax: (281) 341-4519

Mailing Address
301 Jackson Street, Room 101
Richmond, Texas 77469

- Select **Add Account**



Verify 'Waiver' is selected

Enter a name your waiver account

Payment Account Name	Payment Account Type	Status
		Active

Account Name *

Waiver

Create a new:

Waiver Credit Card or Bank Account

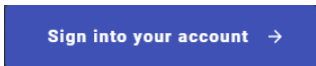
- Select **Create Waiver**



- Your Waiver account is set up now and ready to use

Filing a Civil New Case

- Select Sign into your account



- Sign in with Credentials

Sign In

Please sign in to continue

Email

Password

Sign In

- Select 'Start Filing'

Start filing

Click the **START FILING** button below to get started.

Start filing

- Select Start New Case

Start new case

- Select Court Location – Fort Bend County – District Clerk
- Select the applicable Case Category, Case Type, Damage Amount, Procedure/Remedies

Example:

Case Category – Civil – Other Civil

Case Type – Other Civil \$350.00

Damage Amount – Monetary Relief over \$10,000,000

Procedure/Remedies – N/A

Case information

You must first choose a Location, followed by a Category, then a Case Type. If you do not see the case type you need, try a another Category for a different list of case types. For additional information, click [here](#).

* Court Location
Fort Bend County - District Clerk X ▾
This is the court where you are filing your case.

* Case Category
Civil - Other Civil X ▾
This is the type of case you are filing (Family, Probate, or Civil).

* Case Type
Other Civil - \$350.00 X ▾
If you can't find your case type, change the case category to see other case types.

Damage Amount

* Damage Amount
Monetary relief over \$10,000,000 ▾

Procedure/Remedies
Select all that apply

Select...

- Select Parties after all applicable information has been entered

Parties →

- Select + Add party details
 - Enter applicable Party information - Required Fields are marked in RED
 - Select "I Am This Party" when entering party information for yourself
 - Note: this will give you additional case access though reSearchTX (online viewing)
 - Attorney Information - Select Pro Se if you are representing yourself

Attorney information

Lead Attorney
Pro Se

- Select Save after information has been entered
 - Repeat steps above for each party to be entered
-
- Select Filings after party information has been entered

Filings →

- Select Add Filing



No Filings Added Yet

At least one filing is required to complete the filing process.

+ Add filing

- Select Filing Type: e-File Only or eFile and Serve
 - For efile and serve service contact information will be required to be entered

* Filing Type (Required)

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.

- Enter Filing Information
 - Filing Code: Type of Document being filed
 - Example Petition or Application
 - Filing Description: Title of the Document

Filing Information

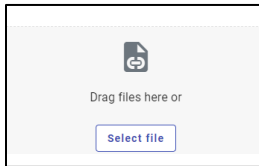
* Filing Code
Petition

Filing Description
Plaintiff's Original Petition

Client Reference Number
Firm client re-bill or case tracking #

Comments to Court

- Attach the document
 - Select - Select File



- Select the correct file to attach
Example below shows a document that has been successfully uploaded

Upload Documents
To add more than one lead document to the filing, create another filing and upload your document.

Lead Document

Petition for Divorce.pdf

Auto-Redact Remove

* File Description
Petition for Divorce.pdf

Security
Contains Sensitive Data

- Select Auto-Redact to redact sensitive data (redacted copy will be available to the Public)

Lead Document

Petition.pdf

Auto-Redact Remove

- Per TRCP 21c sensitive data includes:
 - (1) a driver's license number, passport number, social security number, tax identification number, or similar government-issued personal identification number;
 - (2) a bank account number, credit card number, or other financial account number; and
 - (3) a birth date, a home address, and the name of any person who was a minor when the underlying suit was filed

- Select the correct security type
 - Security- Does not contain sensitive data should be chosen if the document does not contain sensitive data per TRCP 21c or if using Auto-Redact

Security
Does not contain sensitive data

- Security – Contains Sensitive Data should be chosen if not using Auto-Redact and document will not be made available to the Public

Security
Contains Sensitive Data

- Select Additional service and fees if nessecary
 - Example: Fee for Issuance of Citation

Add additional services →

Filing requirements		Additional services and fees	
<input type="checkbox"/>	Certificate of No Appeal	\$5.00	<input type="text"/>
<input type="checkbox"/>	Certification and Seal	\$5.00	<input type="text"/>
<input type="checkbox"/>	Copies - Exemplified	\$5.00	<input type="text"/>
<input type="checkbox"/>	Copies - Paper	\$1.00	<input type="text"/>
<input type="checkbox"/>	Copies – Electronic	\$1.00	<input type="text"/>
<input type="checkbox"/>	Copies – Electronic	\$0.10	<input type="text"/>
<input type="checkbox"/>	Copies – Service by Certified Mail	\$1.00	<input type="text"/>
<input type="checkbox"/>	Issue Abstract of Judgment	\$8.00	<input type="text"/>
<input type="checkbox"/>	Issue Bench Warrant	\$8.00	<input type="text"/>
<input type="checkbox"/>	Issue Capias	\$8.00	<input type="text"/>
<input checked="" type="checkbox"/>	Issue Citation	\$8.00	<input type="text" value="1"/>
<input type="checkbox"/>	Issue Citation - Publication	\$8.00	<input type="text"/>
<input type="checkbox"/>	Issue Citation - Secretary of State	\$12.00	<input type="text"/>

- Select Save
- Select Add More to upload additional documents
 - Example: Request for Process

+ add more

- Select Service if e-File and Serve was chosen otherwise slect Skip to Fees

← Parties **Service →** Skip to fees

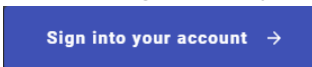
Fees

- Select the appropriate payment information
- Waiver account must be accompanied by an *Statement of Inability to Afford Payment of Court Costs or an Appeal Bond*
- Once payment information is entered select Summary
- Review the information on the Summary tab and verify all information is correct
- Select Submit when ready to file

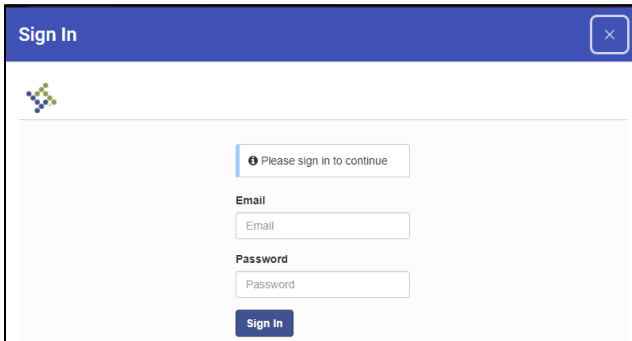
Submitting Subsequent Filings

Please review Filing FAQ's (page 11) prior to submitting subsequent filings

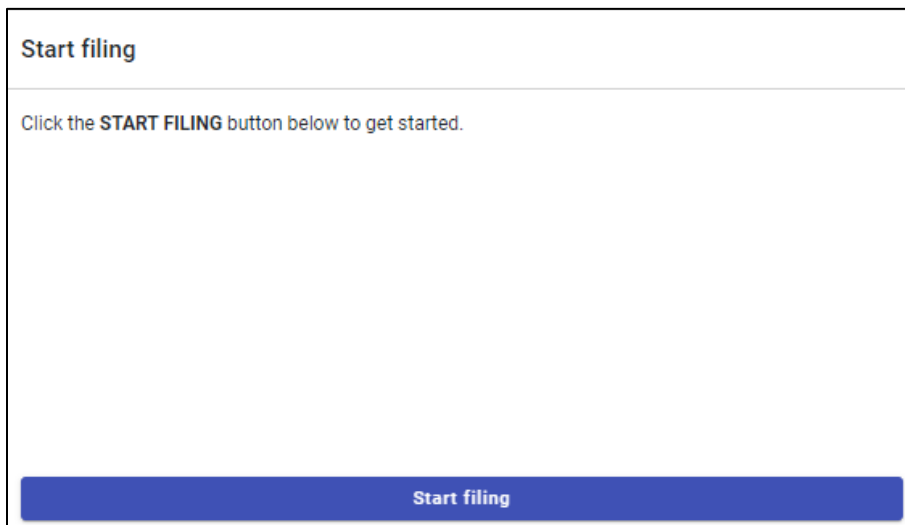
- Select Sign into your account



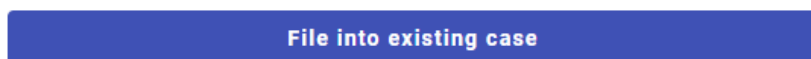
- Sign in with Credentials

A dialog box titled "Sign In" with a close button (X) in the top right corner. It contains a logo in the top left, a message "Please sign in to continue" with a magnifying glass icon, an "Email" input field, a "Password" input field, and a "Sign In" button at the bottom.

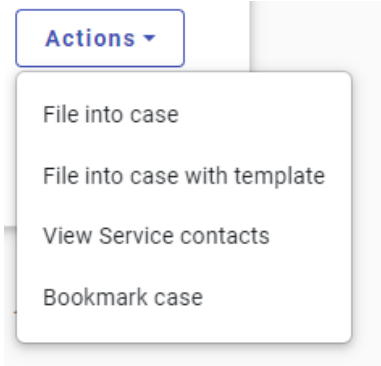
- Select 'Start Filing'

A screen titled "Start filing" with a horizontal line below the title. Below the line, it says "Click the **START FILING** button below to get started." At the bottom of the screen is a large blue button with the text "Start filing".

- Select File into existing case



- Select Court Location – Fort Bend County – District Clerk
 - Enter the correct case number
 - Select Search
 - the case will load
 - Select File into case from the Actions drop down menu



- Select Parties and update information if applicable



- Select Filings



- Select Add Filing



No Filings Added Yet

At least one filing is required to complete the filing process.



- Select Filing Type: e-File Only or eFile and Serve
 - For efile and serve service contact information will be required to be entered

* Filing Type (Required)	
<input checked="" type="radio"/> eFile Only Pick "eFile Only" to just electronically file your papers.	<input type="radio"/> eFile and Serve Electronically file your papers with the court and have your documents sent to the selected service contacts.

- Enter Filing Information
 - Filing Code: Type of Document being filed
 - Example: Motion to Compel
 - Filing Description: Title of the Document

Filing Information

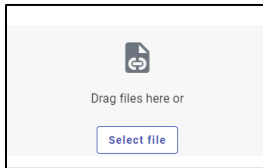
* Filing Code
Motion (No Fee) ✕ ▾

Filing Description
Motion to Compel

Client Reference Number
Firm client re-bill or case tracking #

Comments to Court

- Attach the document
 - Select - Select File



- Select the correct file to attach
Example below shows a document that has been successfully uploaded

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

Lead Document

458th 17-dcv-123456 Notice of Hearing.pdf



* File Description
458th 17-dcv-123456 Notice of Hearing.pdf

Security
Select... ▾

- Select Auto-Redact to redact sensitive data (redacted copy will be available to the Public)

Lead Document

Petition.pdf



- Per TRCP 21c sensitive data includes:
 - (1) a driver's license number, passport number, social security number, tax identification number, or similar government-issued personal identification number;
 - (2) a bank account number, credit card number, or other financial account number; and
 - (3) a birth date, a home address, and the name of any person who was a minor when the underlying suit was filed

- Select the correct security type
 - Security- Does not contain sensitive data should be chosen if the document does not contain sensitive data per TRCP 21c or if using Auto-Redact

Security
Does not contain sensitive data

- Security – Contains Sensitive Data should be chosen if not using Auto-Redact and document will not be made available to the Public

Security
Contains Sensitive Data

- Select Additional service and fees if necessary
 - Example: Fee for Issuance of Citation

Add additional services →

Filing requirements		Additional services and fees	
<input type="checkbox"/>	Certificate of No Appeal	\$5.00	<input type="text"/>
<input type="checkbox"/>	Certification and Seal	\$5.00	<input type="text"/>
<input type="checkbox"/>	Copies - Exemplified	\$5.00	<input type="text"/>
<input type="checkbox"/>	Copies - Paper	\$1.00	<input type="text"/>
<input type="checkbox"/>	Copies – Electronic	\$1.00	<input type="text"/>
<input type="checkbox"/>	Copies – Electronic	\$0.10	<input type="text"/>
<input type="checkbox"/>	Copies – Service by Certified Mail	\$1.00	<input type="text"/>
<input type="checkbox"/>	Issue Abstract of Judgment	\$8.00	<input type="text"/>
<input type="checkbox"/>	Issue Bench Warrant	\$8.00	<input type="text"/>
<input type="checkbox"/>	Issue Capias	\$8.00	<input type="text"/>
<input checked="" type="checkbox"/>	Issue Citation	\$8.00	<input type="text" value="1"/>

- Select Save
- Select Add More to upload additional documents
 - Example: Request for Process

+ add more

- Select Service if e-File and Serve was chosen otherwise select Skip to Fees

← Parties **Service →** Skip to fees

Fees

- Select the appropriate payment information
 - Waiver account must be accompanied by an Statement of Inability to Afford Costs
- Once payment information is entered select Summary
- Review the information on the Summary tab and verify all information is correct
- Select Submit when ready to file

Filing FAQ's

Can I file multiple documents in the same case? (ex. Motion and Unsigned Order or Additional Motions)

Yes, multiple documents in the same case may be filed in one envelope vs. multiple envelopes containing only one document. Each document must be submitted using the appropriate Filing Code and must have a "lead document" attached. (ex. Motion is a lead document; Unsigned Order is a separate lead document)

How do I file a Motion with an accompanying Proposed Order?

File the Motion using filing code Motion and under the same envelope add another filing using filing code Proposed Order. See example below.

- Skip to the **Filings** section
- Select applicable **Filing Type**
- Select **Motion** filing code from the filing code drop down menu
- Enter the Title of the document under filing description
- Select file and upload the Motion
- Auto Redact if required and select the correct security type
- Select Save

The screenshot displays a web-based filing interface. The top section, titled 'Filing Information', contains a dropdown menu for 'Filing Code' set to 'Motion (No Fee)', a text field for 'Filing Description' with the value 'Motion for Alternative Service', a text field for 'Client Reference Number' with the value 'Firm client re-bill or case tracking #', and a larger text area for 'Comments to Court'. Below this is the 'Upload Documents' section, which includes a sub-section for 'Lead Document'. This sub-section shows a file named '240th 20-dcv-123456 Motion for Alternative Service.pdf' with an 'Auto-Redact' button and a 'Remove' button. To the right of the file name is a 'File Description' field containing the same text and a 'Security' dropdown menu set to 'Does not contain sensitive data'. At the bottom of the interface are 'Cancel' and 'Save' buttons.

- Select + add more and repeat steps above to upload the order

What if I am filing a Motion to Substitute and I am the attorney being substituted in?

When filing a Motion to Substitute along with the Proposed Order, you will enter both documents into one envelope. DO NOT add yourself as an attorney. Once the Order is signed by the Judge, the District Clerk's Office will add the substituted attorney.

Which Filing Code do I use for my document?

Filing Code	Document Examples
Amended Filing	Any Amended Filing
Answer/Contest/Response/Waiver	Any Answers/Contests/Response
Counter Claim/Cross Action/Interpleader/Intervention/Third Party	Counter Claims, Cross Claims, Interventions, Interpleaders, Third Party Claims
Copy Request	Any Filing Requesting Copies
Letters	Cover Letters
Motion (No Fee)	Any Motion that does require a Fee
No Fee Document	Documents that do not require a Fee
Notice	Any Notice such as Notice of Hearing
Officer's Return	Returns of Served Citations, TRO's, Precepts, Writs
Proposed Order	Any Order that needs to be Signed by the Judge
Request	Requests for Process