



BEVERLEY MCGREW WALKER

District Clerk
Fort Bend County, Texas

How to E-File using the State Provided EFSP for Criminal Cases

The below steps are based on the state's provided Electronic Filing Service Provider (EFSP). If you are filing through an EFSP other than eFile.TXCourts.gov, 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: If you already have a waiver account established for civil, this account can also be used for Criminal E-Filings. If not, the filer must create one.

All Criminal E-Filings are submitted using a waiver account.

How to set up a waiver account for criminal 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

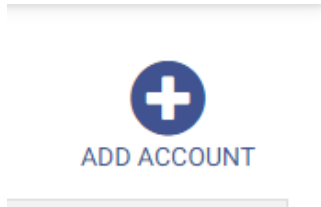
1422 Eugene Heimann Circle, Room 31004
Richmond, Texas 77469

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**

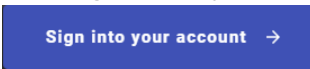


- Your Waiver account is set up now and ready to use

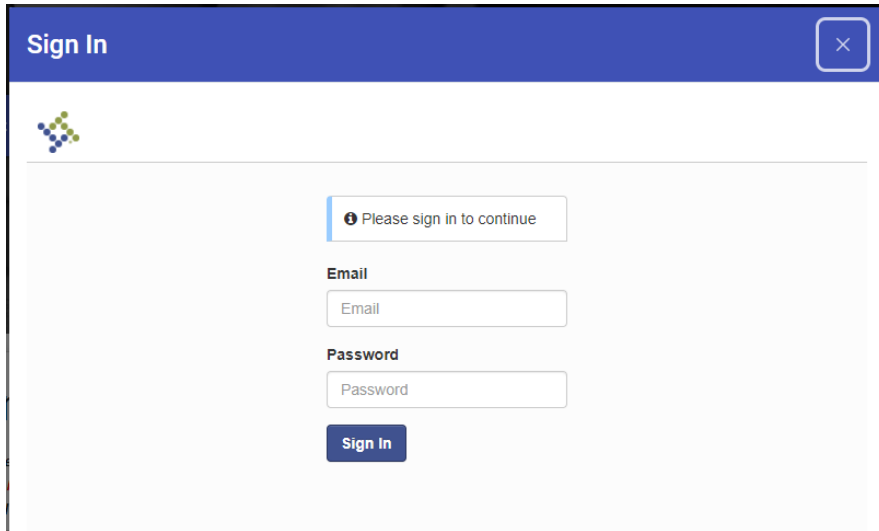
How to E-File for Criminal Cases

<https://efiletx.tylertech.cloud>

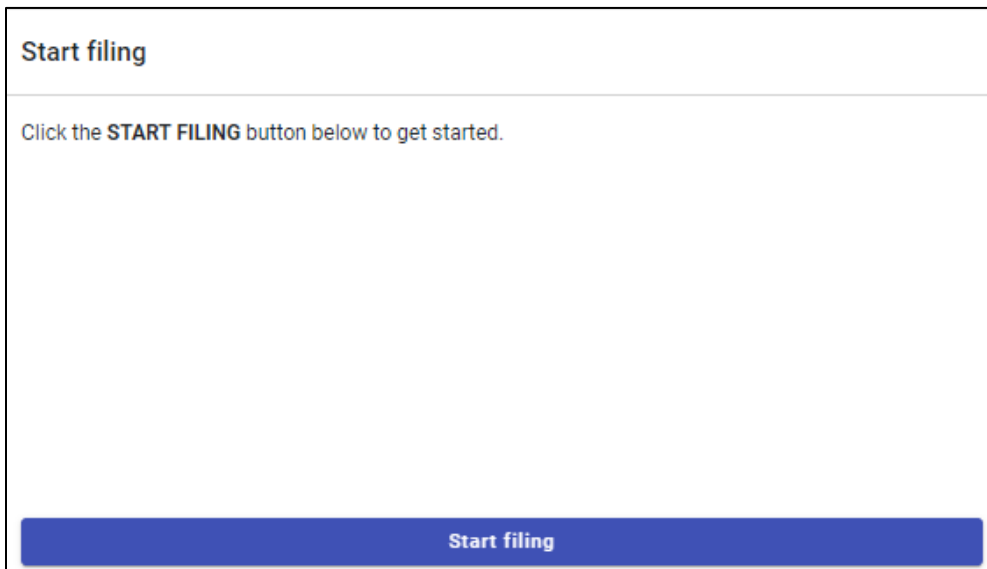
- Select Sign into your account



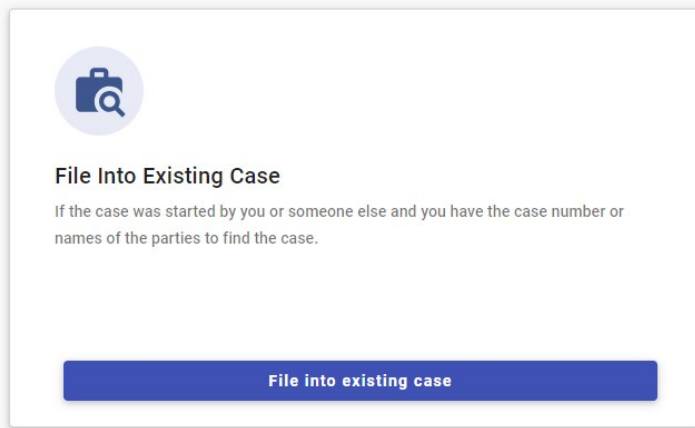
- Sign in with credentials

A screenshot of a "Sign In" form. The form has a blue header with the text "Sign In" and a close button (X). Below the header is a logo consisting of a cluster of colored dots. The main content area contains a message box that says "Please sign in to continue". Below this are two input fields: "Email" and "Password". At the bottom of the form is a blue "Sign In" button.

- Select 'Start filing'

A screenshot of a "Start filing" screen. The screen has a white background with a blue header containing the text "Start filing". Below the header is a message that 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

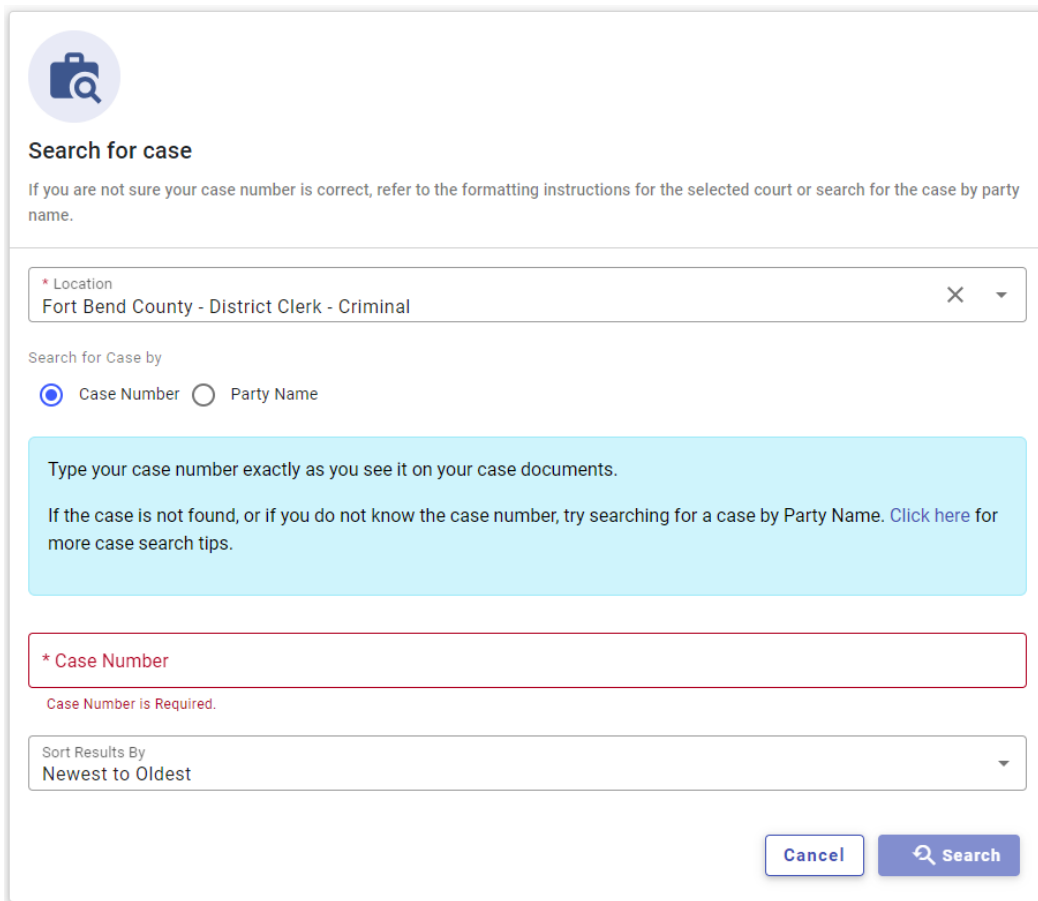


File Into Existing Case

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

- For CRIMINAL cases (DCR numbers) change filing location to **Fort Bend County – District Clerk – Criminal**



Search for case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

* Location
Fort Bend County - District Clerk - Criminal

Search for Case by
 Case Number Party Name

Type your case number exactly as you see it on your case documents.
If the case is not found, or if you do not know the case number, try searching for a case by Party Name. [Click here for more case search tips.](#)

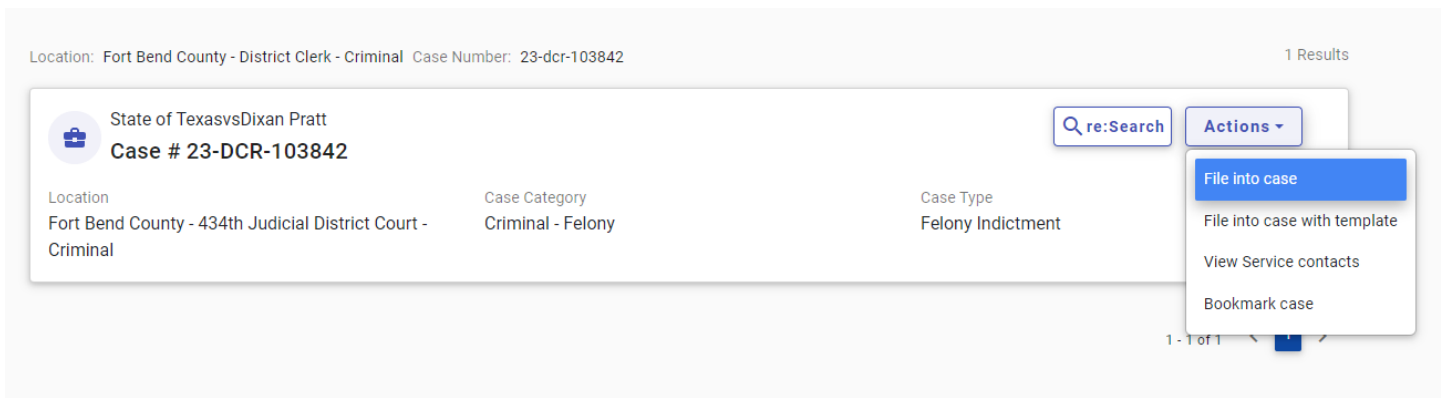
* Case Number
Case Number is Required.

Sort Results By
Newest to Oldest

Cancel Search

- Search by either case number or defendant's name
- Select **Search**

- Once case pulls up select Actions then File into case

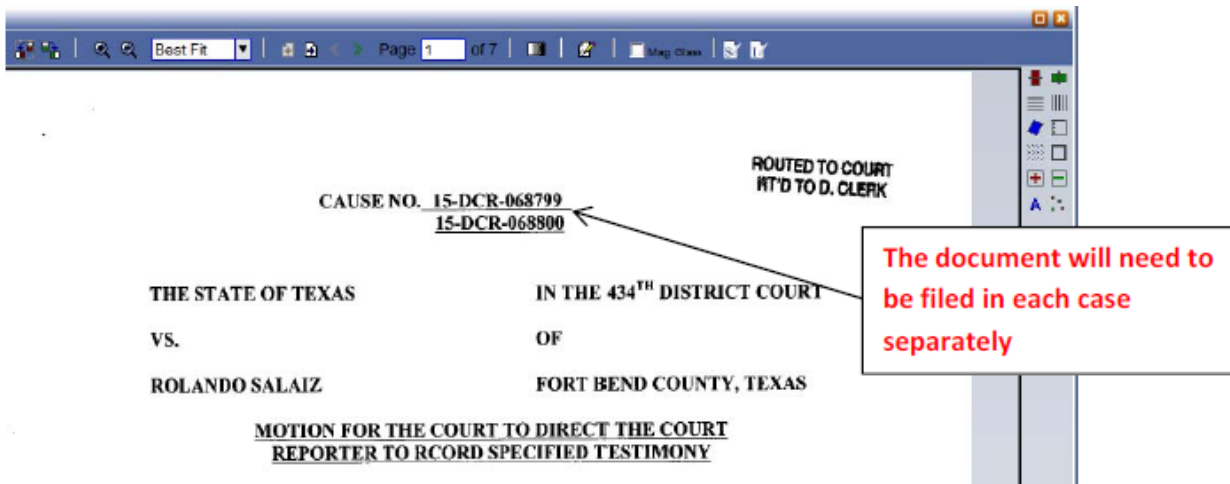


Can I file multiple documents in the same case? (ex. Motion and Unsigned Order or Additional Motions)

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 identical documents into multiple criminal cases?

Each document will need to be E-Filed into each case separately.



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

File the Motion by using filing code Motion and under the same envelope add another filing code by using filing code Proposed Order. See Example Below.

- Skip to the **Filings** section

File Into Case

Case information

Parties

3 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.

- Select the **Motion** filing code
- Type in a Filing Description

Filing Information

* Filing Code

Filing Code is Required.

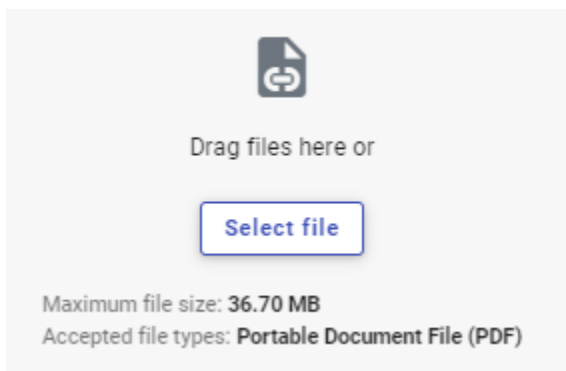
Filing Description

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

Security
Contains Sensitive Data

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

Lead Document

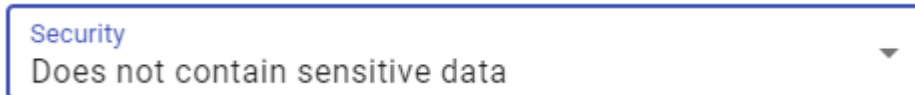
Petition.pdf



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



- Follow the previous steps for your Proposed Order

How Do I file a Motion and Order that is on the same page?

Use filing code Motion and the Filing Description and Filing Comments will have the title of the document followed by **with Proposed Order** in Proper case Type. See example below.

* Filing Type (Required)

Step 1: Pick your Filing Type.

- Pick "Efile Only" if you are only sending your documents to the court.
- Pick 'Efile and Serve' to also provide a copy of your filed documents to the service contacts listed in the next section.
- To learn more about filing types, [click here](#).

Step 2: Pick the Filing Code from the drop down box that matches the document you are filing. If you aren't sure which filing code to pick, contact the court.

Step 3: Click the "Add Documents" button to add the document for the filing code.

- For more information about adding documents, [click here](#).
- To learn about lead documents and attachment documents, [click here](#).

Click the "Add Filing" button and repeat the steps above if you need to add more than one document.

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.

Service Only

Your filing will only be sent to the selected service contacts and will not be filed with the court.

Filing Information

* Filing Code Motion	X
Filing Description Motion for Bond Reduction with Proposed Order	
Client Reference Number Firm client re-bill or case tracking #	
Comments to Court	

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.

What if I was appointed to represent the defendant and Odyssey isn't reflecting me as "Appointed"?

The Order Appointing Counsel packets are filed with our office by the Indigent Defense and are not always filed on the same date you were appointed. Please give the District Clerk's Office a few days to have Odyssey reflect you are appointed.

Which Filing Code do I use for my document?

Once the correct Filing Code is determined, the title of the document will go in the Filing Description **and** Filing Comments in Proper Case Type format. If the document has an attached Order it will be filed separately as a Proposed Order in the same envelope. See below examples.

Filing Code	Document Examples
Affidavit	Affidavit of Surety to Surrender Affidavit Filings
Amended Filing	Any Amended Filing
Answer/Contest/Response/Waiver	Answer/Contest/Response to any document filed Any Waivers
Application	Applications for Subpoenas, Bench Warrants, Probation Any Application Filings
Copy Request	Any Filing Requesting Copies
Election as to Punishment	Election as to Punishment
Letters	Any letters Cover Letters
Motion	Any Filing that is a Motion (some exceptions apply)
Motion to Revoke Probation/Adjudicate Guilt	Motion to Adjudicate Guilt and Motion to Revoke Probation
Notice	Any Filing that is a Notice
Notice of Appeal	Notice of Appeal
Officers Return	Capias, Subpoenas, Bench Warrants, Precepts, or Summons
Other Proceedings Filed	If no Filing Code can be found for the document
Proposed Order	Any Order that needs to be signed by the Judge
Psychological Evaluations/Mental Evaluations/Social Study	Psychological Evaluations
Report/Return	Probation Violation Reports Amended Violation Reports (type the title in the filing description and filing comments)
Request	Any filing that is a Request
Writ of Habeas Corpus Pre-Judgment	All Pre-Judgment Writs, any Motions to Reduce or Modify Bond Amounts, and any Motions to Modify Bond Conditions and/or bond restrictions

- Once your filings are attached go to the **Service** tab(if applicable)
- Select any parties you are wanting to serve with your filings
- If no service is needed skip to the **Fees** tab

- Make sure your **waiver** account is selected as your payment account
- Select a party responsible for fees
- Populate **Filer Type** with **Not Applicable**

Fees

You must select a payment account even if there are no fees.

* Payment Account
Waiver ✕ ▾

+ Add payment account

Party Responsible for Fees
 Select... ▾

* Filer Type
Not Applicable ▾

- Select **Summary** at the bottom right to go to the summary page
- Verify the information is correct and select **Submit**

Case Information [Edit](#)

<small>Court Location</small> Fort Bend County - 434th Judicial District Court - Criminal	<small>Case Type</small> Felony Indictment	<small>Case Category</small> Criminal - Felony
<small>Judge</small> Becerra, J. Christian		

Parties [Edit](#)

<small>Party Type</small>	<small>Party Name</small>	<small>Lead Attorney</small>
Bondsman		
Defendant		
State	State of Texas	

Filings [Edit](#)

<small>Filing Code</small>	<small>Filing Type</small>	<small>Filing Description</small>	<small>Client Ref #</small>
Affidavit	eFile and Serve		

Service Contacts [Edit](#)

<small>Party Type</small>	<small>Party Name</small>	<small>Service Contacts</small>
Bondsman	Mr. Jones Bail Bonds	
Defendant	Dixan Pratt	
State	State of Texas	
<small>Other Service Contacts</small>		

Fees [Edit](#)

<small>Payment account</small>	<small>Party responsible</small>	<small>Filer Type</small>
Waiver		Not Applicable

Total \$0.00
Waiver Selected