



# BEVERLEY MCGREW WALKER

District Clerk  
Fort Bend County, Texas

## How to E-File using State Provided EFSP for Family 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**

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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 Family E-Filing

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

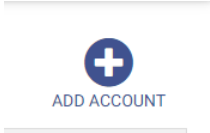
-  Dashboard
-  Case Search
-  Filing History
-  Filing Drafts
-  Bookmarks
-  Templates
-  **My Payment Accounts**
-  My Service Contacts
-  My Information
-  Account Settings
-  Reports

**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

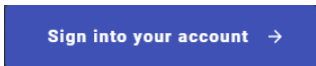
- Select **Create Waiver**



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

## **Filing a Family New Case**

- Select Sign into your account



- Sign in with Credentials

Sign In

A sign-in form with a blue header "Sign In" and a close button. It contains a message "Please sign in to continue", an "Email" input field, a "Password" input field, and a "Sign In" button.

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 and Case Type

**Example:**

Case Category – Family – Marriage Relationship

Case Type – Divorce No Children - \$350.00

**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

This is the court where you are filing your case.

\* Case Category  
Family - Marriage Relationship

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

\* Case Type

Annulment No Children - \$350.00

Annulment with Children - \$350.00

Declare Marriage Void - \$350.00

Divorce No Children - \$350.00

Divorce with Children - \$350.00

- 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 through 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



- 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)

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

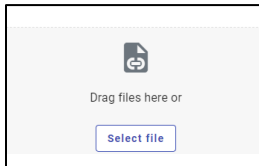
\* Filing Code  
Petition

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	1 <input type="text"/>
<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

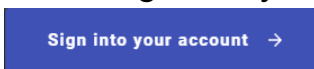
## Fees

- 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

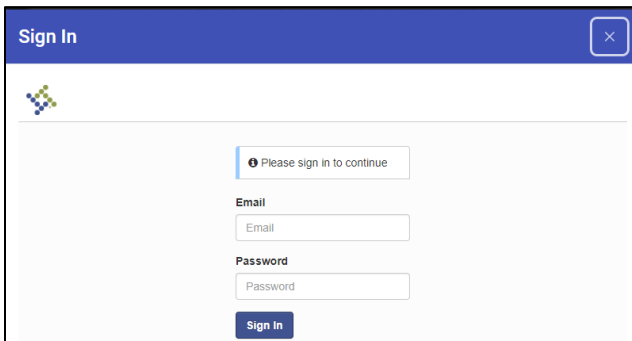
## **Submitting Subsequent Filings**

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

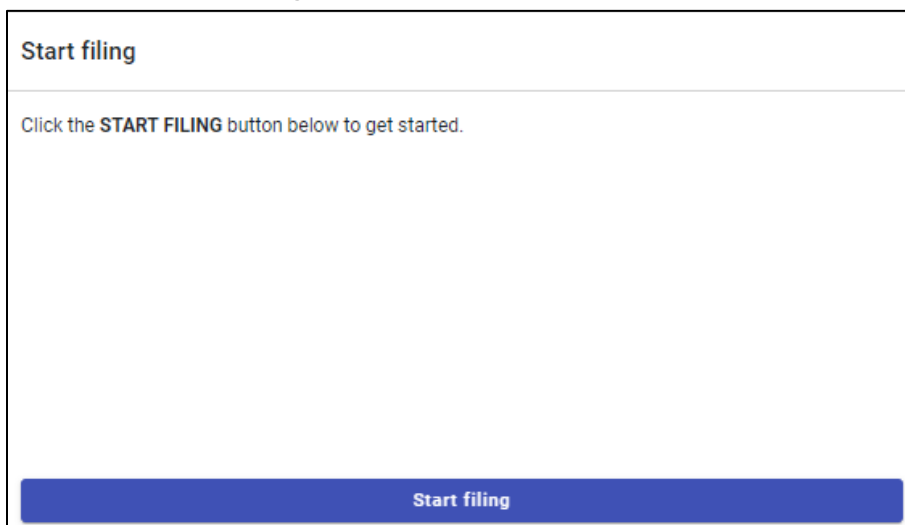
- Select Sign into your account



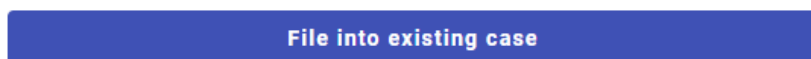
- Sign in with Credentials

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", and two input fields labeled "Email" and "Password". A "Sign In" button is located at the bottom.

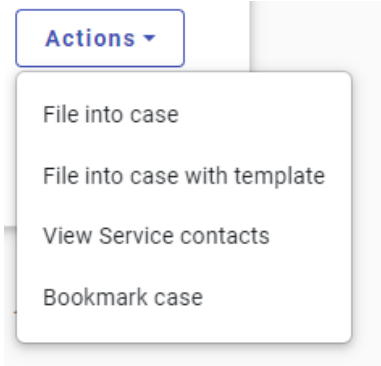
- Select 'Start Filing'

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)

---

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: Motion to Compel
  - Filing Description: Title of the Document

Filing Information

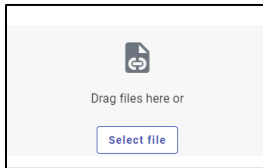
\* Filing Code  
Motion (No Fee) ✕ ▾

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 is titled 'Filing Information' and contains several input fields: a dropdown menu for 'Filing Code' (set to 'Motion (No Fee)'), a text field for 'Filing Description' (containing 'Motion for Alternative Service'), a text field for 'Client Reference Number' (with a placeholder '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'. It 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, there is a 'File Description' field with the same text and a 'Security' dropdown menu set to 'Does not contain sensitive data'. At the bottom right of the interface, there are 'Cancel' and 'Save' buttons.

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

## How do I file identical documents into multiple Family cases?

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

IN THE MATTER OF  
THE MARRIAGE OF

JANE DOE  
AND  
JOHN DOE

11-DCV-111111  
NO. ~~00-DCV-000000~~

§ IN THE DISTRICT CO  
§  
§  
§ 328TH JUDICIAL DISTRICT  
§  
§ FORT BEND COUNTY, TEXAS

This document will need  
to filled in each case  
separately

## 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 a party and Odyssey is not reflecting me as “Appointed”?

Once an order is signed by the Judge, it is sent to the District Clerk’s Office for processing. Please give the District Clerk’s Office 24 hours to have Odyssey reflect you are appointed.

## Which Filing Code do I use for my document?

<b>Filing Code</b>	<b>Document Examples</b>
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