

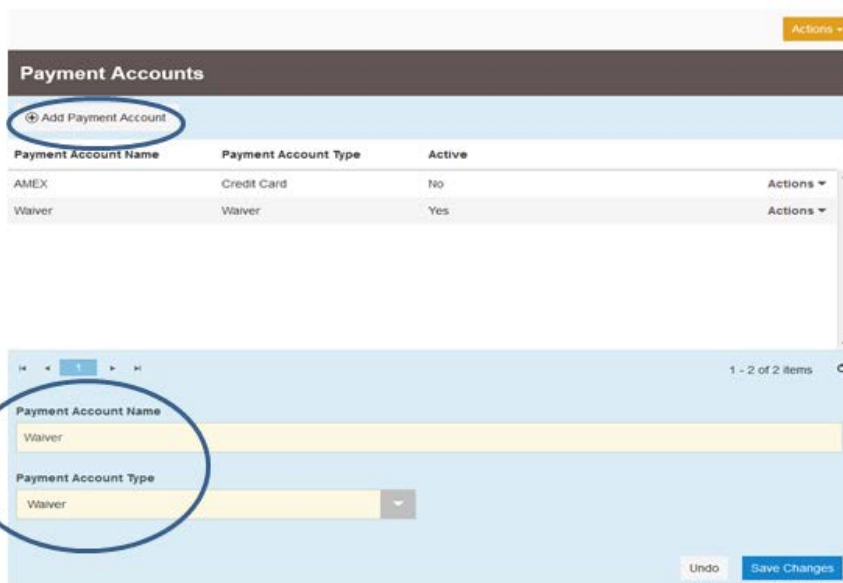
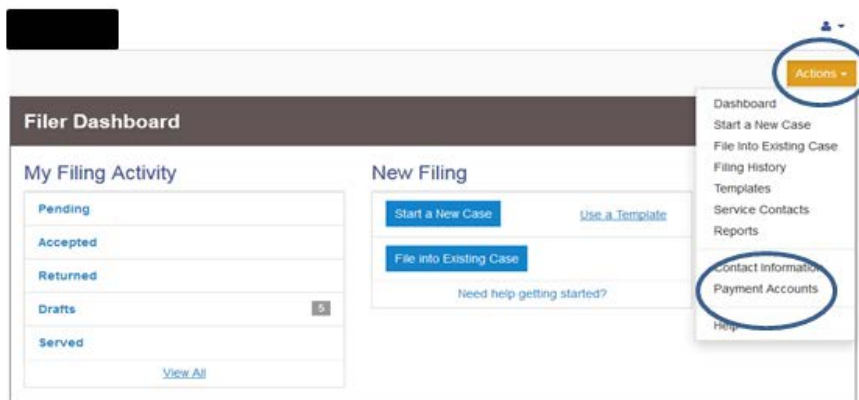
Criminal E-Filing Frequently Asked Questions

The below FAQs 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.

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 user must create one.

Setting up a waiver account for criminal e-filing.

Setup Waiver Account-Sample



How do I file a subsequent criminal filing into an existing case?

E-File subsequent Criminal filings by selecting Fort Bend County – County Clerk – Criminal as your location and by typing the case number (i.e. 15-CCR-165498).

File Into Existing Case

Select a Location

Location
Fort Bend County - County Clerk - Criminal

Search for a Case by

Case Number Party Name

Case Number
15-CCR-165498

Search Clear Search

EFILE TX COURTS.gov

File Into Existing Case

Case Number	Location	Description	Case Type
15-CCR-184030	Fort Bend County - Cour...	State of Texas vs Riasell...	

Back to Search

Actions

- Dashboard
- Start a New Case
- File Into Existing Case**
- Filing History
- Templates
- Firm Service Contacts
- Bookmarks
- Reports
- Help
- System Admin
- Filing History Search

Under the Actions Drop Down; select File into Existing Case

How do I file identical documents into multiple criminal cases? Each document will need to be e-filed into each case separately.

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing

15-CCR-183186
MOCT
Motion for Continuance
4630671

CAUSE NO. 15-CCR-183186/15-CCR-183186A

THE STATE OF TEXAS § IN THE COUNTY COURT AT LAW
VS. § NUMBER 1 OF
MICHAEL ROGGE § FORT BEND COUNTY, TEXAS

DEFENDANT'S MOTION FOR CONTINUANCE

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW, MICHAEL ROGGE, Defendant in the above-styled and numbered cause, by and through undersigned counsel, and files his Motion for Continuance and in support thereof would show the Court as follows:

The document will need to be filed in each case separately

How do I file a Motion with a Proposed Order attached?

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.

Enter the details for this filing

Filing Type: EFile

Filing Code: Motion

Filing Description: Motion to Withdraw as Counsel of Record

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

Filing Comments: Motion to Withdraw as Counsel of Record

Choose Motion under Filing Code

Type the proper title of the document in Proper Case Type in the Filing Description field and the Filing Comments field

Success
Filing Information saved successfully

Filing Code	Reference Number	Filing Description	Actions
Motion		to Withdraw as Counsel	⊕ Add Another Filing

Enter the details for this filing

Filing Type: EFile

Filing Code: Proposed Order

Filing Description: Order on Motion to Withdraw as Counsel

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

Filing Comments: Order on Motion to Withdraw as Counsel

To File the Order select the Add Another Filing option

Enter the details for this filing

Filing Type: EFile

Filing Code: Proposed Order

Filing Description: Order on Motion to Withdraw as Counsel

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

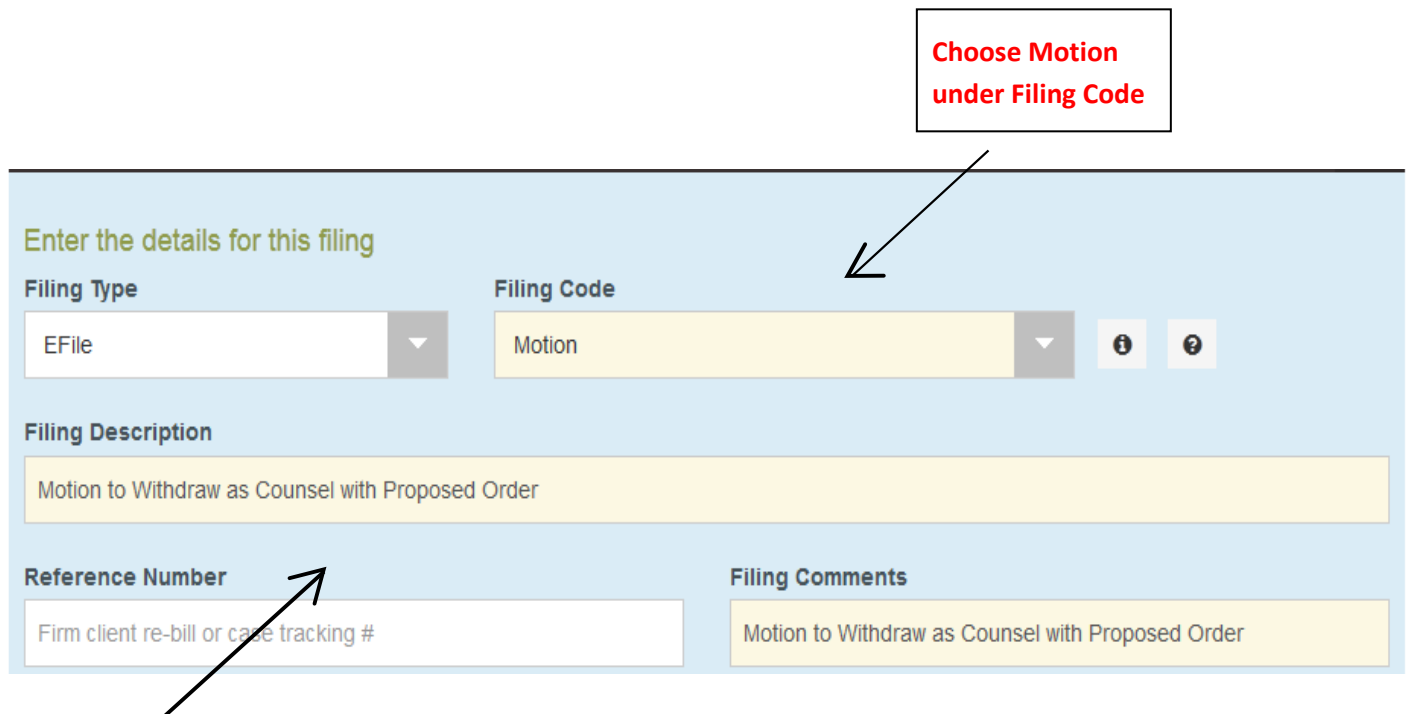
Filing Comments: Order on Motion to Withdraw as Counsel

To File the Order Choose Proposed Order under Filing Code

Type the proper title of the document in Proper Case Type in the Filing Description field and the Filing Comments field

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.



The screenshot shows a web form titled "Enter the details for this filing". It contains several fields: "Filing Type" (set to "EFile"), "Filing Code" (set to "Motion"), "Filing Description" (containing "Motion to Withdraw as Counsel with Proposed Order"), "Reference Number" (containing "Firm client re-bill or case tracking #"), and "Filing Comments" (containing "Motion to Withdraw as Counsel with Proposed Order"). A red box with the text "Choose Motion under Filing Code" has an arrow pointing to the "Filing Code" dropdown. Another red box with the text "In the Filing Description and Filing Comments Fields type the title of the Motion followed by with Proposed Order." has an arrow pointing to the "Filing Description" and "Filing Comments" fields.

**Choose Motion
under Filing Code**

**In the Filing Description and Filing
Comments Fields type the title of the
Motion followed by with Proposed Order.**

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 Filings
Answer/Response	Answers/Response to any documents filed Any Waivers
Application	Applications for Subpoenas/Summons Any Application Filings
Bond	Any Bond Filings
Election as to Punishment	Election as to Punishment
Letters	Any Letters Cover Letters
Motion	Any Filing that is a Motion (some exceptions apply)
Motion for New Trial	Motion for New Trial
Motion to Revoke Probation/Adjudicate Guilt	Motion to Adjudicate Guilt and Motion to Revoke Probations
Notice	Any Filing that is a Notice (some exceptions apply)
Notice of Non-Disclosure	Notice of Non-Disclosure
Other Documents Not Listed	If no Filing Code can be found for the document
Pleas	Any Plea paperwork
Proposed Order	Any Order that needs to be signed by the Judge
Report/Return	Any Reports
Request	Any Filing that is a Request
Sanctions Toward Effective Probation (STEP)	Sanctions Toward Effective Probation
Service Only	Any Filings needing service
Statement of Facts Form	Statement of Facts
Warrants	Bench Warrants Any type of Warrants
Writs	Writs of Habeas Corpus Any type of Writs