



LAURA RICHARD

County Clerk
Fort Bend County, Texas

Civil State Provided EFSP Frequently Asked Questions

How do I file a new case in eFile.TXCourts.gov? A:

Once you have logged in to eFile.TXCourts.gov, click on the link "NEW CASE" to open up the filing interface and proceed with a new case initiation. Once you have submitted your case you will receive a submission "Envelope."

What is an "Envelope"? A:

An envelope is the filing or collection of filings pertaining to the same case in which you submit to the court at one time to be filed. It can be thought of as in the manner when you take an envelope of all your filings to the clerk's office; or by mailing your filings to the clerk's office in an envelope for a particular case.

What Internet browser is compatible with eFile.TXCourts.gov? A:

Internet Explorer and Firefox are supported at this time by eFile.TXCourts.gov.

What types of media players are supported by eFileTexas.gov? A:

According to the [Technology Standards Set By the Judicial Committee on Information Technology \(JCIT\)](#), the following media players are supported: QuickTime (Apple), VLC media player (VideoLAN Organization), and Windows media player (Microsoft). Specific audio/video formats can be found on each media player's website.

What if I am filing a case with an Affidavit of Indigency? How are the fees handled? A:

You will choose "Waiver" under Payment Account. If a completed Affidavit of Indigency is not included, the filing will be returned for correction.

How do I set up a waiver account?

- Select 'Firm Management'

- Select 'Payment Accounts'

Start Filing

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

NEW There is now an option to choose your preferred fields for filing to speed up data entry. Visit your profile and pick "Favorites and Defaults" to set your choices.

Attorneys
Firm Users
Payment Accounts
Firm Details

Start Filing

- Select **'Add Account'**

\$ Firm Payment Accounts

+ Add account

Account Name ↓ Payment Type ↓ Expiration Date Status ↓

- **Name your waiver account**

- **Make sure 'Waiver' is selected**

- **Save**

Add Payment Account ✕

Important: When adding a payment account, temporarily enabling third-party cookies and cross-site traffic information is necessary.

For step-by-step instructions on how to enable these settings for your browser based on your device, please [click here](#).

* Account Name
Waiver

* Payment Type
Waiver

* Account Type
Waiver

Can I file multiple documents in the same case? (ex. Motion and Unsigned Orders) A:

Yes, multiple documents in the same case may be filed in one envelope. 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 lead document)

Do I need to enter a "filing description" for each document submitted?

A:

The Filing Description field or description for the Standalone Document are not required fields, but by providing the entire title for both the "filing description" **and** "description" for the standalone document, will ensure accuracy.

Can I file one document for multiple (different) cases in one envelope? A:

No, if a document needs to be filed in multiple cases, it must be e-filed in each case (separate envelopes).

There is not a filing code which fits my document title exactly. What filing code do I choose?

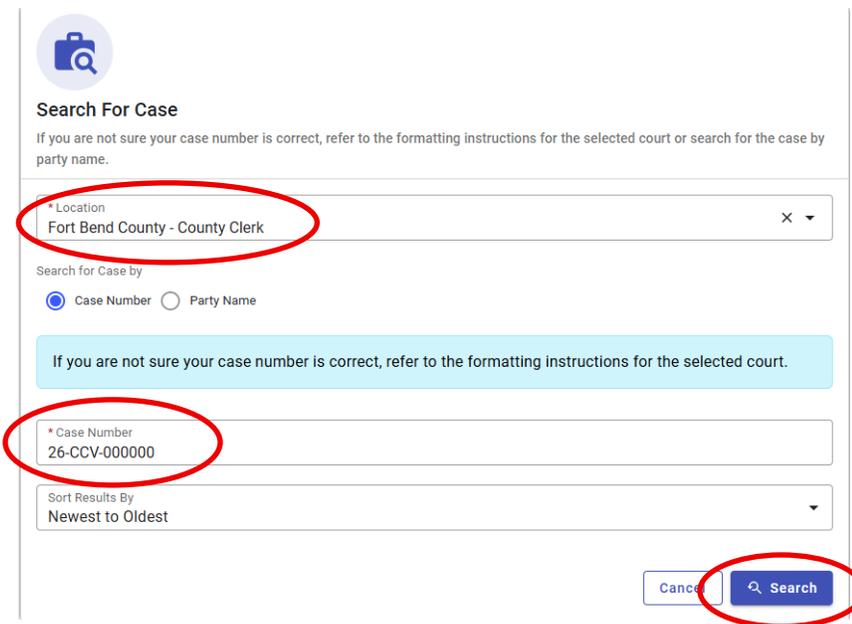
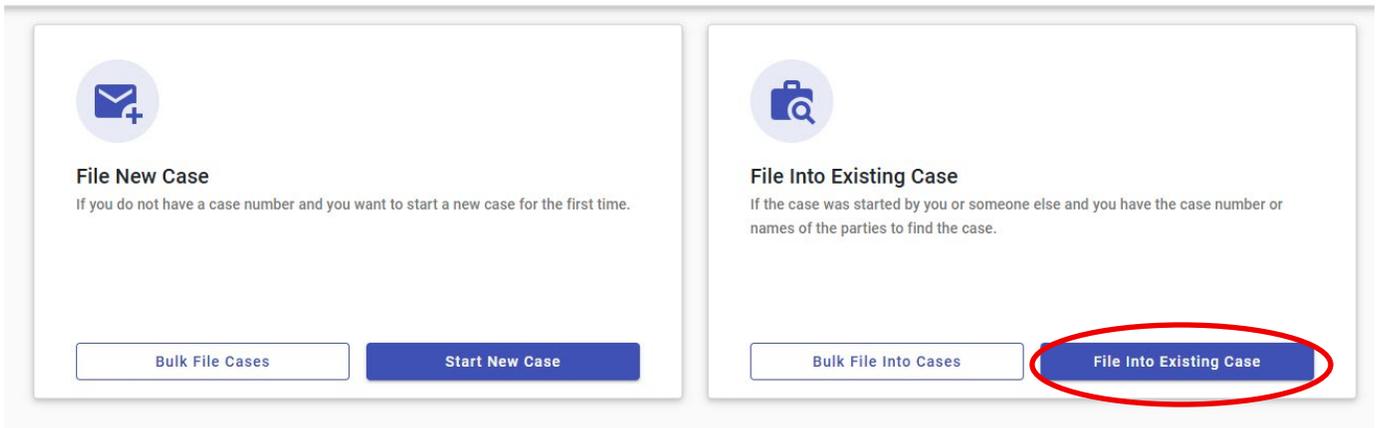
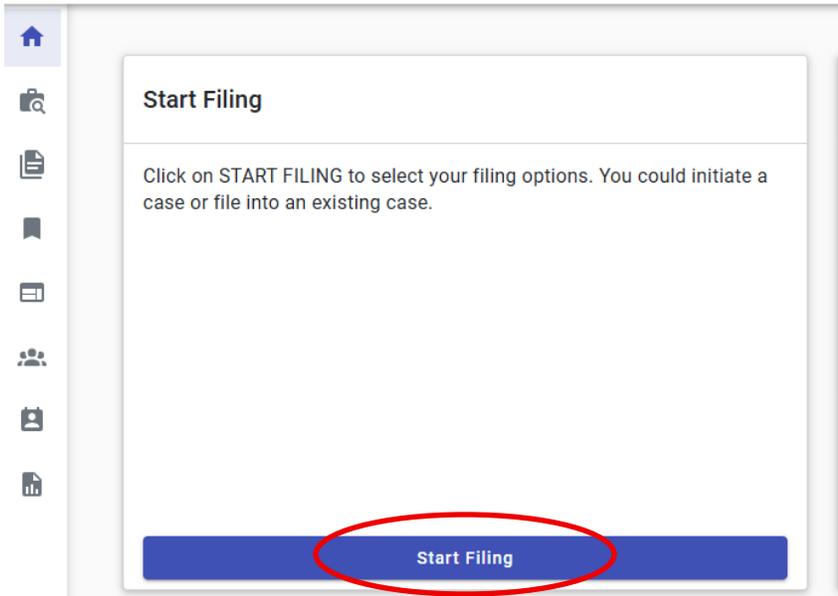
A:

Choose a code that is closest to the title of your document. The Filing Description field is not a required field but it can be used to provide the title of the document to ensure accuracy. The clerk will modify your selection to reflect the proper entry into the case management system if necessary.

How do I file a document with an existing case number (ex. Motion to Modify, Original Answer, and Amended Petition)?

A:

Within the Filer Dashboard, select Start Filing. Upon selection, you will then select File into Existing Case and then Fort Bend County - County Clerk and enter the full case number. Then select Search.



What if I need service by a Fort Bend County Constable/Sheriff? A:

While you are filing the pleading requiring service, add "Service – Constable – All Other" under Add Optional Services and Fees then enter the desired quantity. If service is required by one or multiple Constables, the clerk will make the necessary changes to reflect the appropriate Constable(s).

Service - Constable - All Other

\$80.00

Quantity

How do I know which Service-Fort Bend County Constable/Sheriff option to choose? A:

The options are:

- Service-Fort Bend County Constable/Sheriff-All Other (\$80.00)
- Service-Fort Bend County Constable/Sheriff-Order of Sale or Writ (\$130.00)

*****Do Not Use - X-(COURT USE ONLY) Service – Constable 1, 2, 3, or 4*** NOTE:**

Constable/Sheriff Fees are subject to change.

When requesting service/issuance (ex. Citation, Precept, Show Cause, Temporary Restraining Order), how do I provide the copy of the Petition/Document that is to be attached to the Process?

A:

You have two options:

1. Pay for a copy to be attached to the process

The fee for a copy of a pleading on file is \$1.00 per page. To include payment for copies add “Copy” under Optional Services and then enter the desired quantity (total number of pages to be copied for all parties to be served).

OR

2. Remit a copy of the Petition/Document that is to be attached to the process

You can deliver the copies of the Petition/Document by method of mail to Fort Bend County Clerk at 301 Jackson Street, Room 101, Richmond, Texas 77469 or personal delivery to the Fort Bend County Clerk’s Office at 1422 Eugene Heimann Circle, Room # 11005, Richmond, Texas 77469. Once received, the requested process will be issued. Please ensure that the “Case Number” and “Judicial County Court Number” are listed on the document and indicate that said document is a “Copy” for the service process.

Note: *Process will not be issued until the service copies are received therefore it is imperative that the copies are sent in a timely manner to ensure prompt issuance.*

What is the “Service” tab used for? A:

This tab is not to be used for personal process service. This tab is used to e-mail service notice to an attorney that is registered to receive electronic service as required by TRCP 21(a).

the steps above if you need to add more than one document.

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 sent to the court.