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Fort Bend County, Texas

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 filer must create one.

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

How to Set Up a Waiver Account for E-Filing

The screenshot shows the Filer Dashboard with the 'Actions' menu open. The 'Payment Accounts' option is highlighted with a red box. The dashboard includes sections for 'My Filing Activity' and 'New Filing'.

The screenshot shows the Payment Accounts page. The 'Add Payment Account' button is highlighted with a red box. Below, a table lists existing payment accounts. At the bottom, a form for adding a new account is shown, with the 'Payment Account Name' and 'Payment Account Type' fields highlighted with red boxes.

Payment Account Name	Payment Account Type	Active	Actions
Test Filer (MASTERCARD 5454)	Credit Card	Yes	Actions
Test Filer (VISA 4448)	Credit Card	Yes	Actions

Payment Account Name: Waiver
Payment Account Type: Waiver

How to E-File for Criminal Cases

<https://efile.txcourts.gov/OfsWeb/>

Sign In


Court Information

Welcome to the new version of the eFile.TXCourts.gov filing portal!


[Texas Public eService Webinar](#)

eFileTXCourts.gov has launched our "new" version of the filing portal. This can be utilized to submit filings to the eFileTXCourts.gov filing manager. This new filing portal is designed in HTML5 and offers a number of added benefits including the ability to access eFileTXCourts.gov on your tablet or phone, enabling copy, paste, sorting and filtering features, single screen data entry, keyboard shortcut navigation, modern web browser support and more!

Actions



Sign In



Register

Self Help

[Need Help?](#)
[FAQ's](#)
[Web Training Sessions](#)
[Training Videos](#)
[User Guides](#)
Share your screen with [GoToAssist](#)

File into an existing case

Filer Dashboard

My Filing Activity

Pending
Accepted
Returned
Drafts
Served

[View All](#)

New Filing

Start a New Case	Use a Template
File into Existing Case	

[Need help getting started?](#)


Select Location → **“Fort Bend County-County Clerk- Criminal”**

Select Case Number

Enter Case Number and select Search



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 

18-CCR-201363

[Search](#) [Clear Search](#)

Case Number	Location	Description	Case Type	Actions
18-CCR-201363	Fort Bend County - Cour...	State of TexasvsKdarius...	Misdemeanor	Actions

1 - 1 of 1 items

Select Actions Select File Into Case

The screenshot shows the EFILE interface with the 'File Into Existing Case' dropdown menu open. The menu options are: Actions, File Into Case, File Into Case With Template, View Service Contacts, and Bookmark This Case. A callout box points to the 'File Into Case' option with the text: 'Choose Actions, and 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 lead document)

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.

Scroll to **filings** section

- Select Filing type: EFile
- Select Filing Code: Ex. Motion
- Filing Description & Comments to Court: Motion to Withdraw as Counsel of Record

The screenshot shows the 'Filings' form with the following fields filled out: Filing Type: EFile, Filing Code: Motion, Filing Description: Motion to Withdraw as Counsel of Record, and Comments to Court: Motion to Withdraw as Counsel of Record. Two callout boxes provide instructions: one points to the 'Motion' filing code with the text 'Choose Motion under Filing Code', and another points to the 'Motion to Withdraw as Counsel of Record' text in both the Filing Description and Comments to Court fields with the text 'Type the proper title of document in Proper Case Type in the Filing Description Field and the Comments to Court'.

- Attach Document
- Select Appropriate Security
- Save Changes

Upload the document as a Standalone Document and select appropriate Security.

- Select Add Another Filing

- Select Filing type: EFile
- Select Filing Code: Ex. Proposed Order
- Filing Description & Comments to Court: Order on Motion to Withdraw as Counsel
- Attach Document
- Select Appropriate Security
- Save Changes

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.

Filings Need Help?

Enter the details for this filing

Filing Type ? ▼

Filing Code ▼ Choose Motion under Filing Code

Filing Description

Comments to Court ?

In the Filing Description and Comments to Court fields type the title of the Motion followed by with Proposed 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 County 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. Give the County Clerk's Office a sufficient amount of time to update case information within the case management system.

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/Response	Answer/Contest/Response to any document filed Any Waivers
Application	Applications for Subpoenas, Bench Warrants, Any Application Filings
Bond	Bonds Posted

Letters	Any letters Cover Letters
Motion	Any Filing that is a Motion (some exceptions may apply)
Motion for New Trial	Motion for New Trial
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 Non-Disclosure	Notice of Non-Disclosure
Other Documents Not Listed	If no Filing Code can be found for the document
Pleas	Plea Documents are Filed in Court
Proposed Order	Any Order that needs to be signed by the Judge
Report/Return	Reports Report/Return
Request	Requests Copy Requests Request for Counsel
Sanctions Toward Effective Probation (STEP)	Sanctions Toward Effective Probation
Service Only	In House Only
Statement of Facts Form	Statement Statement of Facts
Subpoena/Summons	Application for Subpoena Application/ Request for Summons
Warrants	Application for Bench Warrants
Writs	Writ of Attachment Writ of Commitment Writ of Habeas Corpus Writ of Mandamus Writ of Procedendo

Select Waiver at Payment Account

Select Filing Type: Not Applicable

Select Save Changes

Fees Need Help?

▼ Motion

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee: \$0.00
Envelope Total: \$0.00
Waiver selected

Payment Account: Waiver

Filer Type: Not Applicable

Undo Save Changes

Select Summary

Envelope Total: \$0.00
Waiver selected

Payment Account

Party Responsible for Fees ?

Filer Type

Undo Save Changes

Save as Draft Summary

Select Submit

Fees

▼ Motion

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
<hr/>	
Total Filing Fee	\$0.00
Envelope Total:	\$0.00
	Waiver selected

Payment Account: Waiver
 Filer Type: Not Applicable

Back Submit

Why was my filing Returned?

Within the Filing Returned email notification you receive, the return reason(s) will specifically explain why the envelope was returned.

From: No-Reply@eFileTexas.gov
Sent: Monday, May 22, 2017 3:08 PM
To: [REDACTED]
Subject: Filing Returned for Envelope Number: 177390 in Case: 15-CCR-181402, State of TexasvsRoberto Ayala for filing Notice



Filing Returned

Envelope Number: 177390
 Case Number: 15-CCR-181402
 Case Style: State of TexasvsRoberto Ayala

The filing below has been reviewed and has been returned for further action. **Please refile with the corrections outlined below.** Please, contact the appropriate court help center for further information.

Return Reason(s) from Clerk's Office	
Court	Fort Bend County - County Clerk - Criminal
Returned Reason	Incorrect/Incomplete Info: Please resubmit using correct Attorney/Party e-mail address(es)
Returned Comments	Missing Attorney Email Address. BDA

Was my filing Received?

Upon filing a document through eFile, a Filing Submitted email notification will be sent to the filer. This will reflect the day, time, along with type of filing was submitted.

From: No-Reply@eFileTexas.gov
Sent: Monday, May 22, 2017 3:05 PM
To: [REDACTED]
Subject: Filing Submitted for Case: 15-CCR-181402; State of TexasvsRoberto Ayala; Envelope Number: 177390



Filing Submitted

Envelope Number: 177390
Case Number: 15-CCR-181402
Case Style: State of TexasvsRoberto Ayala

The filing below has been submitted to the clerk's office for review. Please allow 24 - 48 hours for clerk office processing.

Filing Details	
Court	Fort Bend County - County Clerk - Criminal
Date/Time Submitted	5/22/2017 3:04 PM CST
Filing Type	EFile
Filing Description	
Activity Requested	Notice
Filed By	[REDACTED]
Filing Attorney	[REDACTED]

Can we eFile Attorney Fee Expense Claims?

We are not accepting Attorney Fee Expense Claim forms through eFile at this time.

Who do I contact for eFile problems on my computer?

You can contact Tyler Self-Service Support through phone, live chat, or email.



<https://efile.txcourts.gov/ofswb>

Price Structure	Free
Support Features	Phone: 855-839-3453 Hours: 7 a.m. – 9 p.m., Mon. - Fri. Call Center Locations: Plano & Longview Live Chat: Yes Email: support@eFileTexas.gov Self-Service Support » Getting Started Hosted Webinars » Training Videos »
Value Adds	Free access to basic e-filing and e-service functionality Access to file-stamped copies of filings Online tracking and proof of delivery 24/7 filing and access to electronically filed documents