



BEVERLEY MCGREW WALKER

District Clerk
Fort Bend County, Texas

Criminal E-Filing Frequently Asked Questions

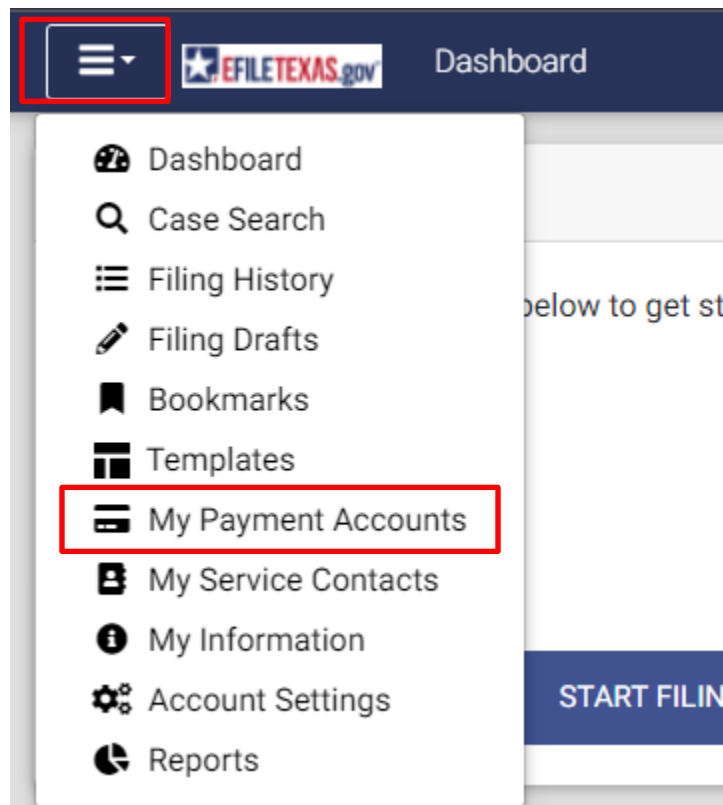
The below FAQs are based on the state's provided Electronic Filing Service Provider (EFSP). If you are filing through an EFSP other than eFile.TXCourts.gov, please visit <https://efiletexas.gov> for instructions/FAQs.

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 criminal E-Filing.

- Select Menu
- Select 'My Payment Accounts'

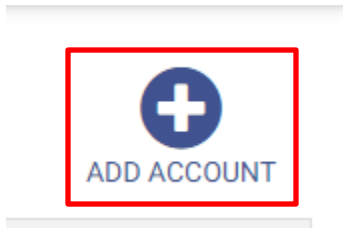


Physical Address
1422 Eugene Heimann Circle, Room 31004
Richmond, Texas 77469

Phone: (281) 341-4509
Fax: (281) 341-4519

Mailing Address
301 Jackson Street, Room 101
Richmond, Texas 77469

- Select 'Add Account'

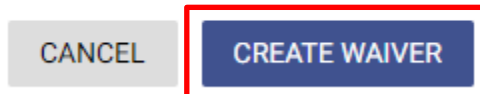


- Make sure 'Waiver' is selected
- Name your waiver account

Payment Account Name	Payment Account Type	Status
		Active

Account Name *	Create a new:
Waiver	<input checked="" type="radio"/> Waiver <input type="radio"/> Credit Card or Bank Account

- Select 'Create Waiver'

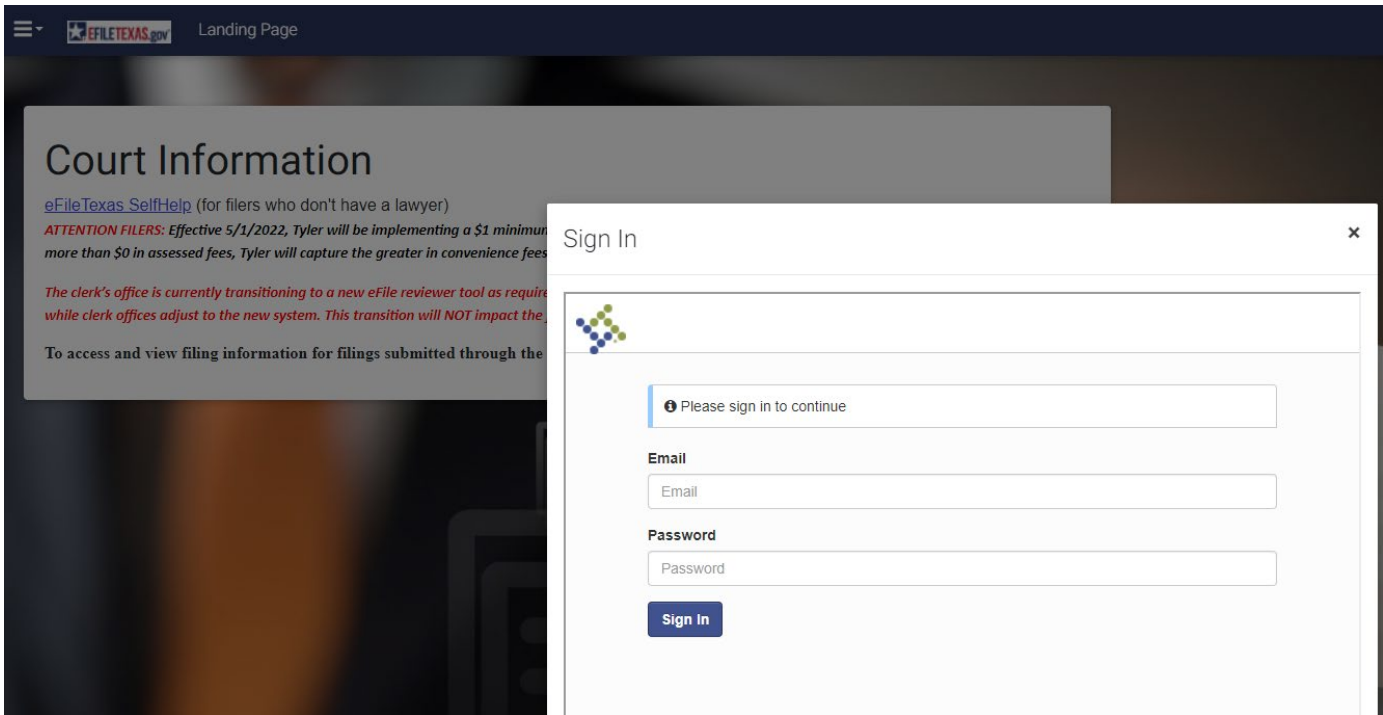


Your waiver account is now added and ready to use.

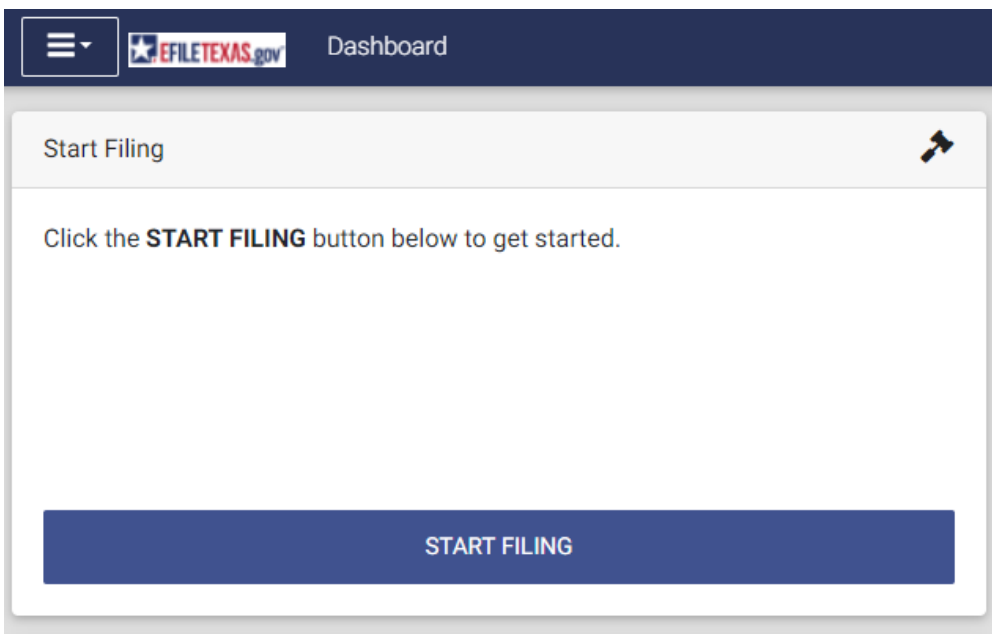
How to E-File for Criminal Cases

<https://efiletx.tylertech.cloud>

- Sign In



- Select 'Start Filing'



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

Select Filing Location

Select your filing location to see which types of filings are allowed at that location.

Location *
Fort Bend County - District Clerk - Criminal

New Case

Click the **START A NEW CASE** button if:

- * You don't have a case number, and
- * You want to start a new case for the first time.

[Click here](#) for more information.

START A NEW CASE

Existing Case

Click the **FILE INTO EXISTING CASE** button if:

- * The case has already been started with the court by you or someone else, **and**
- * You have the case number or names of the parties to find the case.

[Click here](#) for more information.

FILE INTO EXISTING CASE

[← DASHBOARD](#)

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

File into Existing Case

Location *
Fort Bend County - District Clerk - Criminal

Search for a 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.

[CANCEL](#) [SEARCH](#)

- **Select the envelope icon to file into the case**

Case #17-DCR-076272 State of Texas vs Hugo Ceasar Acevedo

Location: Fort Bend County - 268th Judicial District Court - Criminal Case Category: Criminal - Felony Case Type: Unindicted Filing

Previous **1** Next

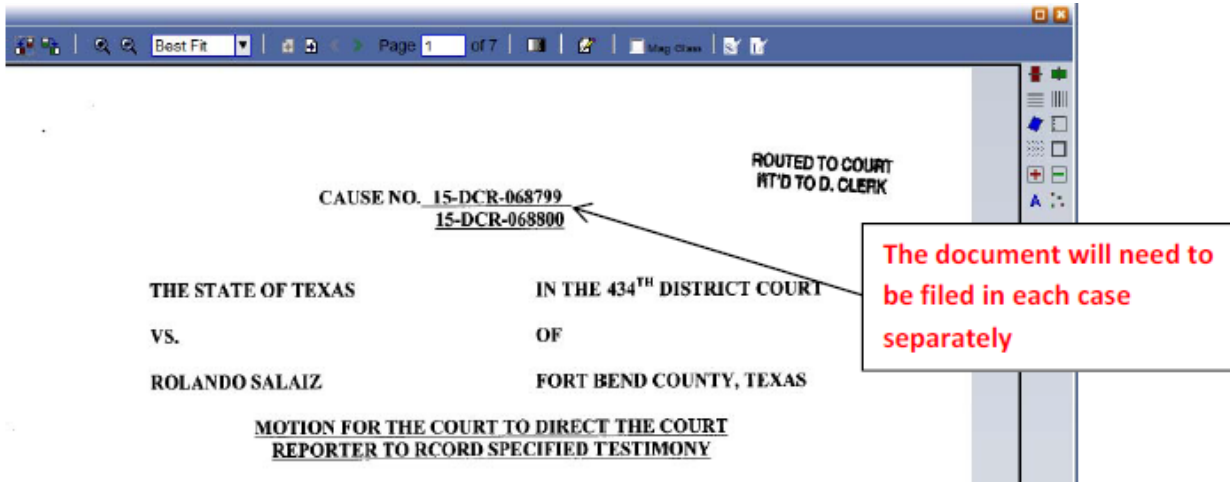
1 Result(s) Page 1 of 1

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.



The image shows a screenshot of a PDF document viewer. The document text is as follows:

CAUSE NO. 15-DCR-068799
15-DCR-068800

THE STATE OF TEXAS IN THE 434TH DISTRICT COURT
VS. OF
ROLANDO SALAIZ FORT BEND COUNTY, TEXAS

MOTION FOR THE COURT TO DIRECT THE COURT
REPORTER TO RECORD SPECIFIED TESTIMONY

Annotations on the screenshot include:

- "ROUTED TO COURT RT'D TO D. CLERK" with an arrow pointing to the cause numbers.
- A red-bordered box containing the text: "The document will need to be filed in each case separately" with an arrow pointing to the court name.

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
- Select your **Filing Type** (whichever applicable)
- Select the **Motion** filing code
- Type in a Filing Description

Preload Documents > Case > Parties > **Filings** > Service > Fees > Summary

Filing Code: Motion, Client Ref #: , Filing Description: Motion to Suppress, Actions: [Warning], [Edit], [Delete]

Details | Optional Services | Communication

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.

Filing Type *: eFile and Serve, Filing Code *: Motion

Filing Description: Motion to Suppress, Client Reference Number: Firm client re-bill or case tracking #

- Select document to be added to the filing

Documents *

Component	Name	Actions	Description	Security
Lead Document		SELECT DOCUMENTS	This document is required.	

- Once added select **Add Filing**



- Follow the previous steps for your Proposed Order

Filing Type *: eFile and Serve, Filing Code *: Proposed Order

Filing Description: Proposed Order on Motion to Suppress, Client Reference Number: Firm client re-bill or case tracking #

Comments to Court

Documents *

Component	Name	Actions	Description	Security
Lead Document		SELECT DOCUMENTS	This document is required.	

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.

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

Filing Type *	Filing Code *
eFile and Serve	Motion
Filing Description	Client Reference Number
Motion to Withdraw as Counsel with Proposed Order	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**

Use Existing Payment Account Create New Payment Account

Payment Account *

Waiver Waiver x ▼

Party Responsible for Fees

Hugo Ceasar Acevedo ↕

SEARCH

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 ✎

Location: Fort Bend County - 268th Judicial District Court - Criminal Category: Criminal - Felony Type: Unindicted Filing

Judge: Williams, O'Neil

Parties Show All ✎

Count: 2

Filings ✎

Filing Type	Filing Code	Client Ref #	Filing Description
eFile and Serve	Motion		Motion to Suppress
Component	Document Name	Description	Security
Lead Document	2.pdf	2.pdf	Does not contain sensitive data
Download Version			
Original			

Service Hide All ✎

Count: 1

Epi Cantu epi.cantu@fortbendcountytexas.gov	Service Method: EServe
Associated Parties: None	

Fees ✎

Payment Account: Waiver Party Responsible for Fees: Hugo Ceasar Acevedo Filer Type: Not Applicable

Total \$0.00
Waiver Selected

[← FEES](#) [SAVE DRAFT AND EXIT](#)

SUBMIT