



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.

Our office offers E-Filing training either by phone or in person. We can train in our office or we are more than happy to train you in your office. Please contact Epi Cantu at 281-633-7675 or 281-341-4509 to schedule a date and time.

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.

Setup Waiver Account-Sample

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?](#)

Actions

- Dashboard
- Start a New Case
- File into Existing Case
- Filing History
- Templates
- Service Contacts
- Reports
- Contact Information
- Payment Accounts
- Help

Payment Accounts

[Add Payment Account](#)

Payment Account Name	Payment Account Type	Active	Actions
AMEX	Credit Card	No	Actions
Waiver	Waiver	Yes	Actions

1 - 2 of 2 items

Payment Account Name
Waiver

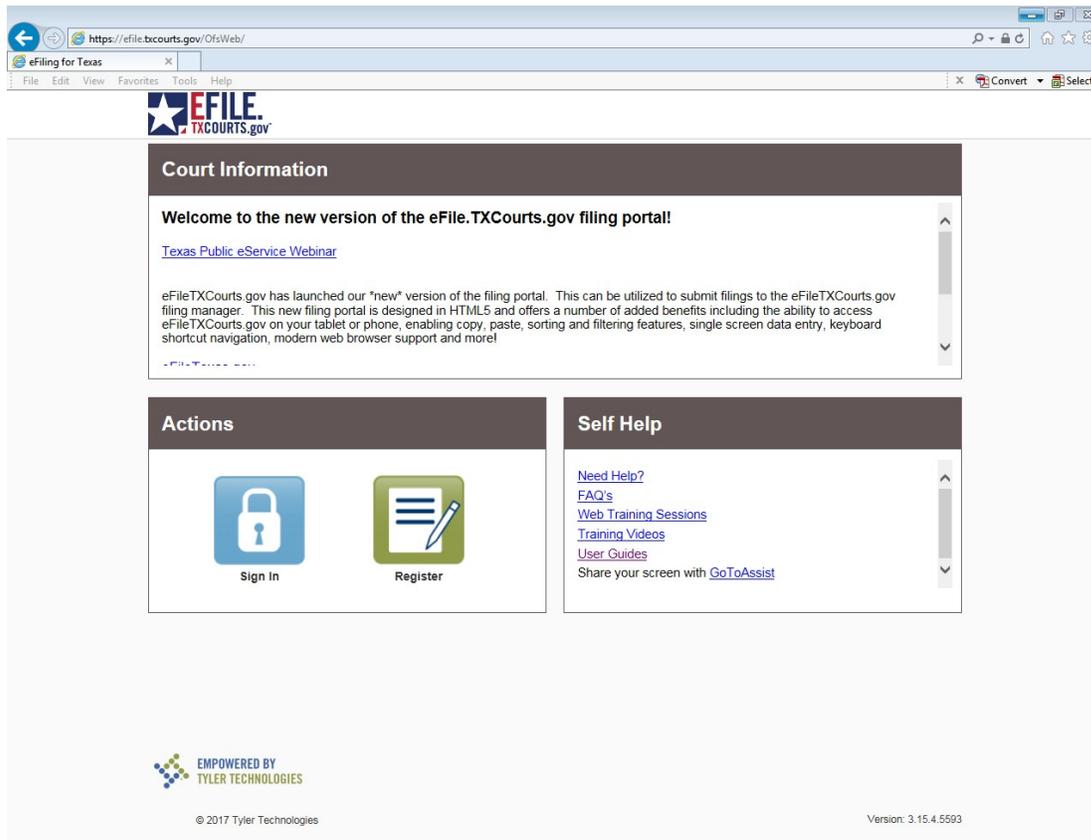
Payment Account Type
Waiver

[Undo](#) [Save Changes](#)

How to E-File for Criminal Cases

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

- Sign In



The screenshot shows the eFile.TXCOURTS.gov website interface. At the top, there is a navigation bar with the eFile.TXCOURTS.gov logo. Below the logo, the page is divided into several sections:

- Court Information:** A dark header with the text "Welcome to the new version of the eFile.TXCOURTS.gov filing portal!" and a link to "Texas Public eService Webinar". Below this, a paragraph describes the new version of the filing portal, highlighting features like HTML5 design, mobile accessibility, and modern browser support.
- Actions:** A section with two prominent buttons: "Sign In" (represented by a blue padlock icon) and "Register" (represented by a green document icon with a pencil).
- Self Help:** A section with a dark header and a list of links: "Need Help?", "FAQ's", "Web Training Sessions", "Training Videos", "User Guides", and "Share your screen with GoToAssist".

At the bottom of the page, there is a logo for "EMPOWERED BY TYLER TECHNOLOGIES" and a copyright notice: "© 2017 Tyler Technologies". The version number "Version: 3.15.4.5593" is also visible in the bottom right corner.

File into an existing case



Filer Dashboard

My Filing Activity

Pending
Accepted
Returned
Drafts 3
Served
View All

New Filing

Start a New Case	Use a Template
File into Existing Case	
Need help getting started?	

- **Select**
- For CRIMINAL cases (DCR numbers) **select** “Fort Bend County-District Clerk- Criminal”
- **SELECT** radio button case number and input the proper Case Number and select **SEARCH**



File Into Existing Case

Case Number	Location	Description	Case Type	Actions
17-DCR-076272	Fort Bend County - 268t...	State of TexasvsHugo C...	Unindicted Filing	

1 20 items per page 1 - 1 of 1 items

[Back to Search](#)

- Actions
- File Into Case

Module/Envelope/CaseSearch

to E... x

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EFILE
TXCOURTS.gov

Efile Guidance & Resources

Home Actions

File Into Existing Case

Case Number	Location	Description	Case Type
17-DCR-076272	Fort Bend County - 268t...	State of TexasvsHugo C...	Unindicted Filing

1 20 items per page

Back to Search

Actions

- File Into Case
- File Into Case With Template
- View Service Contacts
- Bookmark This Case

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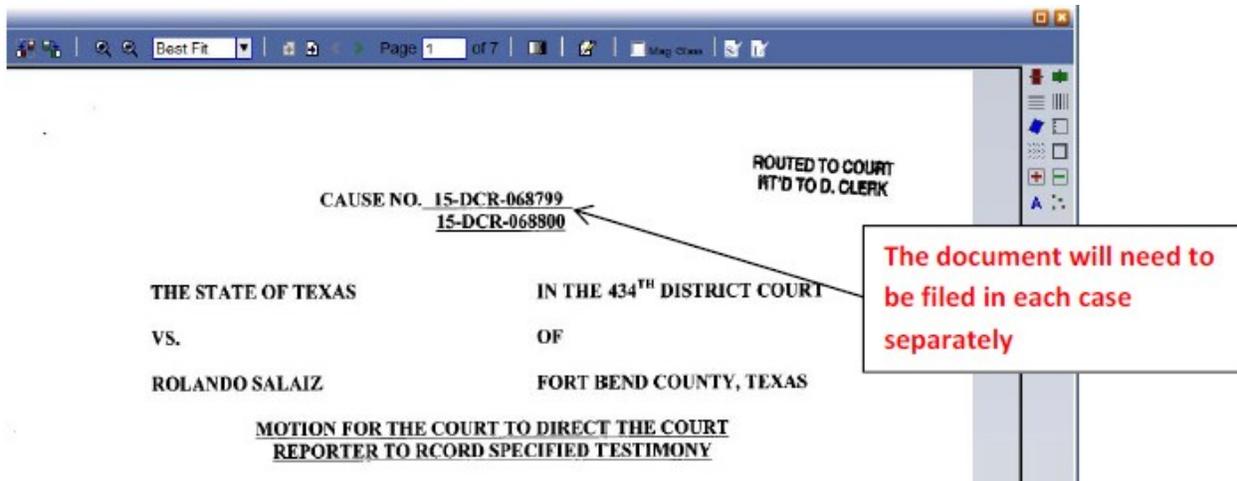
Version: 3.15.4.5593

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 identical documents into multiple criminal cases?

Each document will need to be E-Filed into 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.

The image shows a screenshot of a filing form. The form has several fields: "Filing Type" (EFile), "Filing Code" (Motion), "Filing Description" (Motion to Withdraw as Counsel of Record), "Reference Number" (Firm client re-bill or case tracking #), and "Filing Comments" (Motion to Withdraw as Counsel of Record). A red box with an arrow pointing to the "Filing Code" field contains the text "Choose Motion under Filing Code". Another red box with an arrow pointing to the "Filing Description" and "Filing Comments" fields contains the text "Type the proper title of the document in Proper Case Type in the Filing Description field and the Filing Comments field".

Scroll to **“filings”** section

- Select Filing type: E-file
- Select Filing Code: Ex. Motion
- Filing Description: Motion to Withdraw as Counsel of Record
- Attach Document
- Save Changes

The screenshot shows the TXCOURTS.gov eFiling interface. At the top, the browser address bar shows the URL: `http://tule/Envelope/AddOrEdit?Id=17141630&alertId=0`. The browser tabs include "Fort Bend County, TX : E-Filing..." and "fortbendcountytx.gov". The navigation bar features the TXCOURTS.gov logo, an "Efile Guidance & Resources" button, and a user profile icon. The case name "Defendant Hugo Ceasar Acevedo" is displayed, along with an "Add Another Party" button. The "Filings" section is active, with a "Need Help?" link. Below this, the "Enter the details for this filing" section contains the following fields:

- Filing Type**: EFile
- Filing Code**: Motion
- Filing Description**: Motion to Withdraw as Counsel of Record
- Client Reference Number**: Firm client re-bill or case tracking #
- Comments to Court**: (Empty text area)
- Courtesy Copies**: (Empty text area)
- Lead Document** (Required):
 - Document: Motion to Withdraw as Counsel of Record.pdf (60.16 kB)
 - Description**: Motion to Withdraw as Counsel of Record.pdf
 - Security**: Does not contain sensitive data

At the bottom right of the form, there are "Undo" and "Save Changes" buttons.

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 Filing Code

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: [Empty]

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 has several fields: "Filing Type" with a dropdown menu set to "EFile"; "Filing Code" with a dropdown menu set to "Motion"; "Filing Description" with a text box containing "Motion to Withdraw as Counsel with Proposed Order"; "Reference Number" with a text box containing "Firm client re-bill or case tracking #"; and "Filing Comments" with a text box containing "Motion to Withdraw as Counsel with Proposed Order". There are two red callout boxes with arrows pointing to the "Filing Code" dropdown and the "Filing Description" and "Filing Comments" text boxes.

Choose Motion under Filing Code

In the Filing Description and Filing Comments 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 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, Any Application Filings
Bond	Bonds Posted
Election as to Punishment	Election as to Punishment
Letters	Any letters Cover Letters
Motion	Any Filing that is a Motion (some exceptions apply); All Pre-Judgment Writs, any Motions to Reduce or Modify Bond Amounts, and any Motions to Modify Bond Conditions and/or bond restrictions
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
Other Documents Not Listed	If no Filing Code can be found for the document
Proposed Order	Any Order that needs to be signed by the Judge
Report/Return	Probation Violation Reports Amended Violation Reports (type the title in the filing description and filing comments); Any Filing Requesting Copies; Capias Returns, Subpoena Returns, Bench Warrant Returns, Precept Returns, Summons Returns; or Psychological Evaluations
Request	Any filing that is a Request

- Select Waiver at Payment Account
- Select Filing Type: Not Applicable
- Select Save Changes

Module/Envelope/AddOrEdit?Id=17141630&alertId=0

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EFILE.
TXCOURTS.gov

Efile Guidance & Resources

Fees Need Help?

▼ Motion

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

Payment Account

Waiver

Filer Type

Not Applicable

Undo **Save Changes**

Save as Draft Summary

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https://efile.txcourts.gov/OfsWeb/FileAndServeModule/Envelope/AddOrEdit?Id=16737417&salentId=0

EFILE TXCOURTS.gov

Need Help?

▼ No Fee Documents

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

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

Payment Account
Waiver

Party Responsible for Fees
Mission Green Homeowners Association

Filer Type
Not Applicable

Undo Save Changes

Save as Draft Summary

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- Select Summary

- Select Submit

Module/Envelope/AddOrEdit?Id=17141630&activityMode=Confirm

Fort Bend County, TX: E-Filing... fortbendcountytx.gov

Tyler Online Support Incid... Legal Notices National Weather Service ... eFiling for Texas EFSPs http--fbctylerseccdata-Rep... Secure Login Chase F

EFILE.
TXCOURTS.gov

Efile Guidance & Resources

Filings

Filing Code	Client Ref #	Filing Description
Motion		Motion to Withdraw as Counsel of Record

Fees

▼ Motion

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

Payment Account: Waiver
Filer Type: Not Applicable

Back Submit

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