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Fort Bend County, Texas

Civil/Family 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?

A:

The screenshot shows the EFILE TX COURTS.gov Filer Dashboard. The top navigation bar includes the EFILE logo, re:SearchTX, and links for Contact Us, GoToAssist, Chat, and Show Me How To... The dashboard is divided into two main sections: 'My Filing Activity' and 'New Filing'. The 'My Filing Activity' section lists 'Pending', 'Accepted', 'Returned', 'Drafts', and 'Served'. The 'New Filing' section has buttons for 'Start a New Case' and 'File into Existing Case', along with a 'Use a Template' link. A red circle highlights the 'Actions' dropdown menu in the top right, which includes options like 'Dashboard', 'Start a New Case', 'File Into Existing Case', 'Filing History', 'Templates', 'Service Contacts', 'Bookmarks', 'Reports', 'Contact Information', 'Payment Accounts', and 'Help'. The 'Payment Accounts' section is highlighted with a red circle. It features a table with columns for 'Payment Account Name', 'Payment Account Type', and 'Active'. The table lists two accounts: 'AMEX' (Credit Card, No) and 'Waiver' (Waiver, Yes). Below the table, there is a form to add a new payment account. The 'Add Payment Account' button is circled in red. The form fields are 'Payment Account Name' (with 'Waiver' entered) and 'Payment Account Type' (with 'Waiver' selected from a dropdown). The 'Save Changes' button is also visible.

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

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:

Yes, the entire pleading title must be entered under both "filing description" and "description" area found under lead document to ensure accuracy. The title should be typed in proper case.

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?

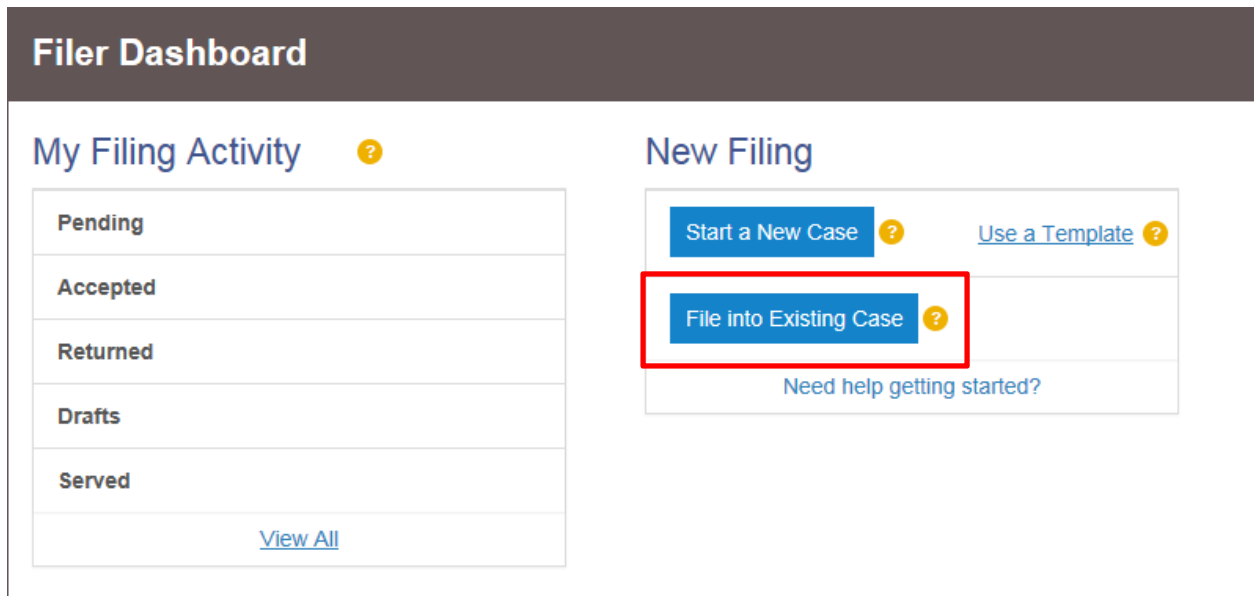
A:

Choose the code that is closest to your filing (ex. Motion, Petition, Request, Affidavit, Certificate, etc. or Filing as a last resort) and type the entire title of the document under “filing description” using proper case 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:

Do not click on NEW CASE. You will need to select Fort Bend County – District Clerk and enter your case number. Then press Go. If you do not have a case number select Advanced Search to locate the case.



File Into Existing Case

Select a Location

Location

Fort Bend County - District Clerk

Search for a Case by

Case Number

Party Name



Case Number ?

13-dcv-123456

Search

Clear Search

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

A:

While you are filing the pleading requiring service, add "Service-Fort Bend County Constable/Sheriff" 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).

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	
Service - Sheriff - All Other	\$80.00	1	\$80.00	Actions ▾

[+ Add Optional Services and Fees](#)

Optional Services and Fees

Service - Sheriff - All Other - \$80.00 each

Enter a Quantity

1

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

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 (\$150.00)
- Service-Fort Bend County Constable/Sheriff-Protective Order (\$0.00)

*****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 District Clerk at 301 Jackson Street, Room 101, Richmond, Texas 77469 or personal delivery to the Fort Bend County District Clerk's Office at [1422 Eugene Heimann Circle, Room #31004, Richmond, Texas 77469](#). Once received, the requested process will be issued. Please ensure that the "Case Number" and "Judicial District 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 screenshot shows a web interface for filing documents. At the top, there is a dark header with the word "Filings" on the left and "Need Help?" on the right. Below the header, the main content area is light blue and contains several sections:

- Enter the details for this filing:** A section with a "Filing Type" dropdown menu. The "Serve" option is selected and highlighted with a red rectangular box.
- Filing Description:** A text input field containing "Counter Claim".
- Client Reference Number:** A text input field with the placeholder "Firm client re-bill or case tracking #".
- Comments to Court:** A text input field.
- Courtesy Copies:** A text input field with an information icon (i) to its right.
- Service Document (Required):** A section with two options: "Computer" (with an upload icon) and "Cloud" (with a cloud icon and an information icon).

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

What if I am filing a civil suit with multiple plaintiffs?

A:

The fees listed for filing a civil suit include a suit with up to 10 plaintiffs. The filing fee increases an additional \$25.00 for a suit with at least 11 but not more than 25 plaintiffs; \$50.00 for a suit with at least 26 but not more than 100 plaintiffs; \$75.00 for a suit with at least 101 but not more than 500 plaintiffs; \$100.00 for a suit with at least 501 but not more than 1,000 plaintiffs; and \$150.00 for a suit with more than 1,000 plaintiffs.

When you are filing a civil case with more than 10 plaintiffs, you must add the fee for the additional plaintiffs by choosing the appropriate option under Optional Services.

The options are:

- Clerk Filing Fee A (11-25 Plaintiffs) \$25.00
- Clerk Filing Fee B (26-100 Plaintiffs) \$50.00
- Clerk Filing Fee C (101-500 Plaintiffs) \$75.00
- Clerk Filing Fee D (501-1000 Plaintiffs) \$100.00
- Clerk Filing Fee E (1001 or More Plaintiffs) \$150.00

The screenshot displays a web interface for filing a civil suit. At the top, there is a header with a blue bar containing the text "\$0.00", "1", "\$0.00", and "Actions". Below the header, there is a button labeled "Add Optional Services and Fees". A dropdown menu titled "Optional Services and Fees" is open, showing a search bar and a list of options: "Additional Plaintiffs (1001+) - \$150.00", "Additional Plaintiffs (101-500) - \$75.00", "Additional Plaintiffs (11-25) - \$25.00", "Additional Plaintiffs (26-100) - \$50.00", and "Additional Plaintiffs (501-1000) - \$100.00". Below the dropdown, there are buttons for "Undo" and "Save Changes".

Total Filing Fee \$0.00
Court E-File Fee \$2.00
Envelope Total: \$2.00

Payment Account
Click to select Payment Account

Party Responsible for Fees
Click to select Party Responsible for Fees

Filer Type
Click to select Filer Type

Undo Save Changes