



BEVERLEY MCGREW WALKER

District Clerk
Fort Bend County, Texas

Civil/Family State Provided EFSP Frequently Asked Questions

How do I file a new case in efiletexas.gov?

Once you have logged in to efiletexas.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"?

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 efiletexas.gov?

Google Chrome, Microsoft Edge and Firefox are supported at this time by efiletexas.gov

What types of media players are supported by efiletexas.gov?

According to the JCIT E-Filing Technology Standards – Version 7.0, 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 a Statement of Inability to Afford Payment of Court Cost? How are the fees handled?

You will choose "Waiver" under Payment Account. If a completed Statement of Inability to Afford Payment of Court Cost is not included, the filing will be returned for correction.

Physical Address

1422 Eugene Heimann Circle, Room 31004
Richmond, Texas 77469

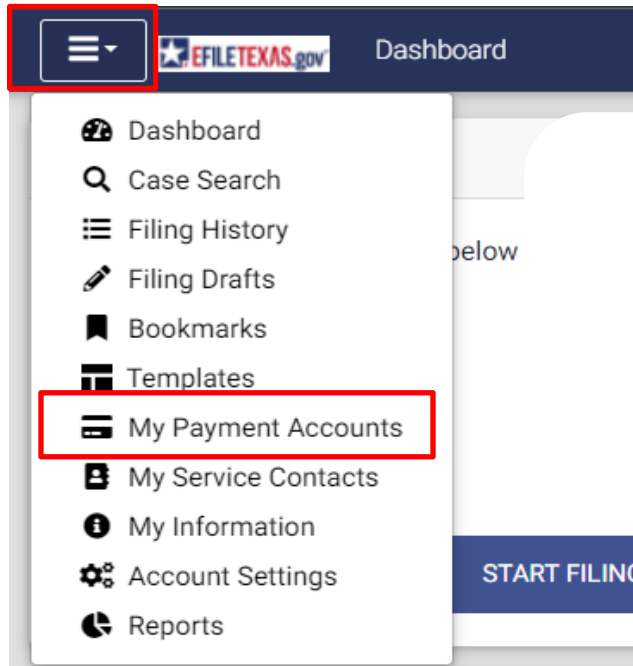
Phone: (281) 341-4509
Fax: (281) 341-4519

Mailing Address

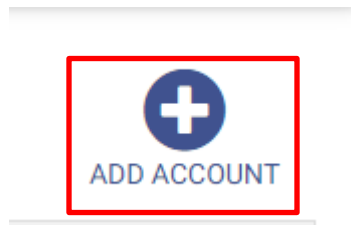
301 Jackson Street, Room 101
Richmond, Texas 77469

How do I set up a waiver account?

- Select Menu
- Select 'My Payment Accounts'



- Select 'Add Account'



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

Payment Account Name	Payment Account Type	Status
		Active

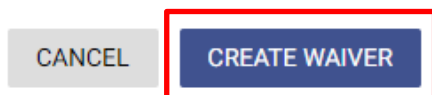
Account Name *

Waiver

Create a new:

Waiver Credit Card or Bank Account

- Select 'Create Waiver'



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

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?

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)?

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?

Choose the code that is closest to your filing (ex. Motion, Petition, Request, Certificate, etc. or No Fee Document 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)?

Do not click on START NEW CASE. You will need to select Fort Bend County – District Clerk Select "FILE INTO EXISTING CASE". Next enter in the Case Number or Party Name. Once the fields are completed, click on Search

Select Filing Location

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

Location *

Fort Bend County - District C... x

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

File into Existing Case

Location *

Fort Bend County - District Clerk

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 *

13-DCV-123456

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

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).

[View Constable/Sheriff - Fees](#)

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

NOTE: Constable/Sheriff Fees are subject to change.

Selected

←




Service - Sheriff - All Other 1 x \$80 = \$80

Multiplier *

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What is the "Service" tab used for?

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).

Filing Code	Client Ref #	Filing Description	Actions
Service Only		Counter Claim	  

Details Optional Services Communication Hide Details

Step 1: Pick your Filing Type. 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 *	Filing Code
Service Only	Service Only

Filing Description	Client Reference Number
Counter Claim	Firm client re-bill or case tracking #

Comments to Court

GO TO OPTIONAL SERVICES

Documents*

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