



# **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 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:**

Google Chrome 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 Statement of Inability to Afford Payment of Court Cost? How are the fees handled?**

**A:**

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.

## 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 shows a list of filing statuses: 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 (highlighted in blue), and Help. Below the dashboard, the 'Payment Accounts' section is shown. 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). A red circle highlights the '+ Add Payment Account' button. Below the table, there is a form to add a new account. The 'Payment Account Name' field is set to 'Waiver' and the 'Payment Account Type' dropdown is also set to 'Waiver'. Both the button and the form fields are circled in red. At the bottom of the form, there are 'Undo' and 'Save Changes' buttons.

## 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, 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)?

**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.

The screenshot displays the 'Filer Dashboard' interface. On the left, under 'My Filing Activity', there is a list of categories: Pending, Accepted, Returned, Drafts, and Served, with a 'View All' link at the bottom. On the right, under 'New Filing', there are three buttons: 'Start a New Case', 'Use a Template', and 'File into Existing Case'. The 'File into Existing Case' button is highlighted with a red rectangular box. Below these buttons is a link that says 'Need help getting started?'.

## 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).

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.

### 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

Enter a Quantity

Service - Sheriff - All Other - \$80.00 each

1

Undo

Save Changes

## 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 form titled "Filings" with a "Need Help?" link. The form is for entering details for a filing. The "Filing Type" dropdown menu is highlighted with a red box and shows "Serve" as the selected option. Below this, the "Filing Description" field contains "Counter Claim". The "Client Reference Number" field contains "Firm client re-bill or case tracking #". The "Comments to Court" field is empty. The "Courtesy Copies" field is empty. The "Service Document" section is required and has two options: "Computer" and "Cloud". The "Computer" option is selected, and the "Cloud" option is also visible. At the bottom right, there are "Undo" and "Save Changes" buttons.

Filings Need Help?

Enter the details for this filing

Filing Type ?

Serve

Filing Description

Counter Claim

Client Reference Number ? Firm client re-bill or case tracking #

Comments to Court ?

Courtesy Copies

Service Document (Required)

Computer ↑ Cloud ?

Undo Save Changes