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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:

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.

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).