eFileTXCourts.gov™ Quick-ReferenceGuide

https://efile.txcourts.gov/ofsweb

RegistrationOptions

Three registration options exist in eFileTXCourts.gov™.

Register for a New Firm Account

This account is perfect for the following users:

- Attorneys
- Firms with multiple filers
- Solo attorney practitioners

Before you register for a new firm account, please check with your firm to ensure that an account has not already been created. If a firm account has already been created, ask your Firm Administrator to invite you to join the firm.

Join a Firm

To join a firm, you must request an invitation from your Firm Administrator. You cannot join the firm by going to the regular registration page on the home page.

Register for an Individual Filer Account

This account is perfect for the following users:

- Pro se filers
- Process servers
- Landlords/tenants

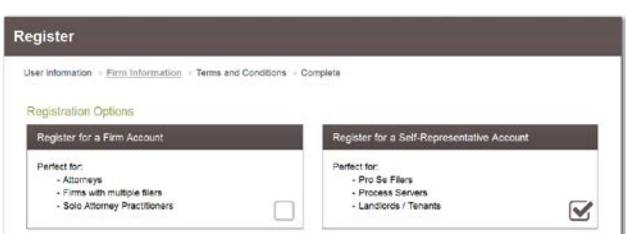
Registering for EFileTXCourts.gov

To register for eFileTXCourts.gov, perform the following steps:

1. From the home page, click 

.
2. Complete the required fields, which are outlined in red: **First Name**, **Last Name**, **Email Address**, **Password**, **Security Question**, and **Security Answer**.
3. Click 

.
4. On the next page, select the appropriate registration option.



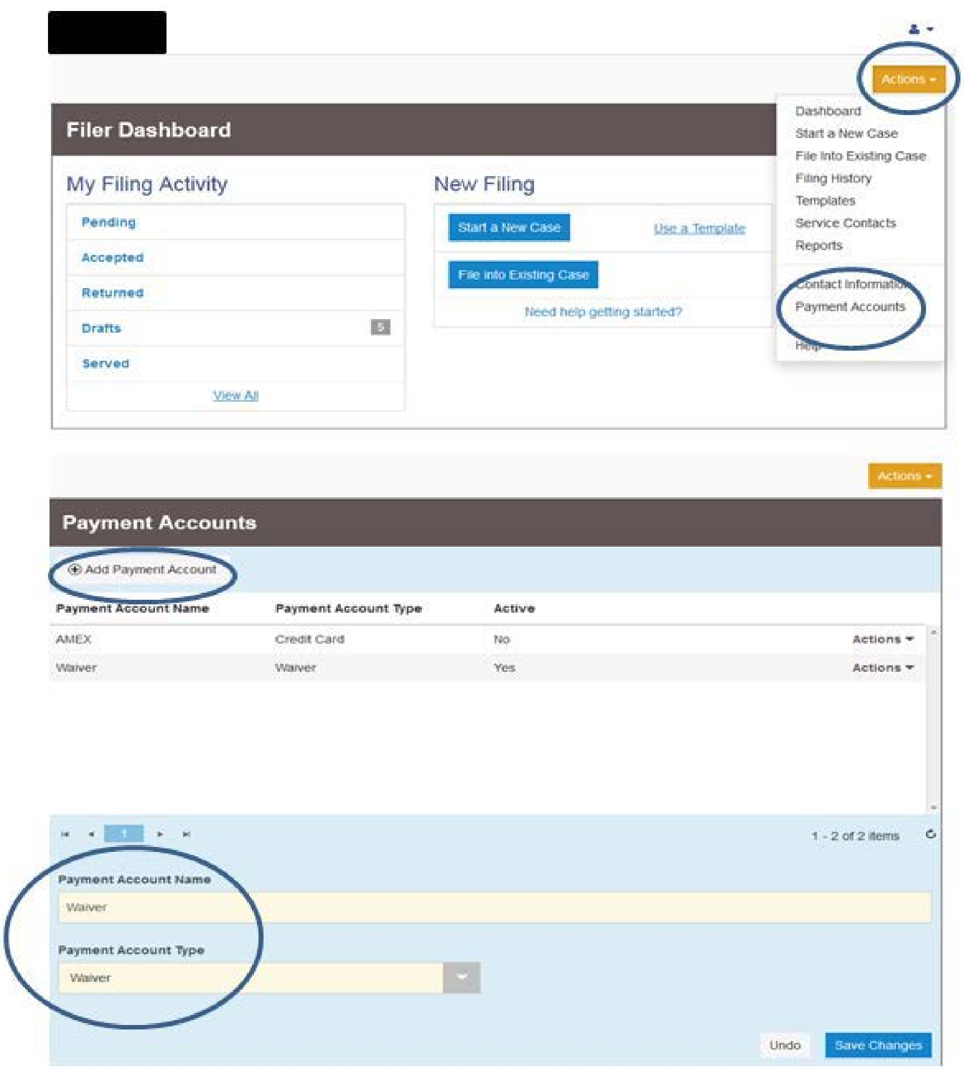
5. If you are registering for a new firm account, select the check box for a firm account.

   Note: If you want to join a firm, you cannot register to join a firm from the home page. Instead, you must request an invitation email from your Firm Administrator. After you receive the invitation email, click the link in the body of the email. You will be guided through the registration process including joining a firm.

6. If you are registering for an individual filer account, select the check box for a self-representative account.

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 user must create one.
Setting up a waiver account for criminal E-filing.

Setup Waiver Account-Sample

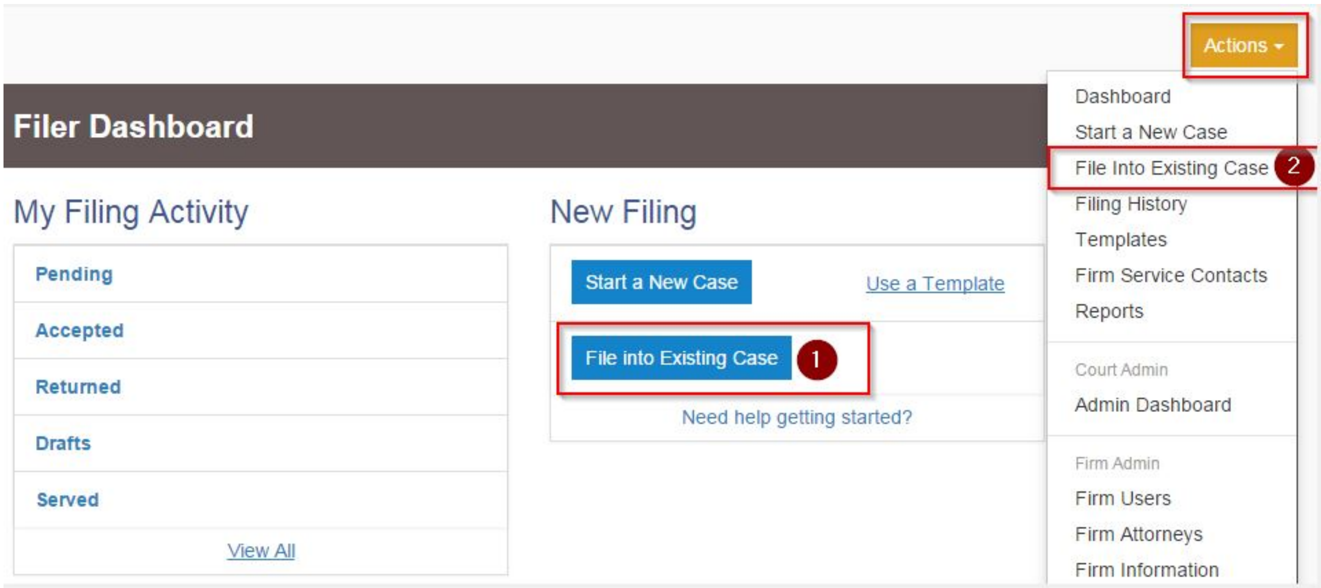


How do I file into an existing case?

There are two ways to search for an existing case that you are attempting to file into.

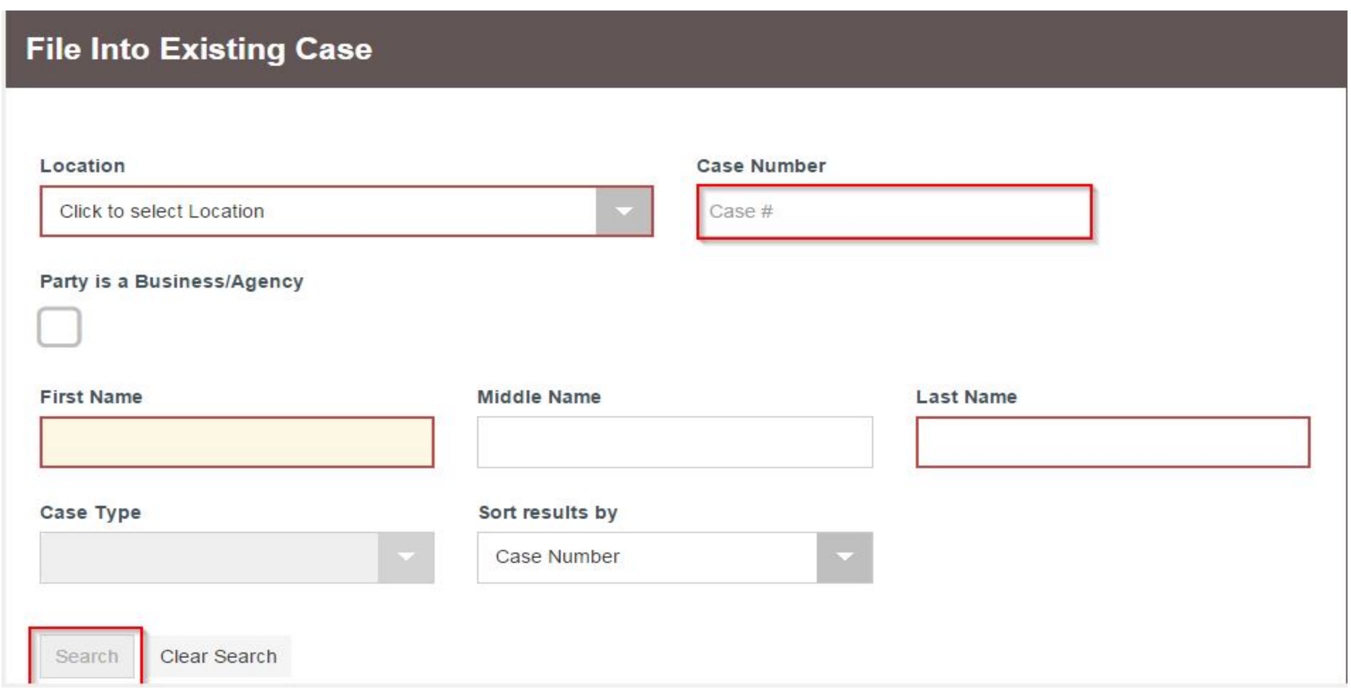
1.) From the Filer Dashboard, click on the "File into Existing Case" button in blue

2.) Click on the Actions button in the upper right hand corner > Click "File Into Existing Case."



After performing either of the actions listed above, proceed with the following steps:

- Select the Location
- Input the case number **OR** search by the name of the party
- Click on Search



- Once the case populates, click on the **Black Actions** tab to the right of the case information and select **File Into Case**