

eFileTXCourts.gov™ Quick-Reference Guide

<https://efile.txcourts.gov/ofswb>

Registration Options

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

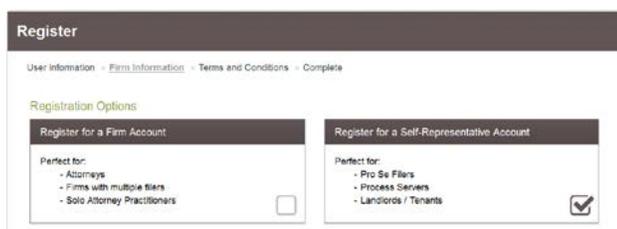
To register for eFileTXCourts.gov, perform the following steps:



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**.

Next

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



The screenshot shows the "Register" page with a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". Under "Registration Options", there are two columns. The left column is titled "Register for a Firm Account" and lists "Perfect for:" with bullet points: "Attorneys", "Firms with multiple filers", and "Solo Attorney Practitioners". There is an unchecked checkbox at the bottom right of this column. The right column is titled "Register for a Self-Representative Account" and lists "Perfect for:" with bullet points: "Pro Se Filers", "Process Servers", and "Landlords / Tenants". There is a checked checkbox at the bottom right of this column.

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

The screenshot displays the 'Filer Dashboard' with a navigation menu on the right. The 'Payment Accounts' section is highlighted, showing a table with two entries. The 'Add Payment Account' button is circled in blue. The 'Waiver' account is selected, and its details are shown in a form below, also circled in blue. The 'Save Changes' button is visible at the bottom right.

Payment Account Name	Payment Account Type	Active	Actions
AMEX	Credit Card	No	Actions
Waiver	Waiver	Yes	Actions

Payment Account Name: Waiver
Payment Account Type: Waiver

Undo Save Changes

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."

The screenshot shows the Filer Dashboard interface. On the left, there is a 'My Filing Activity' section with buttons for Pending, Accepted, Returned, Drafts, and Served. In the center, the 'New Filing' section contains a 'Start a New Case' button and a 'File into Existing Case' button, which is highlighted with a red box and a red circle containing the number 1. To the right, an 'Actions' dropdown menu is open, with 'File Into Existing Case' highlighted by a red box and a red circle containing the number 2. Other menu items include Dashboard, Start a New Case, Filing History, Templates, Firm Service Contacts, Reports, Court Admin, Admin Dashboard, Firm Admin, Firm Users, Firm Attorneys, and Firm Information.

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

The screenshot shows the 'File Into Existing Case' search form. It includes a 'Location' dropdown menu with the text 'Click to select Location', a 'Case Number' text input field with the placeholder 'Case #', a checkbox for 'Party is a Business/Agency', and three text input fields for 'First Name', 'Middle Name', and 'Last Name'. Below these are 'Case Type' and 'Sort results by' dropdown menus, with 'Case Number' selected for sorting. At the bottom, there are 'Search' and 'Clear Search' buttons, both highlighted with red boxes.

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

The screenshot displays a web interface titled "File Into Existing Case". At the top, there is a dark header with the title. Below it is a table with the following columns: "Case Number", "Location", "Description", and "Case Type". The table contains one row of data, which is partially obscured by a dropdown menu. Below the table, there is a pagination control showing "1" of "20" items per page, and a "Back to Search" button. On the right side of the table, there is an "Actions" dropdown menu that is open, showing the following options: "Actions", "File Into Case", "File Into Case With Template", and "View Service Contacts". The "File Into Case" option is highlighted with a red box.

Case Number	Location	Description	Case Type
00000000	Multi-County - District...	REPAIR/REPLACE SERVICE...	Equipment

1 | 20 items per page

Back to Search

Actions

- File Into Case
- File Into Case With Template
- View Service Contacts