



BEVERLEY MCGREW WALKER

District Clerk
Fort Bend County, Texas

efiletexas.gov™ Quick-Reference Guide

<https://efiletexas.gov>

State Provided EFSP option

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

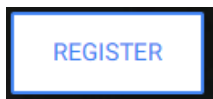
This account is perfect for the following users:

- Pro se filers
- Process servers
- Landlords/tenants

Registering for EFileTXCourts.gov

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

1.



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

1. From the home page, click FIRM/INDIVIDUAL

Register for a Firm Account



Examples:

- All legal professionals including:
 - * Solo Practitioners
 - * Attorneys, paralegals, and staff at firms with multiple filers
- Note: Attorneys may be required to enter an attorney number. If you do not have an attorney number from this state, register as an individual.

FIRM

Register for an Individual account



Examples:

- Filers without lawyers (pro-se filers or self-represented litigants)
- Process servers
- Landlords and tenants (renters)
- Pro hac vice or out-of-state attorneys
- Other non-parties (for example, employers filing garnishment information)

INDIVIDUAL

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  until all registration requirements are completed

4. 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.

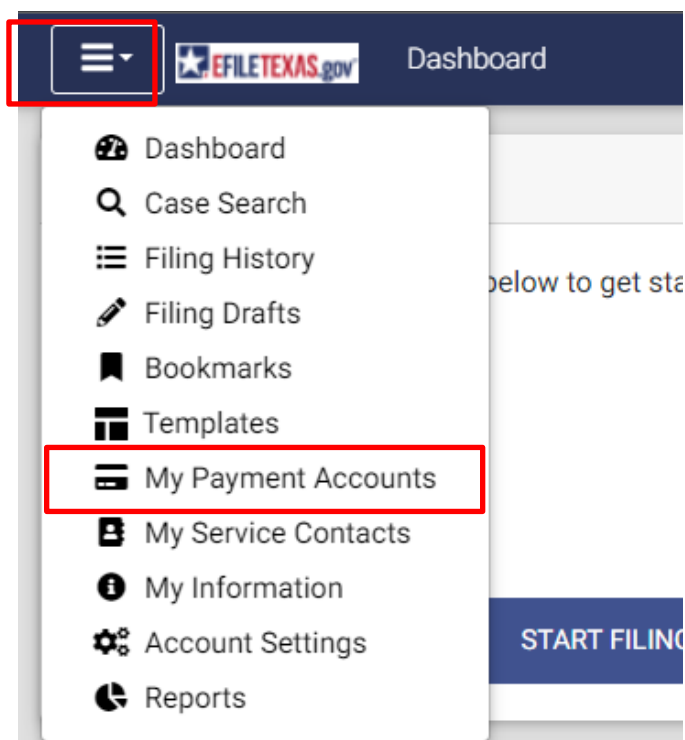
5. If you are registering for an individual filer account, select the check box for a self-representative account.

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.

How to set up a waiver account for criminal E-Filing.

- 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'



Your waiver account is now added and ready to use.

How do I file into an existing case?

How do I file a new 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 "START FILING" button in blue
- 2.) Click "File A New Case" or "File Into Existing Case"

File a New Case

Use this if you do not have a case number and are filing an initiating document for the first time.

FILE A NEW CASE

File Into an Existing Case

Use this if you have a case number to conduct a search and then file.

FILE INTO EXISTING CASE

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

- Select the Location
 - Ex. Fort Bend County – District Clerk “Civil, Family Cases”
 - Ex. Fort Bend County – District Clerk “Criminal Cases”
- Example FILE INTO EXISTING CASE” Input the case number **OR** search by the name of the party
- Click on Search

🔍 File into Existing Case ×

Location *

Fort Bend County - District Clerk x ▾

Search for a Case by

Case Number Party Name

If you are not sure your case number is correct, refer to the formatting instructions for the selected court.

Case Number *

00-dcv-000000

CANCEL

SEARCH

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

Location: **Fort Bend County - District Clerk** Case Number:

Location Case Category Case Type

Court

