

LAURA RICHARD

County Clerk Fort Bend County, Texas

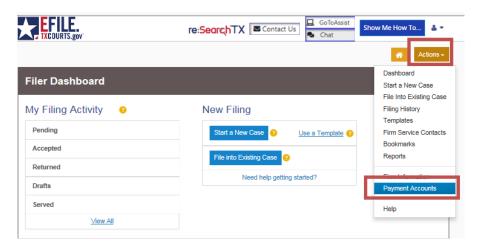
Criminal E-Filing Frequently Asked Questions

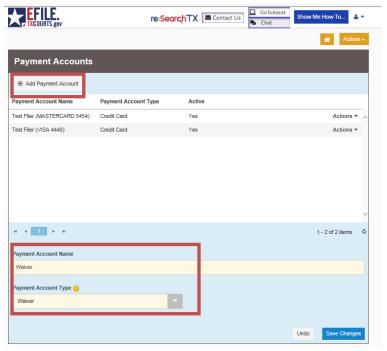
The below FAQs are based on the state's provided Electronic Filing Service Provider (EFSP). If you are filing through an EFSP other than eFile.TXCourts.gov, please visit https://efiletexas.gov, for instructions/FAQs.

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 filer must create one.

All Criminal E-Filings are submitted using a waiver account.

How to Set Up a Waiver Account for E-Filing





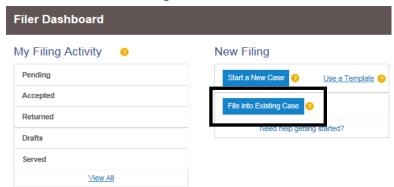
How to E-File for Criminal Cases

https://efile.txcourts.gov/OfsWeb/

Sign In



File into an existing case



Select Location → "Fort Bend County-County Clerk- Criminal"
Select Case Number

Enter Case Number and select Search







Can I file multiple documents in the same case? (ex. Motion and Unsigned Order or Additional Motions)

Yes, multiple documents in the same case may be filed in one envelope vs. multiple envelopes containing only one document. 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)

How do I file a Motion with a Proposed Order attached?

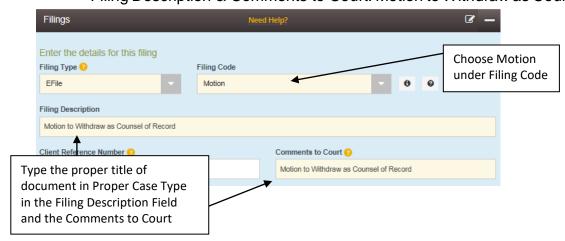
File the Motion by using filing code Motion and under the same envelope add another filing code by using filing code Proposed Order. See Example Below.

Scroll to "filings" section

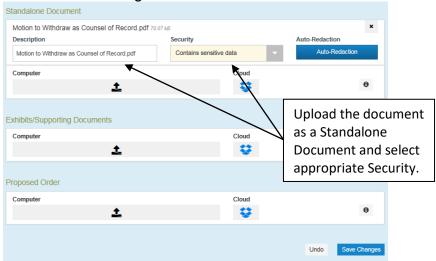
Select Filing type: EFile

Select Filing Code: Ex. Motion

- Filing Description & Comments to Court: Motion to Withdraw as Counsel of Record



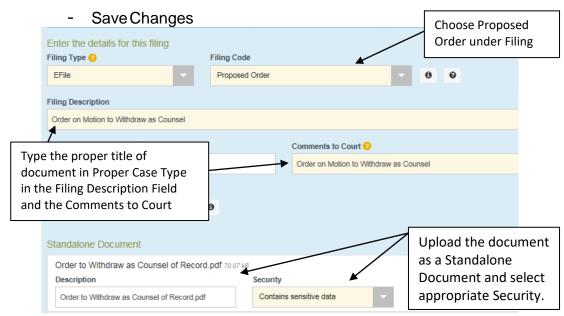
- Attach Document
- Select Appropriate Security
- Save Changes



- Select Add Another Filing



- Select Filing type: EFile
- Select Filing Code: Ex. Proposed Order
- Filing Description & Comments to Court: Order on Motion to Withdraw as Counsel
- Attach Document
- Select Appropriate Security



How Do I file a Motion and Order that is on the same page?

Use filing code Motion and the Filing Description and Filing Comments will have the title of the document followed by with Proposed Order in Proper case Type. See example below.



What if I am filing a Motion to Substitute and I am the attorney being substituted in?

When filing a Motion to Substitute along with the Proposed Order, you will enter both documents into one envelope. DO NOT add yourself as an attorney. Once the Order is signed by the Judge, the County Clerk's Office will add the substituted attorney.

What if I was appointed to represent the defendant and Odyssey isn't reflecting me as "Appointed"?

The Order Appointing Counsel packets are filed with our office by the Indigent Defense and are not always filed on the same date you were appointed. Give the County Clerk's Office a sufficient amount of time to update case information within the case management system.

Which Filing Code do I use for my document?

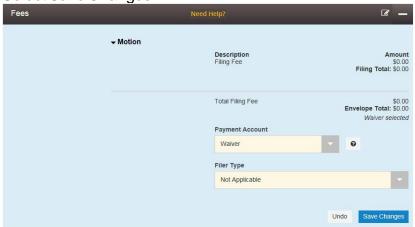
Once the correct Filing Code is determined, the title of the document will go in the Filing Description and Filing Comments in Proper Case Type format. If the document has an attached Order it will be filed separately as a Proposed Order in the same envelope. See below examples.

Filing Code	Document Examples
Affidavit	Affidavit of Surety to Surrender Affidavit Filings
Amended Filing	Any Amended Filing
Answer/Response	Answer/Contest/Response to any document filed Any Waivers
Application	Applications for Subpoenas, Bench Warrants, Any Application Filings
Bond	Bonds Posted

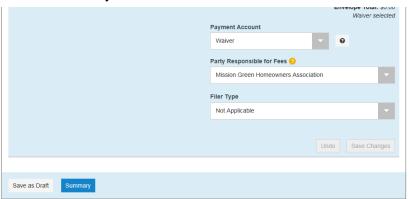
Letters	Any letters Cover Letters
Motion	Any Filing that is a Motion (some exceptions may apply)
Motion for New Trial	Motion for New Trial
Motion to Revoke Probation/Adjudicate Guilt	Motion to Adjudicate Guilt and Motion to Revoke Probation
Notice	Any Filing that is a Notice; Notice of Appeal
Notice of Non-Disclosure	Notice of Non-Disclosure
Other Documents Not Listed	If no Filing Code can be found for the document
Pleas	Plea Documents are Filed in Court
Proposed Order	Any Order that needs to be signed by the Judge
Report/Return	Reports Report/Return
Request	Requests Copy Requests Request for Counsel
Sanctions Toward Effective Probation (STEP)	Sanctions Toward Effective Probation
Service Only	In House Only
Statement of Facts Form	Statement Statement of Facts
Subpoena/Summons	Application for Subpoena Application/ Request for Summons
Warrants	Application for Bench Warrants
Writs	Writ of Attachment Writ of Commitment Writ of Habeas Corpus Writ of Mandamus Writ of Procedendo

Select Waiver at Payment Account Select Filing Type: Not Applicable

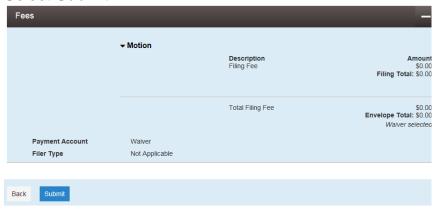
Select Save Changes



Select Summary



Select Submit



Why was my filing Returned?

Within the Filing Returned email notification you receive, the return reason(s) will specifically explain why the envelope was retuned.

From: No-Reply@eFileTexas.gov
Sent: Monday, May 22, 2017 3:08 PM
To:
Subject: Filing Returned for Envelope Number: 177390 in Case: 15-CCR-181402, State of TexasvsRoberto Ayala for filing Notice



Filing Returned

Envelope Number: 177390 Case Number: 15-CCR-181402 Case Style: State of TexasvsRoberto Ayala

The filing below has been reviewed and has been returned for further action. Please refile with the corrections outlined below. Please, contact the appropriate court help center for further information.

Return Reason(s) from Clerk's Office		
Court	Fort Bend County - County Clerk - Criminal	
Returned Reason	Incorrect/Incomplete Info: Please resubmit using correct Attorney/Party e-mail address(es)	
Returned Comments	Missing Attorney Email Address. BDA	

Was my filing Recevied?

Upon filing a document through eFile, a Filing Submitted email notification will be sent to the filer. This will reflect the day, time, along with type of filing was submitted.

 From:
 No-Reply@eFileTexas.gov

 Sent:
 Monday, May 22, 2017 3:05 PM

Subject: Filing Submitted for Case: 15-CCR-181402; State of TexasvsRoberto Ayala; Envelope

Number: 177390



Filing Submitted

Envelope Number: 177390 Case Number: 15-CCR-181402 Case Style: State of TexasvsRoberto Ayala

The filing below has been submitted to the clerk's office for review. Please allow 24 - 48 hours for clerk office processing.

Filing Details		
Court	Fort Bend County - County Clerk - Criminal	
Date/Time Submitted	5/22/2017 3:04 PM CST	
Filing Type	EFile	
Filing Description		
Activity Requested	Notice	
Filed By		
Filing Attorney		

Can we eFile Attorney Fee Expense Claims?

We are not accepting Attorney Fee Expense Claim forms through eFile at this time.

Who do I contact for eFile problems on my computer?

You can contact Tyler Self-Service Support through phone, live chat, or email.



https://efile.txcourts.gov/ofsweb

