



INSTRUCTIONAL E-FILING GUIDE

New E-Filings Case Types & Initial Filing Code Selection with Associated Attachments

The technology standard filing codes are:

1. Affidavit of Indigency
2. Petition – *see the list below*
3. Transfer (County Use Only)

Case Type	Initial Filing Code Select and Associated Attachments
Civil – Contract (\$249.00) Debt/Contract – Consumer/DTPA Debt/Contract – Debt/Contract Debt/Contract – Fraud/Misrepresentation Debt/Contract – Other Foreclosure – Home Equity-Expedited Foreclosure – Other Franchise Insurance Landlord/Tenant Non-Competition Other Contract Partnership	Original Petition (Lead Document) Required attachment: 1. Civil Case Information Sheet Optional attachment to Petition may include: 1. Cover letter * Optional Services: All requests with related fees
Civil – Contract (\$249.00) Debt/Contract – Debt/Contract Cause of Action: Sequestration	Original Petition (Lead Document) Required attachment: 1. Civil Case Information Sheet Optional attachments to Petition may include: 1. Application for Sequestration (may be included in original petition) 2. Affidavit Supporting Application for Writ of Sequestration (may be included with the application) 3. Proposed Order 4. Cover Letter * Optional Services: All requests with related fees

* Cover Letter is optional. Instructions may be entered in the Filing Comments section at the time of filing.



Civil – Employment (\$249.00)

- Discrimination
- Other Employment
- Retaliation
- Termination
- Workers’ Compensation

Original Petition (Lead Document)

Required attachment:

- 1. Civil Case Information Sheet

Optional attachment to Petition may include:

- 1. Cover letter *

Optional Services on Filing Tab for all service requests

Civil – Injury or Damage (\$249.00)

- Assault/Battery
- Construction
- Defamation
- Malpractice – Accounting
- Malpractice – Medical
- Malpractice – Other Professional Liability
- Motor Vehicle Accident
- Other Injury or Damage
- Premises
- Product Liability – Asbestos/Silica
- Product Liability - Other

Original Petition (Lead Document)

Required attachment:

- 1. Civil Case Information Sheet

Optional attachment to Petition may include:

- 1. Cover letter *

Optional Services:

All requests with related fees

Civil – Injury or Damage (\$249.00)

“Friendly Suits”

- Motor Vehicle Accident
- Other Injury or Damage
- Premises

Original Petition (Lead Document)

Required attachment:

- 1. Civil Case Information Sheet

Optional attachments to Petition may include:

- 1. Motion to Appoint Ad Litem
- 2. Proposed Order
- 3. Cover Letter *

Civil – Other Civil (\$249.00)

- Administrative Appeal

Original Petition (Lead Document) – this will be your Petition for Administrative Appeal

OR

Original Petition (Lead Document) – this will be your Notice of Appeal Denying Pauper’s Affidavit from the Justice of the Peace Court

Required attachment:

- 1. Civil Case Information Sheet

Optional attachments to Petition may include:

- 1. Proposed Order
- 2. Cover Letter *

* Cover Letter is optional. Instructions may be entered in the Filing Comments section at the time of filing.



Civil – Other Civil (\$249.00)
Antitrust/Unfair Competition
Code Violations

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachment to Petition may include:

1. Cover letter *

Optional Services:

All requests with related fees

Civil – Other Civil (\$249.00)
Foreign Judgment

Original Petition (Lead Document) – this will be your Affidavit of Filing Foreign Judgment

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include (may also be submitted as a Subsequent Filing):

1. Notice of Filing Foreign Judgment – this is usually the notice to the debt defendant of the filing
2. An Exemplified Certified Judgment from the original judgment court **
3. Cover Letter *

**The original Exemplified Certified Judgment from the original judgment court is to be mailed in

Civil – Other Civil (\$224.00)
Garnishment
Garnishment – Post-Judgment

Original Petition with Affidavit (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachment to Petition may include:

1. Cover Letter *

Optional Services:

All requests with related fees

* Cover Letter is optional. Instructions may be entered in the Filing Comments section at the time of filing.



Civil – Other Civil (\$249.00)

Garnishment
Garnishment – Pre-Judgment

Original Petition with Affidavit (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include:

1. Proposed Order
2. Cover Letter *

Optional Services:

All requests with related fees

Civil – Other Civil (\$249.00)

Intellectual Property
Lawyer Discipline
Other Civil

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachment to Petition may include:

1. Cover letter *

Optional Services:

All requests with related fees

Civil – Other Civil (\$249.00)

Other Civil
Administrative Driver’s License Appeal

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include:

1. Copy of SR-22 Insurance
2. Affidavit
3. Proposed Order

Optional Services:

All requests with related fees

Civil – Other Civil (\$249.00)

Perpetuate Testimony

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include:

1. Fiat/Hearing Notice/Order Setting Hearing
2. Cover letter *

Optional Services:

All requests with related fees

* Cover Letter is optional. Instructions may be entered in the Filing Comments section at the time of filing.



Civil – Other Civil (\$249.00)

Securities/Stock
Tortious Interference

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachment to Petition may include:

1. Cover letter *

Optional Services:

All requests with related fees

Civil – Real Property (\$237.00)

Eminent Domain/Condemnation

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include:

1. Cover Letter *
2. Motion for Appointment of Commissioners
3. Proposed Order for the Appointment of Commissioners

Civil – Other Civil (\$249.00)

Other Property
Partition
Quiet Title
Trespass to Try Title

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachment to Petition may include:

1. Cover letter *

Optional Services:

All requests with related fees

Civil – Related to Criminal Matters (\$249.00)

Expunction
Judgment Nisi
Non-Disclosure
Other
Seizure/Forfeiture
Writ of Habeas Corpus – Pre-indictment

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include:

1. Cover letter *
2. Proposed Order

Optional Services:

All requests with related fees

* Cover Letter is optional. Instructions may be entered in the Filing Comments section at the time of filing.



Civil – Related to Criminal Matters (\$249.00)
Occupational Driver’s License

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachments to Petition may include:

1. Copy of SR-22 Insurance
2. Affidavit
3. Proposed Order

Civil – Tax (\$249.00)

Tax Appraisal
Tax Delinquency
Other Tax

Original Petition (Lead Document)

Required attachment:

1. Civil Case Information Sheet

Optional attachment to Petition may include:

1. Cover letter *

Optional Services:

All requests with related fees

* Cover Letter is optional. Instructions may be entered in the Filing Comments section at the time of filing.