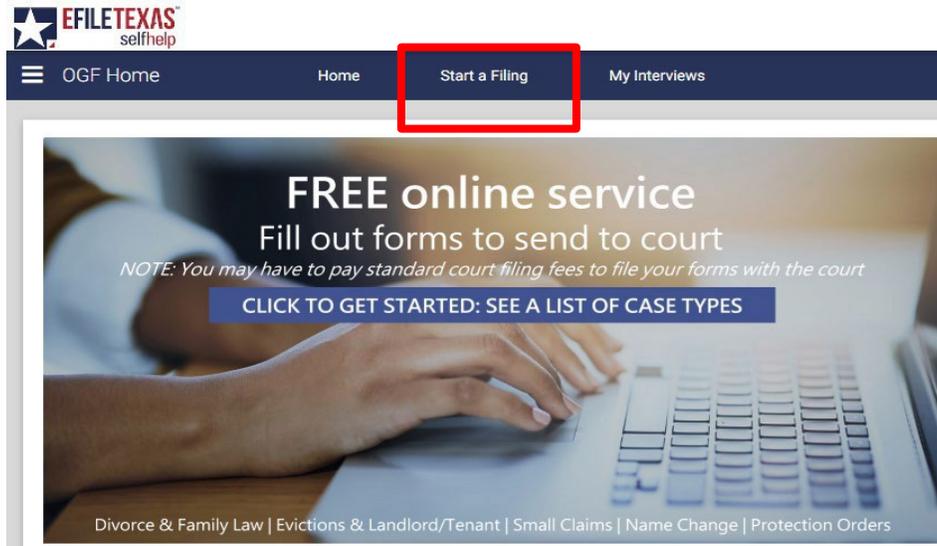


EFILE TEXAS SELF HELP STEP-BY-STEP EVICTION FILING GUIDE

(JP2 DOES NOT ACCEPT FILINGS THROUGH EFILE TEXAS SELF HELP. YOU MUST COMPLETE THE INTERVIEW, DOWNLOAD YOUR COMPLETED FORMS AND FILE THROUGH EFILE TEXAS)

1. Click Start a Filing



2. Click Landlord-Tenant: Landlord's request to remove tenant from rented property

[Landlord-Tenant: Landlord's request to remove tenant from rented property](#)

3. Read information on page. If you wish to continue, click next

Landlord-Tenant: Landlord's request to remove tenant from rented property

An eviction case is a lawsuit brought to remove persons and belongings from the landlord's property and recover possession of real property, often by a landlord against a tenant. In Texas law, these are also referred to as "forcible entry and detainer" or "forcible detainer" suits. The tenant must have already failed to pay the rent as agreed. A landlord cannot refuse to accept rent and thereafter claim rent was not paid.

A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

This interview creates the court forms needed for a landlord to evict a tenant who has not paid rent under a rental agreement. To use the interview you must meet all of the legal requirements for filing an eviction.

Please click "Next" to continue.

EXIT Go to: Start Page PREVIOUS NEXT

4. Read information on page. If you wish to continue, click next

Understanding Self-Representation

This website is provided to help you fill out the forms required to file a Petition for a Eviction of a Tenant for Non-Payment of Rent. The answers you provide will be entered on the forms in the correct place.

- To get a referral to a lawyer call the **State Bar of Texas Lawyer Referral Information Service** at 1-800-252-9690. You may also ask for a referral to your local Legal Aid office. Legal Aid offices may provide you with free or low-cost legal advice if you qualify financially.
- If you qualify financially, you also may be able to talk to an attorney online by live chat at www.TexasLaw-Help.org.

Please note that this interview cannot help you come up with answers or tell you what you should say to meet the legal basis needed for a judge to grant you an Eviction.

If the information in this interview is not clear or you need legal assistance, please contact an attorney or a legal aid organization.

Do not contact the court or the clerk for legal advice.

Please click "Next" to begin.

EXIT Go to: PREVIOUS **NEXT**

5. Read information on page. If you wish to continue, click next

Requesting an Eviction

Please review the information below.

1. An eviction must be filed in the Justice precinct where the rental property is located.
2. Texas Property Code Section 24.005 sets out the notice requirements for eviction suits. [Click here](#) to read that section.
3. The notice to vacate must be in writing and should be unconditional.
4. Generally, all parties named in the lease should be sued and served with a citation in the eviction proceeding. Any judgment granted will run only against those who are specifically named and served.
5. A suit for rent may be filed with the eviction suit if the amount due is within the jurisdiction of the justice court (<\$20,000). Charges for items other than rent cannot be joined with suit for eviction.

Please click "Next" to continue.

EXIT Go to: PREVIOUS **NEXT**

6. Read information on page. If you wish to continue, click next

Forms to be Prepared

Depending on your answers, this interview will complete the following forms:

- Evictions Complaint
- Declaration of Military Status of Defendant

Note: This interview does not produce a Bond for Immediate Possession.

EXIT

Go to: Forms to be Prepared

PREVIOUS

NEXT

7. Read information on page. If you wish to continue, click next

Information Needed to Prepare Forms

In order to complete this interview, you will need the following information:

- Your Contact Information
- The Tenant's Legal Name and Contact Information
- The Address of the Rental Property
- Rent Amount and Subsidy, if any.
- Military Status of the Defendant(s), including a Defense Manpower Data Center Verification Letter where applicable.

EXIT

Go to: Information Needed to Prepare Forms

PREVIOUS

NEXT

8. Click down arrow for Select the county where you want to file your claim and choose Tarrant

Select the county where you want to file your claim.*

Tarrant

9. Click down arrow for Please select the Justice of the Peace Court where you want to file your case and choose Tarrant County – JP Precinct 2

Please select the Justice of the Peace Court where you want to file your case:*

Tarrant County - JP Precinct 2

10. Click Next in bottom right corner

11. Click SAVE

12. Select the proper option that describes the person filing the case

Which best describes you?*

- Agent for the Owner of the Rental Property
- Attorney Representing the Owner of the Rental Party
- Owner of the Rental Property

13. Enter your email address and select whether you give consent for email correspondence

What is your Email Address?*

sample@email.com

Please enter "None" if you do not have an email address.

Do you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address?

Yes No

14. Enter plaintiff information → Click Next (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Information About the Landlord/Owner ** = required field

Please answer the following questions about the Landlord.

Please enter the landlord's contact information

This will be the legal address in the court records and will be used for service, if applicable.

Is the landlord a person or a business?*

Person Business

Business Name*

RANDOM APARTMENTS

Landlord's Mailing Address*

Street Address

123 MAIN STREET

*City

ARLINGTON

*State

TX

*Zip Code

76010

Landlord's Phone Number*

817-555-5555

Landlord's Fax Number

Is there another landlord you would like to add to this Petition?*

Yes No

EXIT Go to: Information About the Landlord/Owner PREVIOUS NEXT

15. Enter agent information → Click Next

Agent Information * = required field

You have indicated that you are an AGENT representing the Landlord of the rental property.

Please provide the additional information about yourself below.

Full Name*

First: Middle: *Last: Suffix:

Mailing Address*

Street Address:

*City: *State: *Zip Code:

Phone Number*: Fax Number:

EXIT Go to: PREVIOUS NEXT

16. Click down arrow for How many Tenants are on the lease and choose # of tenants to list as defendants → Select whether you want to evict all other occupants from unit → Click Next

Information about the Tenant(s) * = required field

You may add all the tenant(s) in this lease agreement here. See Rule 500.3(c) of Texas Rules of Civil Procedure to see who should be added.

How many Tenants are on the lease?*

Do you want to also evict all other occupants on the property that are not listed on the lease?*

Yes No

EXIT Go to: PREVIOUS NEXT

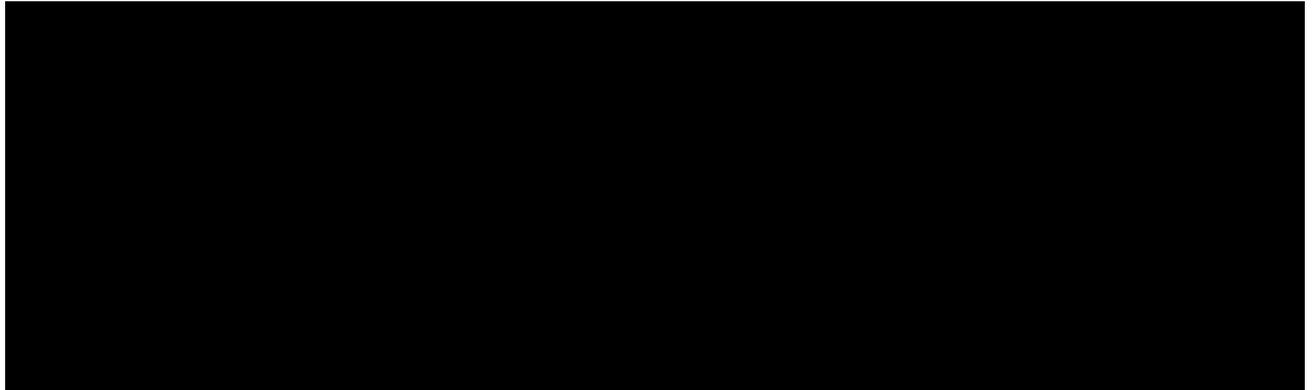
17. Choose whether tenant is a person or business → Enter Tenant No. 1's information → Click Next



18. Enter additional information about Tenant No. 1, if known → Click Next

A large black rectangular redaction box covers the input area for Tenant No. 1. A smaller black rectangular redaction box is located at the bottom right corner of the main redacted area.

19. Enter alternative address(es) for tenants (This section is not required and alternate service will not be performed at any address listed in this section)

A large black rectangular redaction box covers the input area for alternative addresses.

20. Select Yes to prepare a military affidavit

Military Status of Tenant(s)

* = required field

Please provide any information you may have about the military status of the tenant(s).

The Federal Service Members Civil Relief Act requires that no default judgment can be granted without an Affidavit of Military Status having been filed in the case. Therefore, an Affidavit of Military Status must be filed with our court BEFORE a judgment can be issued on your case.

Do you want to prepare a Declaration of Military Status of the tenant(s)? Visit the Servicemember Civil Relief Act Website for more information.*

Yes No

21. Select whether any of the listed tenants are on active duty in the military

Are any of the tenants on active duty in the military?*

Yes No I don't know

22. If you selected “No” in step 21, select the tenant name(s) for whom you have the DMDC verification

Please select the tenant(s) for whom you have the DMDC verification:*

JOHN SMITH

23. Choose the file that has your DMDC verification

24. Select whether you have tenants for whom you did not receive a DMDC verification

Are there tenants for whom you did not receive a DMDC verification?*

Yes No

25. Select address of rental property in eviction case → Click Next

Information about the Rental Property

Please provide the details below.

What is the address of the rental property?*

- 1234 RANDOM STREET ARLINGTON TX 76011
 Other

26. Select whether your rental agreement is written or oral

Information About the Rental Agreement

If you would like to attach your lease agreement to your complaint, please follow the instructions provided.

Was the agreement written or oral?*

Written Oral

27. Select whether you would like to attach/upload a copy of your agreement (If written) → Click Next

If you do attach or upload a copy of your written agreement, you will still be required to present it in court.

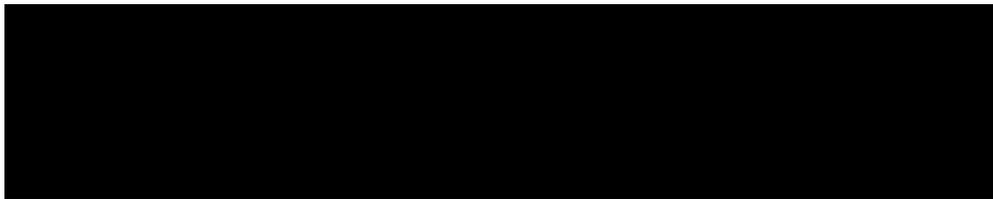


28. Select whether a written notice to vacate was provided to the tenant(s) → If no, Click Next...If yes, follow the prompts

Was written Notice to Vacate provided to the Tenant(s)?*

Yes No

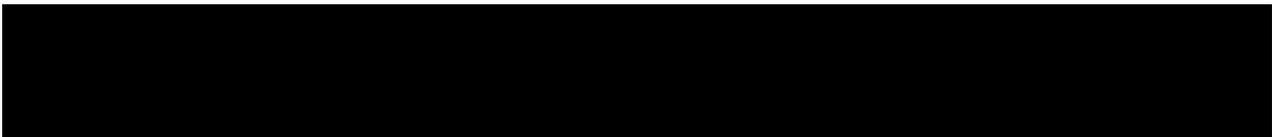
29. Select the grounds for eviction and follow prompts → Click Next



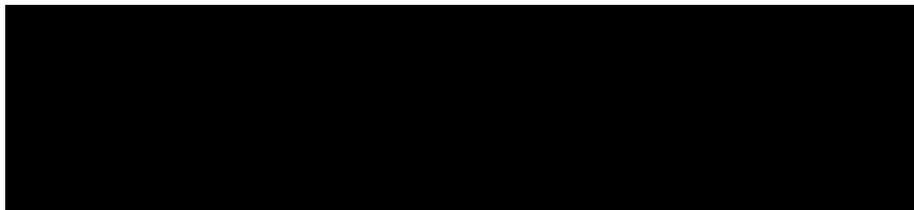
30. Select whether rent is subsidized



31. Enter total monthly rent → Select whether you want to file a separate suit for unpaid rent in addition to the eviction case



32. Select whether the plaintiff will be seeking attorney's fees → Click Next



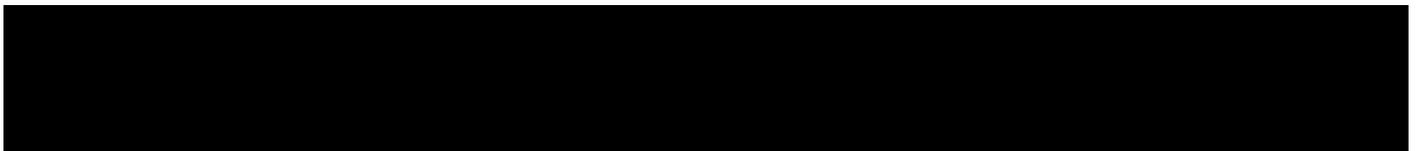
33. Read over Important Next Steps → Click Next



34. Read over About the Eviction Process → Click Next

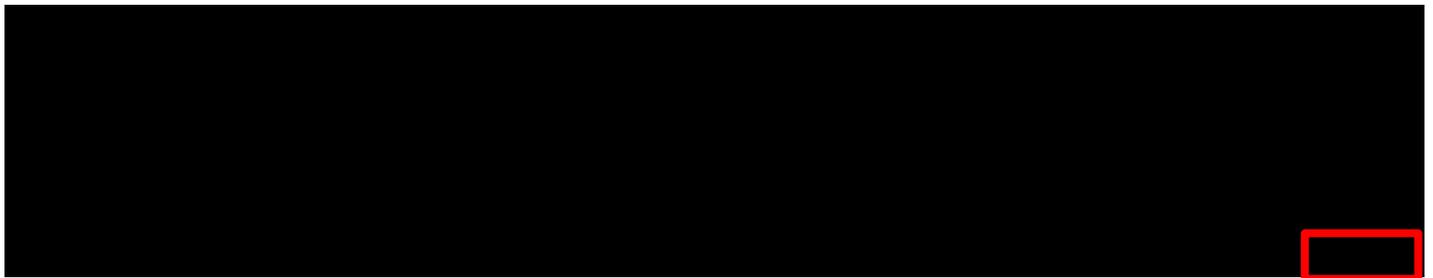


35. Select check box and read over Request for Judgment → Click Next



36. Read over Exit Survey and complete, if desired → Click Next in bottom right corner

37. Click Proceed to review and print your forms



38. Review your documents and download/print your documents to file through eFile Texas
39. Click Exit once you have downloaded/printed your forms or Return to Interview if you need to make changes to your documents
40. Continue to steps below to file through eFile Texas

EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE

1. Click Start Filing



2. Click Start New Case



3. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 2



4. Click down arrow for Case Category → Choose Real Property



5. Click down arrow for Case Type → Choose Evictions



6. Click down arrow for Damage Amount → Choose Monetary relief of \$250,000 or less and non-monetary relief

Damage Amount *
Monetary relief of \$250,000 or less and non-monetary relief ▼

7. Click + Add Party Details (Plaintiff)



8. Click Person or Entity button to choose plaintiff type → Type plaintiff's name in box labeled Entity Name

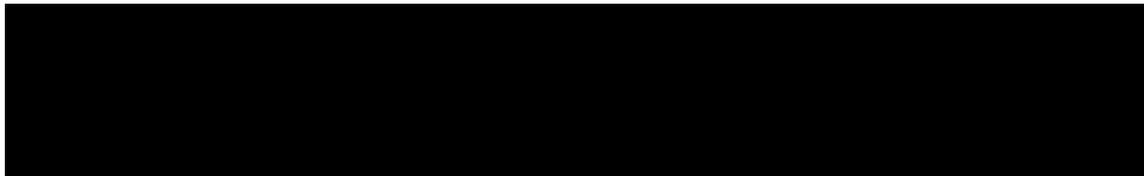
Person Entity

Entity Name *
RANDOM APARTMENTS

9. Enter plaintiff information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

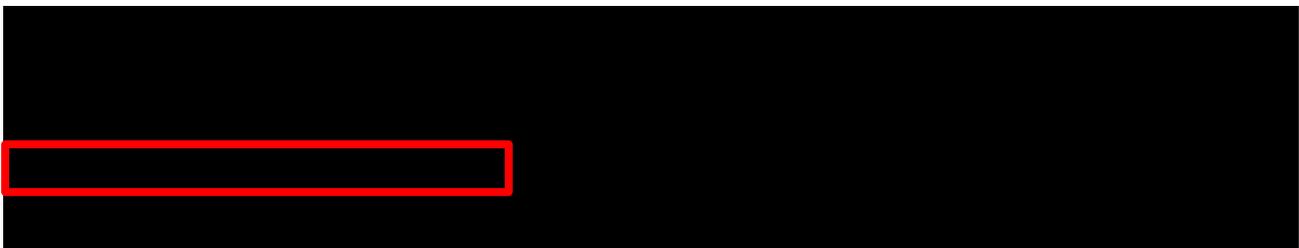
A large black rectangular redaction box covering the plaintiff information input area.

10. Enter Attorney Information ONLY if the plaintiff is being represented by one

A black rectangular redaction box covering the attorney information input area.

11. Click SAVE

12. Click + Add Party Details (Defendant)

A large black rectangular redaction box covering the defendant information input area. A small red rectangular box highlights a portion of the bottom left corner of this area.

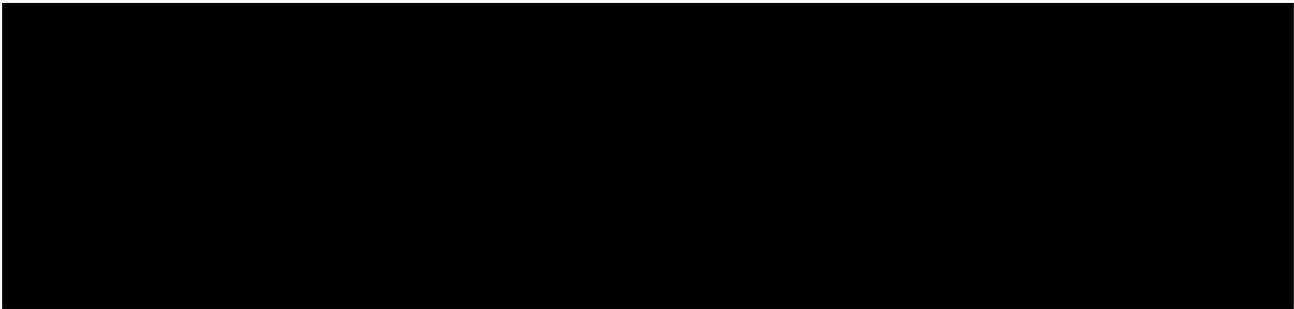
13. Click Person or Entity button to choose plaintiff type → Enter defendant's name information



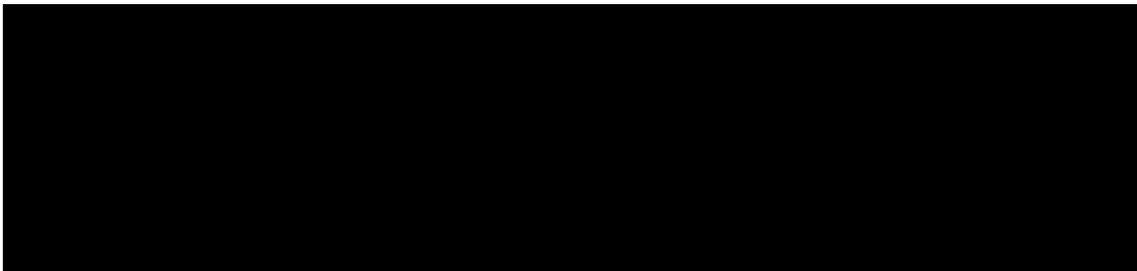
14. Enter additional information, if known. Only enter LAST 3 digits of driver license number and/or social security number. If you enter 4 or more digits, your envelope will be rejected



15. Enter defendant information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)



16. Enter Attorney Information ONLY if the defendant is being represented by one



17. Click SAVE

18. Click Filings in bottom right corner



19. Click Add Filing



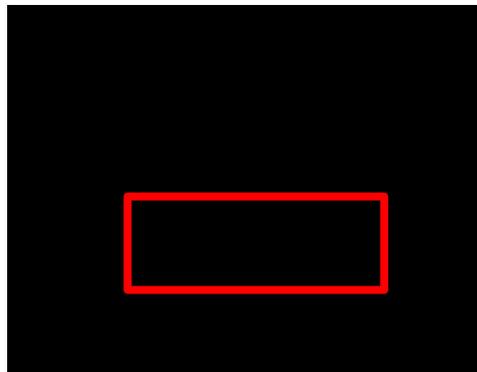
20. Select eFile Only



21. Click down arrow for Filing Code and choose Petition



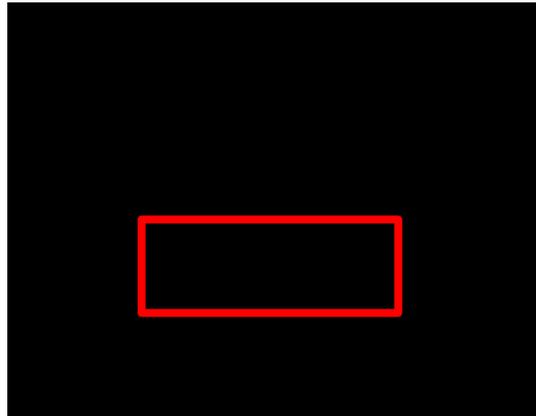
22. Click Select File for Lead Document



23. Choose the file that has your eviction petition and military affidavit in one document
→ Click down arrow and choose Public



24. If you have additional documents to attach (other than the eviction petition), click Select File for Attachments and follow same steps as Step 23 for your attachments



25. Click Additional Services at the top of the page



26. Click box for zConstable 2 Citation Service and enter Quantity (# of defendants)



27. Click box for Copies – First Page and enter Quantity of 1



28. Click box for Copies – Additional Pages and enter Quantity (# of additional pages not including the eviction petition)



29. Click SAVE

30. Click Service in bottom right corner



31. Choose Payment Account

32. Click down arrow for Party Responsible for Fees and choose plaintiff name

Party Responsible for Fees _____
RANDOM APARTMENTS ▼

33. Click down arrow for Filer Type and choose Not Applicable

Filer Type * _____
Not Applicable ▼

34. Click Summary in bottom right corner



35. Verify that all information is correct and click Submit in bottom right corner

