

EFILE TEXAS STEP-BY-STEP CORRECT REJECTED FILING

1. Under Filing History, select the Envelope number you want to correct.

The screenshot shows the EFILE TEXAS interface with three main sections: Start filing, Filing history, and Drafts. The Filing history section is highlighted with a red border and contains three entries:

- Envelope # 241623**
Envelope # 241623 Submitted at 09/22/2022 11:43 AM
Filings: Rejected (1)
- Envelope # 241622**
Envelope # 241622 Submitted at 09/22/2022 11:37 AM
Filings: Rejected (1)
- Envelope # 241617**
Envelope # 241617 Submitted at 09/22/2022 11:09 AM
Filings: Rejected (1)

Below the Filing history section is a link labeled "View filing history".

2. Click on Actions.

The screenshot shows the EFILE TEXAS interface with the "Actions" dropdown menu highlighted with a red border. The dropdown menu is open, showing the following options:

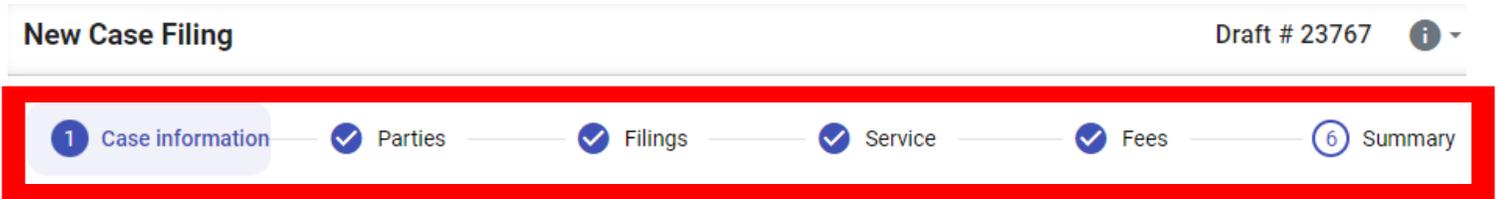
- Envelope details
- File Into Case With Template
- View Service Contacts
- Bookmark case
- Copy Envelope**

The "Copy Envelope" option is highlighted with a red border.

3. Click on Copy Envelope. *This will open the case filing information.*

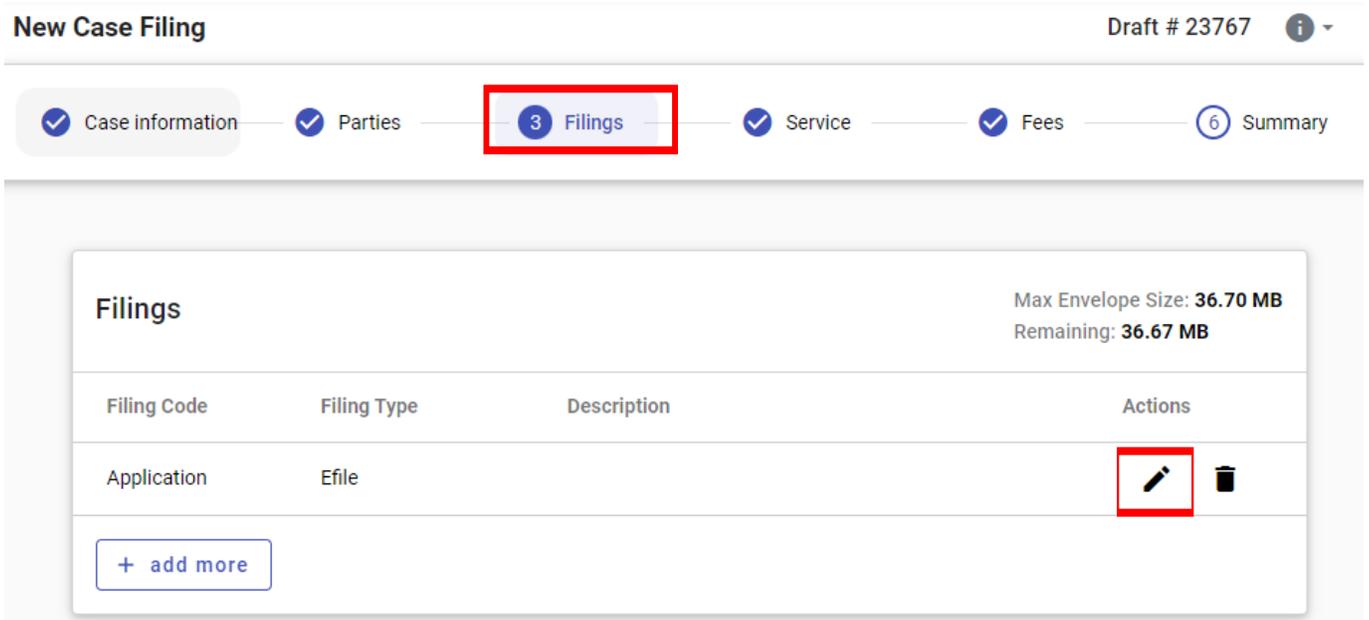
The screenshot shows the EFILE TEXAS interface with the "Actions" dropdown menu open. The "Copy Envelope" option is highlighted with a red border.

4. Click on a section from the top of the page to make a change to that section.

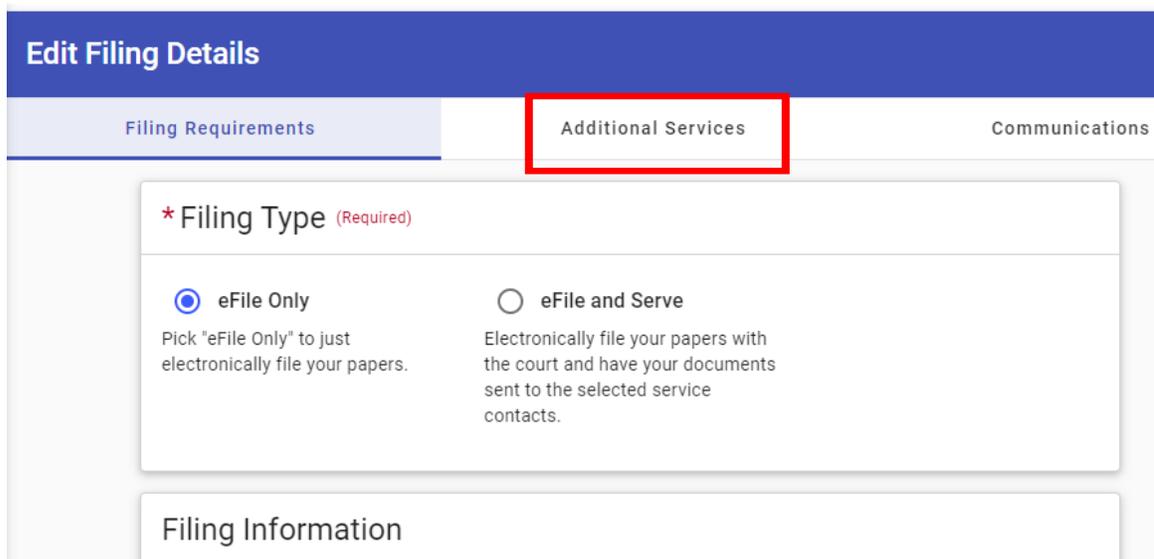


EXAMPLE of correction: Add service fees

- a. Click on Filings
- b. Click on Edit icon.



- c. Click Additional Services (for example: constable service fees)



d. Select an Additional Service and Save.

<input type="checkbox"/>	Service - Certified Mail	\$18.91	<input type="text"/>	
<input type="checkbox"/>	Service - Constable - Personal Service	\$80	<input type="text"/>	
<input type="checkbox"/>	Service - Constable - Writ	\$150	<input type="text"/>	
<input type="checkbox"/>	Service - Publication	\$65	<input type="text"/>	
<input checked="" type="checkbox"/>	Serve - Constable - Writ (Possession)	\$170	<input type="text" value="1"/>	\$170

****END OF EXAMPLE****

5. Click on other sections if other changes needed. Click Save.

6. Once finished, click on Summary.

New Case Filing Draft # 23767 

1 Case information — Parties — Filings — Service — Fees — Summary

7. Review final summary, then select submit.

NOTE REGARDING FEES:

Your account is never charged until your filing is accepted. If you see any pending charges on your account prior to acceptance, the pending charges are an authorization hold to ensure that the funds are available so your filing can be accepted without delay. **If the filing is canceled or rejected, the funds will be released and will return to your account according to your financial institution's policies (typically three (3) to ten (10) business days).