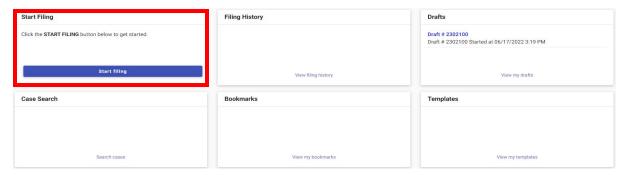
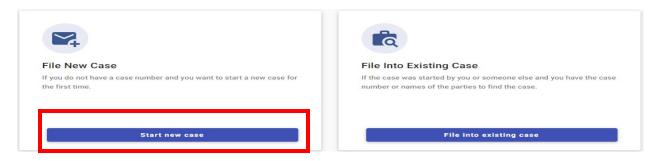
## **EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE**

1. Click Start Filing



2. Click Start New Case

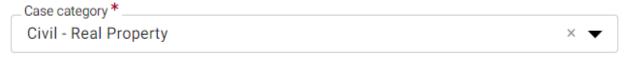


3. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 2



This is the court where you are filing your case.

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



This is the type of case you are filing (Family, Probate, or Civil).

5. Click down arrow for Case Type → Choose Evictions



If you can't find your case type, change the case category to see other case types.

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



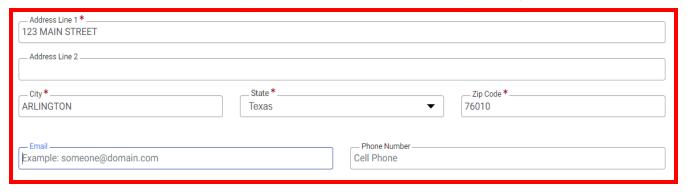
7. Click + Add Party Details (Plaintiff)

## Parties Party Type Party Name Actions Actions Plaintiff \* + Add party details A Defendant \* + Add party details + Add More

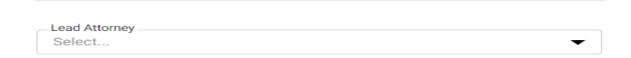
8. Click Person or Entity button to choose plaintiff type → Type plaintiff's name in box labeled Entity Name



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



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



- 11. Click SAVE
- 12. Click + Add Party Details (Defendant)

## Parties Party Type Party Name Actions A Plaintiff \* + Add party details A Defendant \* + Add party details + Add More

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

## Attorney Information



- 17. Click SAVE
- 18. Click Filings in bottom right corner



19. Click Add Filing



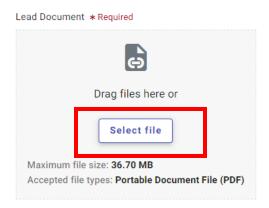
20. Select eFile Only



21. Click down arrow for Filing Code and choose Petition



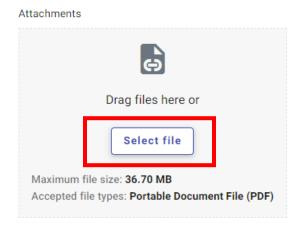
22. Click Select File for Lead Document



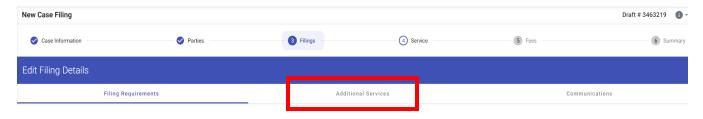
23. Choose the file that has your eviction petition and military affidavit in one document → Click down arrow and choose Public



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)



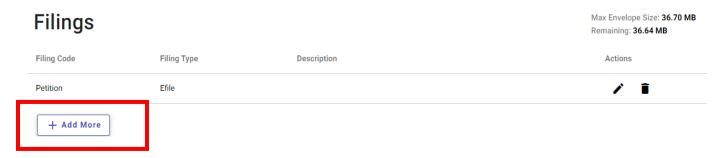
27. Click box for Copies - First Page and enter Quantity of 1



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



- 29. Click SAVE
- 30. Click Add More if you are filing multiple cases for the same plaintiff and follow steps 12 29



31. Click Service in bottom right corner



- 32. Choose Payment Account
- 33. Click down arrow for Party Responsible for Fees and choose plaintiff name



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



35. Click Summary in bottom right corner



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

