

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

## 1. Click Start Filing

<b>Start Filing</b> Click the <b>START FILING</b> button below to get started.  <b>Start filing</b>	<b>Filing History</b> View filing history	<b>Drafts</b> Draft # 2302100 Draft # 2302100 Started at 06/17/2022 3:19 PM  <b>View my drafts</b>
<b>Case Search</b> Search cases	<b>Bookmarks</b> View my bookmarks	<b>Templates</b> View my templates

## 2. Click Start New Case

 <b>File New Case</b> If you do not have a case number and you want to start a new case for the first time.  <b>Bulk File Cases</b> <b>Start New Case</b>	 <b>File Into Existing Case</b> If the case was started by you or someone else and you have the case number or names of the parties to find the case.  <b>Bulk File Into Cases</b> <b>File Into Existing Case</b>
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## 3. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 2

Court location \*

 x ▾

This is the court where you are filing your case.

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

Case category \*

 x ▾

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

5. Click down arrow for Case Type → Choose Evictions

Case type \*

Evictions - \$54.00

X ▼

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 → Click Parties in bottom right corner

Damage Amount \*

Monetary relief of \$250,000 or less and non-monetary relief

▼

7. Click + Add Party Details (Plaintiff)

Parties

Party Type	Party Name	Actions
Plaintiff *	+ Add party details	
Defendant *	+ Add party details	

+ Add More

8. Click Person or Entity button to choose plaintiff type → Type plaintiff's name in box(es)

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)

Address Line 1 \*  
123 MAIN STREET

Address Line 2

City \*  
ARLINGTON

State \*  
Texas

Zip Code \*  
76010

Email  
Example: someone@domain.com

Phone Number  
Cell Phone

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

## Attorney Information

Lead Attorney  
Select...

11. Click SAVE

12. Click + Add Party Details (Defendant)

### Parties

Party Type	Party Name	Actions
Plaintiff *	+ Add party details	
Defendant *	+ Add party details	
<a href="#">+ Add More</a>		

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

Person  Entity  I Am This Party

First Name \*  Middle Name  Last Name \*  Suffix  Select...

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

Driver License Type  Select...

Driver License State  Select...

Driver License Number

Social Security Number

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

Address Line 1 *	123 MAIN STREET
Address Line 2	
City *	ARLINGTON
State *	Texas
Zip Code *	76010
Email	Example: someone@domain.com
Phone Number	Cell Phone

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

## Attorney Information

Lead Attorney	Select...
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17. Click SAVE

18. Click Filings in bottom right corner

[← Case Information](#) [Filings →](#)

19. Click Add Filing

[+ Add filing](#)

20. Select eFile Only

eFile Only

Pick "eFile Only" to just electronically file your papers.

eFile and Serve

Electronically file your papers with the court and have your documents sent to the selected service contacts.

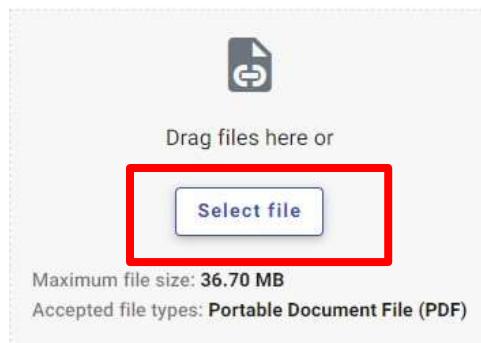
21. Click down arrow for Filing Code and choose Petition



Filing Code\*  
Petition

22. Click Select File for Lead Document

Lead Document \* Required



Drag files here or  
Select file  
Maximum file size: 36.70 MB  
Accepted file types: Portable Document File (PDF)

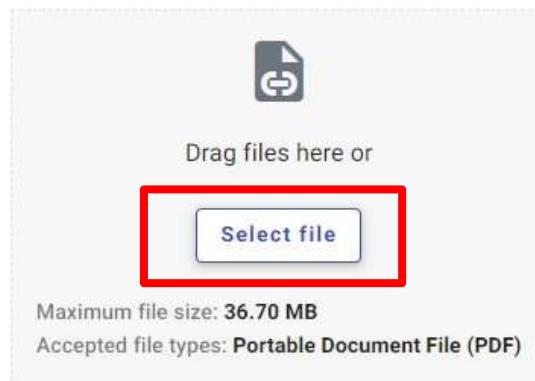
23. Choose the file that has your eviction petition and military affidavit in one document  
→ Click down arrow and choose Public



Eviction\_Forceable\_Worksheet.pdf  
Auto-Redact Remove  
\* Eviction\_Forceable\_Worksheet.pdf  
\* 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

Attachments



Drag files here or  
Select file  
Maximum file size: 36.70 MB  
Accepted file types: Portable Document File (PDF)

25. Click Additional Services & Fees at the top of the page



The screenshot shows a blue header bar with the text 'Edit Filing Details'. Below it is a section titled 'Filing Requirements' with a sub-section titled 'Additional Services And Fees' highlighted by a red rectangular box. The 'Additional Services And Fees' section contains a sub-section with a checkmark and the text 'zConstable 2 Citation Service'.

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



The screenshot shows the 'zConstable 2 Citation Service' section with a checked checkbox and a quantity of '1' entered in the 'Quantity' field.

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



The screenshot shows the 'Copies - First Page' section with a checked checkbox and a quantity of '1' entered in the 'Quantity' field.

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



The screenshot shows the 'Copies - Additional Pages' section with a checked checkbox and a quantity of '3' entered in the 'Quantity' field.

29. Click SAVE

30. Click Service in bottom right corner



31. Click Fees in bottom right corner



32. Choose Payment Account

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



The screenshot shows a dropdown menu for 'Party Responsible for Fees' with the option 'RANDOM APARTMENTS' selected.

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

