EFile Texas Guide

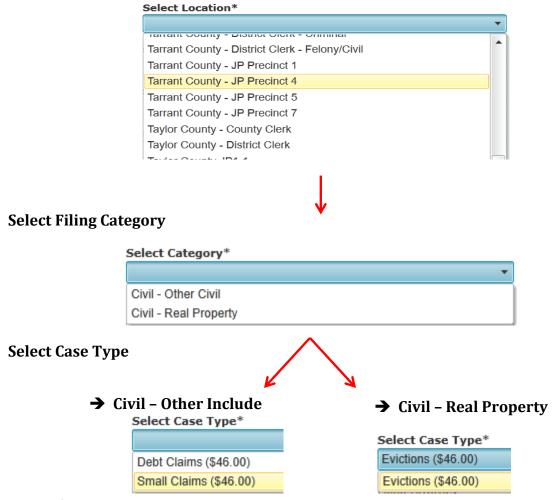
1) Case Information

→ Adding a new case → Enter The Details of the New Case





Scroll to Find Location you wish to file.

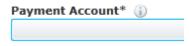


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Select Firm Attorney (if applicable)

| Filing Attorney | |
|-----------------|--|
| | |
| | |

Select Method of Payment

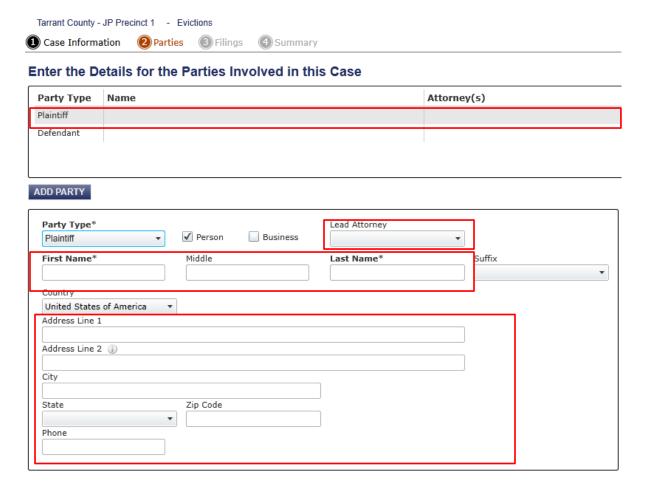


Click on **Parties** the bottom right hand side.

2) Parties

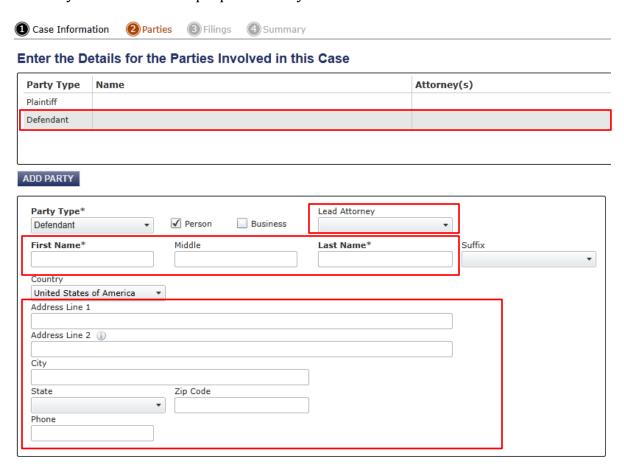
The below information will have to be entered for all parties. You can toggle between Plaintiff and Defendant by simply clicking on either name. You can also Add additional parties to the case by Clicking on ADD PARTY

**Enter Plaintiff Information- If Plaintiff has attorney representation click on the Lead Attorney below and select proper attorney's name.

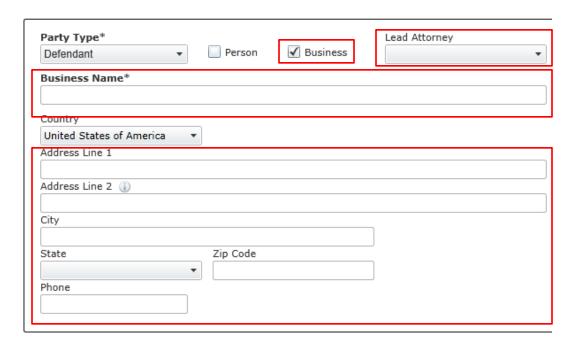


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**Enter Defendants Information- If Plaintiff has attorney representation click on the Lead Attorney below and select proper attorney's name.



**If filing against a business, simply click on the box next to Business and enter the Business information.

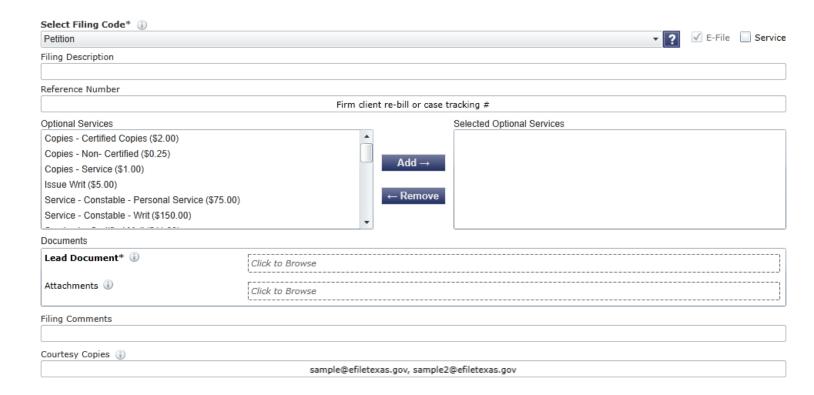


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3) Filings

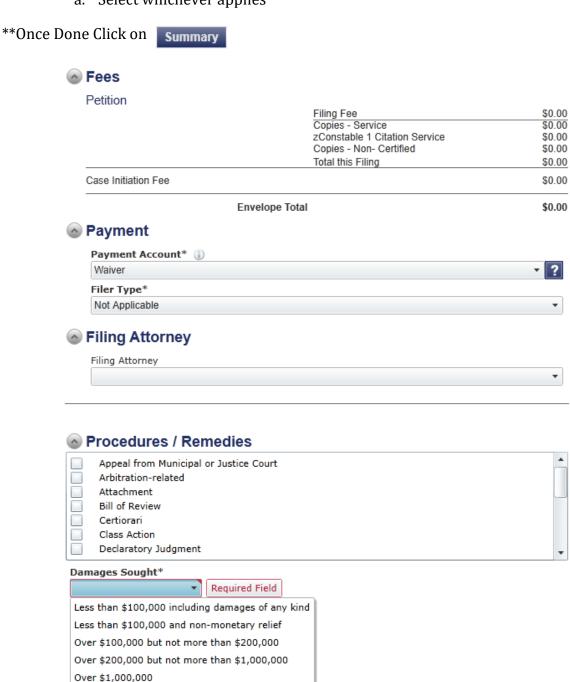
This section will allow you to add your filing information and up load attachments. Filer will have to select Add Another Filing if multiple filings are being submitted for one particular case.

- 1. Scroll down the Select Filing Codes to choose the one that best meets your needs.
- 2. Add a Filing Description
- 3. Optional Services
 - a. Select Services that apply to your case (IE: service, copy fees, etc)
- 4. Documents
 - To attach the lead document simply click on the box that says (Click to Browse)
 - b. Additional attachments can be added by clicking on the box next to attachments that says (Click to Browse)
- 5. Filing Comments (if any)
 - a. You can add any comments that you would like the court to know. For example: if you would like to pick up your citation when ready, you can add a comment "please call me when citation is ready for pick-up"



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- 6. Fees
 - a. Any fees will be reflected under this section
- 7. Payment
 - a. Payment account can be selected as well as Filer Type
- 8. Procedures/Remedies
 - a. If any of the items apply the box can be checked
- 9. Damages Sought
 - a. Select whichever applies

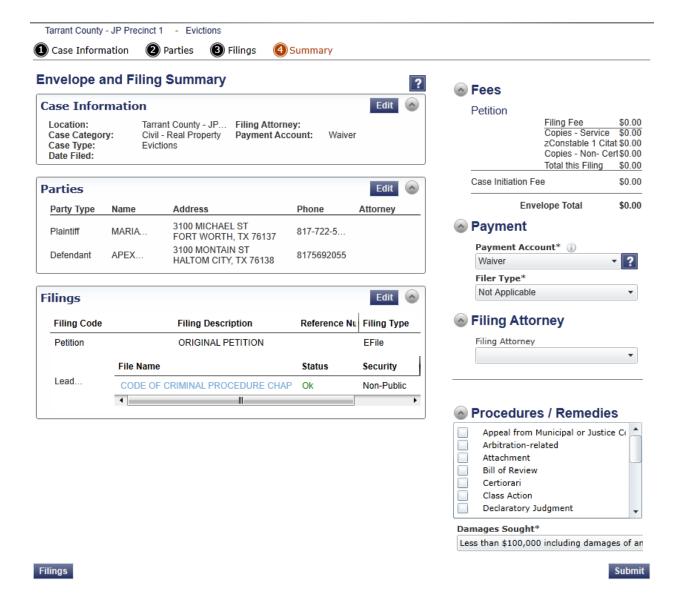


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4) Summary

On the summary you can review all your information. If any changes need to be made you can select the edit button on the particular area and make the necessary changes. If no Changes need to be made Click Submit.

- **A box will appear with your Envelope Number (Keep it for your records) also Click on View Receipt and Print.
- **Note: Keep in mind that once the court reviews your case there might be additional charges depending on what needs to be added or removed.



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Subsequent Filing (Adding Documents to your Case)

You can add additional documents to your case by selecting the Folder Icon shown below.



The case will re-open and you will go through the steps as you did when the case was originally filed. (See step 2-Filings)

We would appreciate your feedback. Please let us know your thoughts by emailing us at jp4court@tarrantcounty.com.

Thank You, Justice Court Four

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