

Repair and Remedy EFile Texas “Selfhelp”

For your convenience we have created a step-by-step guide on how to submit your case electronically to our court. Justice Please take a moment to provide us feedback on your experience using this system. You can email us at Jp4court@tarrantcounty.com.

Thank You,
Justice Court Four

1) File your case “Texas Repair and Remedy”

- 1. JP- Texas Repair and Remedy Petition:** This page provides you with a brief explanation of what a Repair and Remedy case is. → Click Next
- 2. Understand Self- Representation:** Provides a brief explanation of self-representation and legal resources. → Click Next
- 3. Is this the right interview for you?:** Read over and → Click Next to proceed.
- 4. Forms to be Prepared:** Provides you with a list of forms that will be filed out during this session. → Click Next
- 5. Information Needed to Prepare Forms:** Provides you with the information you will need in order to properly fill out the necessary forms. → Click Next
- 6. Information about the Rental Property**

Enter the address of the rental property. → Click Next

Information about the Rental Property * = required field

Please provide the information below.

What is the address of the rental property?
Street Address, including Unit, if applicable *

3256 Old Town Rd

City * State * Zip Code *

Fort Worth TX 76196

Exit Go to Information about the Rental Previous **Next**

7. Where will you File This Case?

Choose the County and Precinct you wish to file your case in. → Click Next

Where will you File This Case? * = required field

Suit **must** be filed in the county and precinct where the rental property is located.

The first step to filing in the correct place is the select the correct county in which to file. If you are not sure which county to select, [click here](#) and do a search using the zip code to determine the right county.

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

Tarrant

Next, you have to determine which Justice Court to file in.

Tarrant County has created enhanced search features that allow you to enter an address to find out which Justice Court has jurisdiction over that location.

Please copy and past the following linking into a new window of your browser to search Tarrant County's website for your JP Court: <http://www.tarrantcounty.com/en/elections/interactive-maps/justice-of-the-peace-and-constable-precinct-maps/Justice-of-the-Peace-and-Constable-All.html>.

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

Tarrant County - JP Pre

Exit Go to Where will you File This Case Previous Next

8. Information about the Tenant(s)

How many Tenant(s) will you be adding? → Click Next

Information about the Tenant(s) * = required field

Please provide information about the Tenants on the following pages.

How many Tenants are there? *

1

Exit Go to Information about the Tenant Previous Next

9. Information About the Plaintiff

Provide your personal information → Click Next

Information about Tenant Number 1 * = required field

Please provide the information below.

Full Name

First * Middle Last * Suffix

Michael Moore [Select]

Street Address

Please change or remove the address, if necessary:
Including unit number, if any *

3256 Old Town Rd

City * State * Zip *

Fort Worth TX 76196

Phone Number * Fax Number

817-755-5555

Go to

10. Who are You?

If you are the person filing the petition select the first option. If you are an attorney representing the person whom petition is for select the attorney option. → Click Next

Who are you? * = required field

First, we want to collect a little information about you, the individual completing this interview.

Which best describes you? *

I am a Tenant of the Rental Property.

I am an Attorney representing a Tenant of the Rental Property.

Please select yourself from this list:

Michael Moore

Please enter your Date of Birth: *

05/20/1975

Email Address *

sample@yahoo.com

Go to

11. Information about the Landlord(s) → Click Next

Information about the Landlord(s) * = required field

If there is more than one Landlord, please indicate so below.

How many Landlords are there? *

1

Exit Go to Information about the Landlor Previous **Next**

12. Information about the Defendant(s) → Click Next

How many defendants are you filing against? Provide the number here.

Information about the Defendant(s) * = required field

The person or business being sued is the Defendant.

Number of Defendants * ⓘ

1

Exit Go to Information about the Defend Previous **Next**

13. Information about the Defendant → Click Next

Information about Landlord Number 1

Please provide information about your landlord. This information may be found on your lease.

Please enter the landlord's contact information

The address you provide will be the legal address in the court records and used for service if applicable.

Is this Landlord a person or a business? *

Person Business

Full Name

First * Middle Last * Suffix

JOE [] YOUNG [Select]

Business Street Address

Including unit number, if any *

100 YOUR WAY DRIVE

City * State * Zip *

FORT WORTH TX 76137

Did Tenant(s) receive Landlord's name and street address in writing, where Landlord may be served as shown above? *

Yes No

Business Name *

JOE YOUNG LANE INC SERVE: Joe Black

Business Street Address

Including unit number, if any *

100 YOUR WAY DRIVE

City * State * Zip *

FORT WORTH TX 76137

Did Tenant(s) receive Landlord's name shown above? *

Yes No

Filing under Business Name

Note: If you are filing against a Business you will need to provide the name of the individual we will be serving documents to.

If defendant selects a business, could we add a box that will prompt them to add the name of the person who will be served?

Exit Go to Information about Landlord N Previous **Next**

14. Additional Information about the Defendant → Click Next

Additional Information about Landlord Number 1

Please provide information about your landlord. This information may be found on your lease.

Enter the Landlord's information below if known.

Phone Number Fax Number

817-455-5555 x [] []

Email Address

[]

Exit Go to Additional Information about L Previous **Next**

15. Alternative Addresses for Service of Citation

Answer the above question then. → Click Next

Alternative Addresses for Service of Citation

* = required field

Please fill out the following information, if applicable.

Does Landlord have a management company for the rental property? *

Yes No I don't know

Exit Go to Alternative Addresses for Ser ▼ Previous **Next**

*** If there is a management company you will enter the information below. → Click Next

Alternative Addresses for Service of Citation

* = required field

Please fill out the following information, if applicable.

Does Landlord have a management company for the rental property? *

Yes No I don't know

Management Company Name *

MCG Management Solutions

Business Street Address

Including unit number, if any *

5501 East Long St

City *

Fort Worth

State *

TX

Zip *

76137

Did Tenant(s) receive Landlord's Management Company's name and business street address **in writing**?

*

Yes No

Exit Go to Alternative Addresses for Ser ▼ Previous **Next**

16. Alternative Addresses For Service of Citation- Continued → Click Next

Alternative Addresses for Service of Citation * = required field

Please fill out the following information, if applicable.

Does Landlord have an on-premise manager for the rental property? *

Yes No I don't know

Exit Go to ▼ Previous Next

17. Alternative Addresses For Service of Citation- Continued → Click Next

Alternative Addresses for Service of Citation * = required field

Please fill out the following information, if applicable.

Does Landlord have a Rent Collector for the rental property? *

Yes No I don't know

Exit Go to ▼ Previous Next

18. Military Status of Landlord(s) → Click Next

Military Status of Landlord(s) * = required field

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

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

Yes No

Exit Go to Military Status of Landlord(s) ▼ Previous Next

19. Property Condition → Click Next

Property Condition * = required field

Please provide information about the condition of the property below.

Describe the property condition materially affecting the physical health or safety of an ordinary tenant that Tenant(s) seek to have repaired or remedied by Landlord(s):

Provide specifics of the condition *

Enter you description here

Note: This field will fit 260 characters maximum. If you click enter or return on your keyboard after you type each line, the maximum number of characters will NOT fit in the field. At the end of this interview, you must carefully review the forms to make sure all the text you have entered appears correctly.

Exit Go to Property Condition ▼ Previous Next

20. Information about the Rental Agreement → Click Next

Here you can attach a copy of the Rental agreement by clicking on “Choose File”

Information about the Rental Agreement

* = required field

Please provide information about your rental agreement or lease.

Is the agreement written or oral? *

Written Oral

Does the rental agreement require a Tenant to provide notice to the Landlord *in writing* to repair or remedy a condition?

Yes No

If you would like to, you may attach a copy of the written rental agreement to your petition. You may either attach a copy when you print out your forms at the end of this interview, or you can upload an electronic copy and it will be printed out with your forms. Do you want to upload a copy of the rental agreement? *

Yes No

Click "Choose file" to locate the file to upload.

Warning: If your uploaded PDF is password protected, is landscape oriented or if the file name contains special characters (such as & or #), your filing may be rejected by the court or your E-Filed submission may fail.

File must be in PDF format

Go to

21. Please provide information about the rent amount. → Click Next

Please provide information about the rent you pay. This information may also be found in the lease. * = required field

How often is rent due? *

Monthly Weekly Other

On what day of the month is rent due? *

Enter the amount of rent due per month. *

Go to

22. Information about Rental Subsidy → Click Next

Information about Rental Subsidy

* = required field

Please provide information about the rent you pay. This information may also be found in the lease.

Is the rent subsidized? *

Yes No

Exit Go to Information about Rental Sub Previous **Next**

Information about Rental Subsidy

* = required field

Please provide information about the rent you pay. This information may also be found in the lease.

Is the rent subsidized? *

Yes No

If known, enter the total amount of rent subsidized by the government per rent payment period.

\$500.00

Enter the total amount of rent paid by all of the tenants per rent payment period. *

\$1,000.00

Exit Go to Information about Rental Sub Previous **Next**

23. Information about the Notice to Repair and Remedy → Click Next

Information about the Notice to Repair or Remedy

Before filing a Petition for Repair and Remedy, a tenant must give a landlord notice in writing of the condition that needs to be repaired or remedied and allow the landlord reasonable time to repair or remedy the condition.

Texas Property Code, Sec. 92, Subchapter B, sets out the notice requirements for Repair and Remedy petitions. [Click here](#) to review that section of the Texas Property Code.

Click "Next" to continue.

Exit Go to Information about the Notice Previous **Next**

24. Information about Oral Notice(s) to Repair and Remedy → Click Next

Information about Oral Notice(s) to Repair or Remedy * = required field
Please provide information below on any oral notice(s) to repair or remedy that Tenant(s) gave to Landlord(s).

Did Tenant(s) give oral notice to repair or remedy the condition? *
 Yes No

On what date did Tenant(s) give oral notice? *

Name of the person(s) to whom Tenant gave oral notice: *

Place where Tenant gave oral notice:
Be as specific as possible. *
 X

Go to

25. Information about Oral Notice(s) to Repair and Remedy- Continued → Click Next

Information about Written Notice(s) to Repair or Remedy * = required field
Please provide information below on any written notice(s) to repair or remedy that Tenant(s) gave to Landlord(s).

Did Tenant(s) give written notice to repair or remedy the condition? *
 Yes No

On what date did Tenant(s) give written notice? *

Did Tenant(s) MAIL written notice to repair or remedy the condition? *
 Yes No

Was the written notice mailed by registered mail OR certified mail, return receipt requested? *
 Yes No

On what date did Tenant(s) mail written notice? *

Go to

26. Written Notice(s) to Repair and Remedy → Click Next

Here you can attach a copy of the Rental agreement by clicking on “Choose File”

* = required field

Written Notice(s) to Repair or Remedy

If you would like to, you may attach a copy of the written notice(s) to repair or remedy that the Tenant(s) provided to the Landlord(s).

You may either attach a copy when you print out your forms at the end of this interview, or you can upload an electronic copy and it will be printed out with your forms. Do you want to upload a copy of the written notice(s)? *

Yes No

Click "Choose file" to locate the file to upload.

Warning: If your uploaded PDF is password protected, is landscape oriented or if the file name contains special characters (such as & or #), your filing may be rejected by the court or your E-Filed submission may fail.

File must be in PDF format

* = required field

Exit Go to Written Notice(s) to Repair or v Previous Next

27. Rent Current at the Time of Notice to Repair or Remedy → Click Next

* = required field

Rent Current at Time of Notice to Repair or Remedy

Please provide the information requested below.

At the time Tenant(s) gave notice to repair or remedy the condition, Tenant's rent was: *

Current (no rent owed)

Not current, but Tenant(s) offered to pay the rent and Landlord(s) did not accept it

Not current and Tenant(s) did not offer to pay the rent owed

* = required field

Exit Go to Rent Current at Time of Notice v Previous Next

28. Relief Requested → Click Next

* = required field

Relief Requested

Please fill out the information below for all of the options for relief that the Tenant(s) would like to request.

Do Tenant(s) request a court order to reduce the rent? *

Yes No

Do Tenant(s) request actual damages? *

Yes No

Exit Go to Relief Requested

29. Relief Requested (continued) → Click Next

* = required field

Relief Requested (Continued)

Please fill out the information below for all of the options for relief that the Tenant(s) would like to request.

Do Tenant(s) request a court order to repair or remedy the condition? *

Yes No

Do Tenant(s) request a civil penalty of one month's rent plus \$500? *

Yes No

Do Tenant(s) request attorney's fees? *

Yes No

Do Tenant(s) request court costs? *

Yes No

Please Confirm: *

The total relief does not exceed \$10,000, excluding interest and court costs, but including attorney's fees.

Exit Go to Relief Requested (Continued)

30. Service of Process → Read over and Answer Question below. (Click Next)

Service of Process

* = required field

The Citation is the legal notice to the landlord(s) that you have filed this Petition for Repair & Remedy.

The Service of Process is the method by which this legal notice is delivered to landlord(s). If the address you provided for a landlord is in Tarrant County, you may use the process service provided by Tarrant County for that defendant, otherwise you will need to hire an authorized private process server. Please note that trials for Repair and Remedy cases are scheduled within 10-21 days from the date this Petition is filed; if you choose to hire an authorized private process server, you must ensure service has been completed.

If any of the landlord(s) added to this case may not be served in Tarrant County; please note that the Court will issue a citation for those landlord(s). The Citation(s) will either be mailed to you or you will need to pick it up from the Court; please contact the Court to determine how you may receive the Citation(s).

However, it is *your* responsibility to ensure that those landlord(s) are served. You may either:

- Contact the Sheriff's Department or Constable's Office in the County where the landlord may be served and ask them to conduct service *or*
- Hire an authorized private process server.

You have added 1 landlord(s) to this case. How many of these landlord(s) may be served in Tarrant County?

Please do not enter a number that exceeds the number of landlords added to this case. *

Exit Go to Service of Process

31. Method of Service → Read over and Answer Question below. (Click Next)

Method of Service

* = required field

Because you have indicated that 1 landlord(s) may be served in Tarrant County, you may choose to have the Sheriffs or Constables of Tarrant County conduct the service of process. If you do not choose to do so, you will be responsible for hiring an authorized private process server.

The fee for Service of Process varies by County. The fee for the service provided by County will be calculated at the end of this interview and added to the filing fees; you will be responsible for the payment of these fees before you may electronically file.

Do you want to have a Sheriff or Constable of Tarrant County serve the 1 landlord(s) that you indicated have (a) service address(es) in Tarrant County? *

Yes No

Exit Go to Method of Service

32. Method of Service (continued) → Read over and Answer Question below. (Click Next)

Method of Service

* = required field

Because you have indicated that 1 landlord(s) may be served in Tarrant County, you may choose to have the Sheriffs or Constables of Tarrant County conduct the service of process. If you do not choose to do so, you will be responsible for hiring an authorized private process server.

The fee for Service of Process varies by County. The fee for the service provided by County will be calculated at the end of this interview and added to the filing fees; you will be responsible for the payment of these fees before you may electronically file.

Do you want to have a Sheriff or Constable of Tarrant County serve the 1 landlord(s) that you indicated have (a) service address(es) in Tarrant County? *

Yes No

You have indicated that you do not want to use the service of process provided by the Sheriffs or Constables of Tarrant County.

Please note that the Court will issue (a) Citation(s) for the landlord(s). The Citation(s) will either be mailed to you or you will need to pick it up from the Court; please contact the Court to determine how you may receive the Citation(s).

However, it is *your* responsibility to ensure service of process is conducted for the landlord(s) in a timely manner according [Rule 509.4 of the Texas Rules of Civil Procedure](#).

Exit Go to Method of Service

33. Consent to Electronic Service → Click Next

Consent to Electronic Service

Please note that the option for Electronic Service is only available if you have provided an email address earlier in this interview.

The E-Mail Address you have provided is: sample@yahoo.com

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

Exit Go to Consent to Electronic Service

34. Electronic Signature → Click Next

* = required field

Electronic Signature

I declare under penalty of perjury, pursuant to the law of the State of Texas, that all information provided for this filing is true and correct.

Type your name below to serve as your electronic signature to the oath above. *

Signature Date: * State * County *

The limitation below must be selected to ensure proper electronic filing of your documents. *

Less than \$100,000 including damages of any kind

Exit Go to

35. Exit Survey → Click Next

Exit Survey

Help us improve this interview

Please [click here](#) to fill out a short survey and give us your feedback on using Guide and File to produce your case forms.

Please click "Next" to continue.

Exit Go to

36. You have finished the interview → Click Next

You have finished the interview.

Next, your legal documents will be assembled, and you will need to review them. Please do so carefully.

Remember, if you file these forms with the court, they must be submitted under oath. It is very important that the information you submit is truthful and accurate.

Click "Proceed" to review and print your forms.

Exit Go to End Page Previous **Proceed**

37. Summary → Here you will verify that all information has been entered correctly and will review your documents by Clicking the Actions Arrow below and opening all the documents to review. Once you have done this a green check mark will appear next to the document as shown below. When done reviewing... Click Next

Summary

You have successfully completed your Texas Repair and Remedy Petition interview. Please review the summary information below. If you wish to change any information, select return to interview.

Party Information

Name	Party Type
Michael Moore	Plaintiff
JOE YOUNG	Defendant

Documents

Document Name	Actions	Reviewed
Repair and Remedy Petition	Select... [dropdown]	✓
Justice Court Civil Case Information Sheet	Select... [dropdown]	✓

Exit Return to Interview **Next**

38. Summary (part 2) → Here you can review your documents again and get a breakdown of the filing fees associated with your case. Once you review everything. *“Note: Copy fees will be assessed at time of acceptance. Court reserves the right to correct payment if under or over paid.”*

NOTE: You will be required at this point to create an account to establish a payment method.

→ Click Register Now (if you do not have an account) **Continue to Page 19**

→ Click Log In Now (if you already have an account) **Go to Page 20**

Here you can view and download the documents you have created and verify the total amount due and proceed to payment...Click Next

The screenshot shows a 'Summary' page with two main sections: 'Documents' and 'Fees'. The 'Documents' section contains a table with two rows, each with a document name and 'View' and 'Download' links. The 'Fees' section contains a table listing fees: Case Initiation Fee (\$46.00), Optional Service Fee (\$75.00), and Convenience Fee (\$3.50), with a total of \$124.50. Below the fees table, there is text explaining that a credit card payment must be collected and that the user must register or log in. At the bottom, there are three buttons: 'Back', 'Register Now', and 'Log In Now'.

Document Name	Actions
Repair and Remedy Petition	View Download
Justice Court Civil Case Information Sheet	View Download

Description	Amount
Case Initiation Fee	\$46.00
Optional Service Fee	\$75.00
Convenience Fee	\$3.50
Totals:	\$124.50

In order to continue with this electronic filing, a credit card payment must be collected to pay for the required fees for this filing. If you have questions about fees or credit card payments, contact the court.

In order to continue and pay, you will now be required to register or log in with an account. Choose either 'Log In Now' or 'Register Now' below to continue:

Buttons: Back, Register Now, Log In Now

Registration for "Guide and File" Selfhelp

Enter the information requested below and click Register.

Registration Form

If you don't have an email address, you can get a free one from Gmail or Hotmail
If you don't have an email address, you can get one for free: **Gmail** **Outlook** or **Yahoo!**

First Name	Middle	Last Name
<input type="text" value="Joe"/>	<input type="text" value="M"/>	<input type="text" value="Young"/>
Email address	Confirm email	
<input type="text" value="jmyoung@hotmail.com"/>	<input type="text" value="jmyoung@hotmail.com"/>	
Password	Confirm password	
<input type="password" value="....."/>	<input type="password" value="....."/>	
Phone Number	Country	
<input type="text" value="8172222222"/>	<input type="text" value="United States"/>	
Street Address Line 1	Street Address Line 2	
<input type="text" value="1000 w weatherford"/>	<input type="text" value="Street Address Line 2"/>	
City	State	Zip Code
<input type="text" value="fort worth"/>	<input type="text" value="Texas"/>	<input type="text" value="76196"/>
Password Question	Password Answer	
<input type="text" value="testingone"/>	<input type="password" value="....."/>	

In order to complete your registration you must review and accept the following: **TERMS and CONDITIONS** for the use of this site.

I have reviewed and accept the terms and conditions.

39. Enter Payment Information → Click Continue

Payment Information

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type	Visa	*
Card Number	4342580046161522	*
Exp Month	3	*
Exp Year	2020	*
CVV Code	061	* CVV Help
Name on Card	Joe Young	*
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign	
Address Line 1	1000 street drive	*
	<small>Street address, P.O. box, company name, c/o</small>	
Address Line 2		
	<small>Apartment, suite, unit, building, floor, etc.</small>	
City	Fort Worth	*
State	TEXAS	
Zip Code	76196	

Verify Billing Information → Click save Information

Verify Billing Information

Billing Detail

Card Type	VISA
Card #	*****1555
Exp Date	03/20
CVV Code	***
Name on Card	Joe Young
Address Type	US
Address Line 1	1000 street drive
Address Line 2	
City	Fort Worth
State	TX
ZIP Code	76196

Terms and Conditions
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

40. Confirmation

The above step will your card information and will redirect you back to your case and provide you with an envelope number. ***Print your Confirmation***

Confirmation

Your filing has been successfully submitted to the court for review.
Your envelope number is 180152.

Next Steps:

- The court clerk will review your filing to ensure it is complete.
- You will receive an email notification once it has been accepted.
- If there are any issues with your filing, you will receive a rejection e-mail that will note the corrective actions required, so that you can re-submit with any necessary changes.

[Exit](#) [Print Confirmation](#)

Once your case is accepted you will receive a case number from our court.