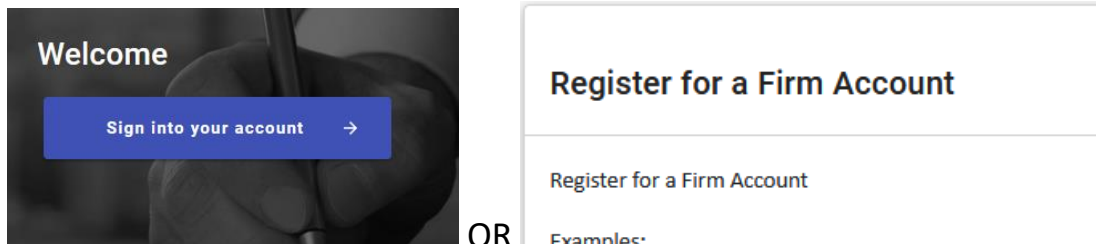


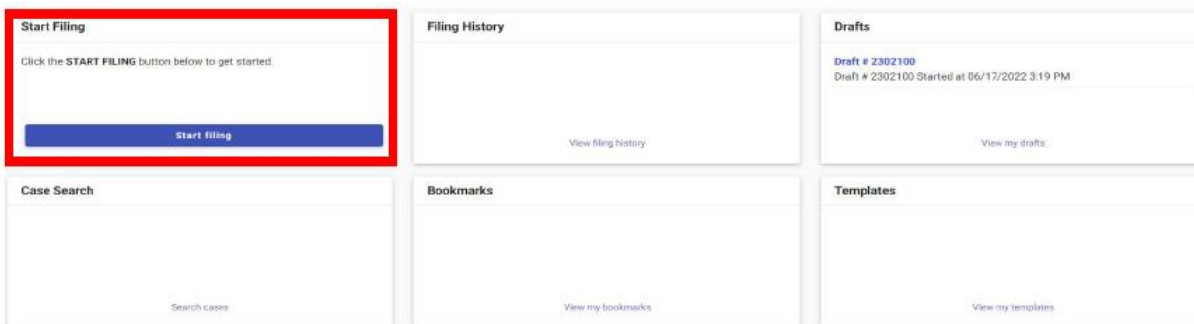
# EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE

1. If you have an account, log in. If you do not, you may register for an account.

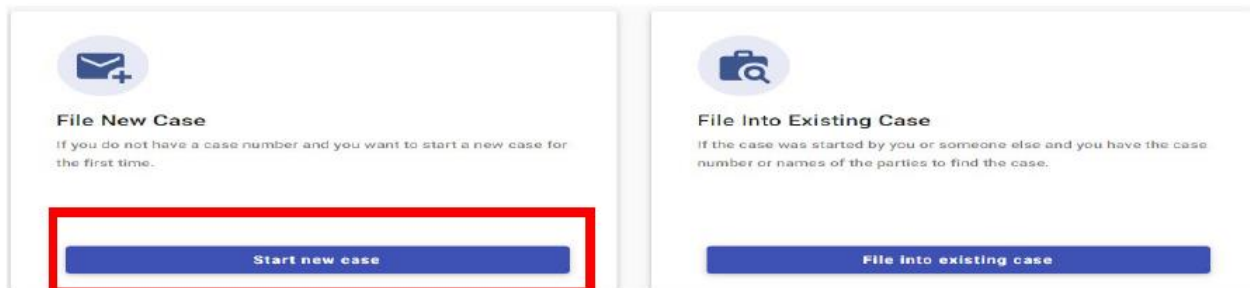


OR

2. Once logged in, click Start Filing



3. Click Start New Case



4. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 6

\* Court Location  
Tarrant County - JP Precinct 6

This is the court where you are filing your case.

5. Click down arrow for Case Category. For Evictions, choose "Civil-Real Property"

Case category\*  
Civil - Real Property

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

6. The next field will default to “Evictions - \$54.00”

\* Case Type  
Evictions - \$54.00

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

7. Click down arrow for Damage Amount and choose “Monetary relief of \$250,000 or less and non-monetary relief”

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

8. Click Parties, bottom right corner

9. Click “Add party details” (Plaintiff)

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

+ Add More

10. Click Person or Entity button to choose plaintiff type and type name in box

Person Entity

Entity Name \*  
RANDOM APARTMENTS

11. 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

12. Enter Attorney information ONLY if the plaintiff is being represented by one  
**Attorney Information**

Lead Attorney  
Select...

13. Click Save

14. Click "Add Party Details" (Defendant)

The screenshot shows a table with two rows. The first row is labeled 'Plaintiff \*' and has a '+ Add party details' link. The second row is labeled 'Defendant \*' and has a '+ Add party details' link. The second row is highlighted with a red box. Below the table is a '+ Add More' button.

15. Click Person or Entity for party type and enter information. (Information typed into eFile MUST match information on petition EXACTLY; otherwise your envelope WILL BE rejected)

The screenshot shows two buttons: 'Person' and 'Entity'. To the right is a toggle switch labeled 'I Am This Party'. Below these are four input fields: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Suffix Select...'. The entire row of input fields is highlighted with a red box.

16. Enter additional information if known. ONLY enter LAST 3 digits of driver's license and/or social security number.

The screenshot shows four input fields: 'Driver License Type Select...', 'Driver License State Select...', 'Driver License Number', and 'Social Security Number'. The entire section is highlighted with a red box.

17. Enter address for defendant. (Information typed into eFile MUST match information on petition EXACTLY; otherwise your envelope will be rejected)

The screenshot shows several input fields: 'Address Line 1 \*' (with '123 MAIN STREET'), 'Address Line 2', 'City \*' (with 'ARLINGTON'), 'State \*' (with 'Texas'), 'Zip Code \*' (with '76010'), 'Email' (with 'Example: someone@domain.com'), and 'Phone Number Cell Phone'.

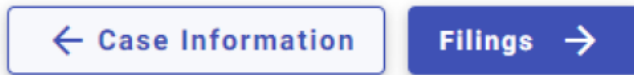
18. Enter Attorney Information ONLY if the defendant is being represented by one

## Attorney Information

The screenshot shows a single dropdown menu labeled 'Lead Attorney' with 'Select...' as the current selection.

19. Click Save

20. Click Filings in bottom right corner



21. Click Add Filing



22. Select eFile only

eFile Only

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

eFile and Serve

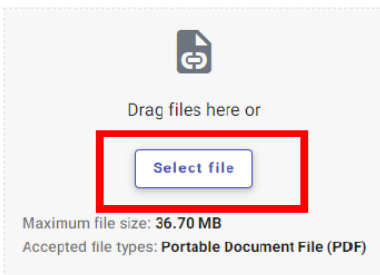
Electronically file your papers with the court and have your documents sent to the selected service contacts.

23. Click down arrow for Filing Code and choose Petition

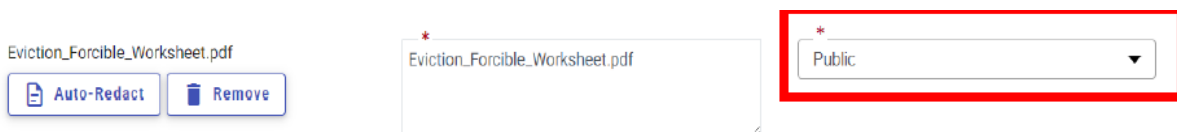


24. Click Select File for Lead Document

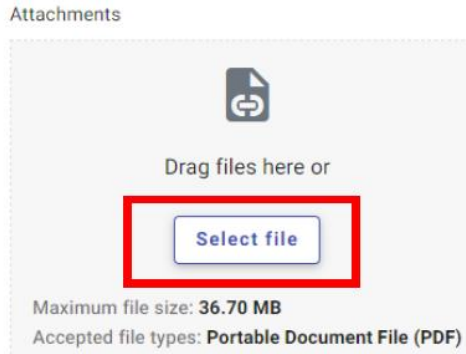
Lead Document \*Required



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



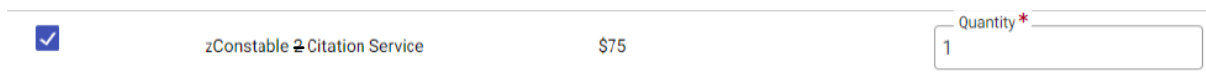
26. If you have additional documents to attach (other than the petition), click Select File for Attachments and follow same steps as Step 24.



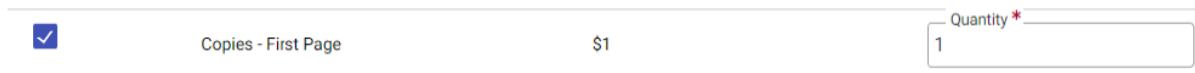
27. Click box Additional Services at the top of the page



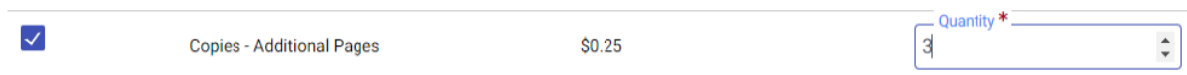
28. Click box for zConstable 6 Citation Service and enter quantity (# of Defendants)



29. Click box for Copies-First page and enter Quantity of 1



30. Click box for Copies-Additional pages and enter Quantity (# of additional pages not including petition)



31. Click Save

32. Click Add More if you are filing multiple cases for the SAME plaintiff and follow steps above.



33. Click service in bottom right corner



34. Choose payment account

35. Click down arrow for Party Responsible for Fees and choose Plaintiff name

A dropdown menu with a white background and a thin grey border. The text 'Party Responsible for Fees' is at the top left. Below it, the selected option 'RANDOM APARTMENTS' is displayed. A small downward-pointing triangle is on the right side.

36. Click down arrow for Filer type and choose Not Applicable.

A dropdown menu with a white background and a thin grey border. The text 'Filer Type \*' is at the top left. Below it, the selected option 'Not Applicable' is displayed. A small downward-pointing triangle is on the right side.

37. Click Summary in bottom right corner



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

39. Once your envelope has been reviewed and accepted by the court, you will receive confirmation. The confirmation will have your case number and court date.

40. As always, you may also call the court 817-370-4525 or email [jp6clerk@tarrantcountytexas.gov](mailto:jp6clerk@tarrantcountytexas.gov) with any additional questions.