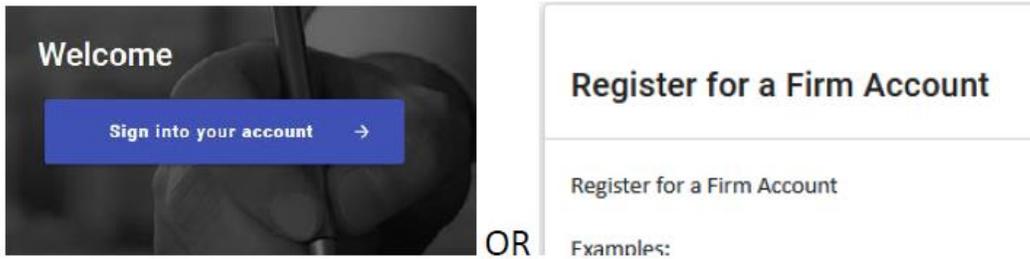
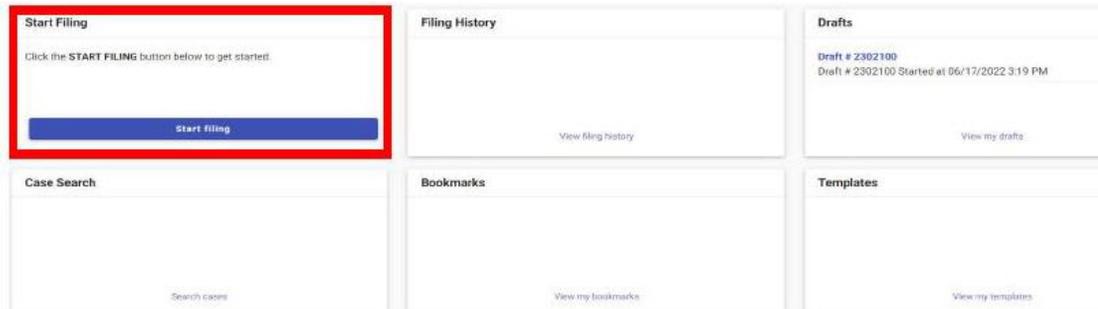


EFILE TEXAS STEP-BY-STEP SMALL CLAIMS FILING GUIDE

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



2. Once logged in, click Start Filing



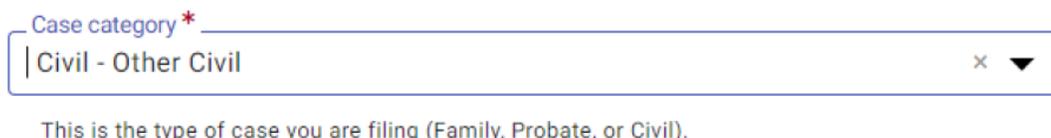
3. Click Start New Case



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



5. Click down arrow for Case Category, Choose "Civil-Other Civil"



6. Click down arrow for Case Type and choose "Small Claims-\$54.00"



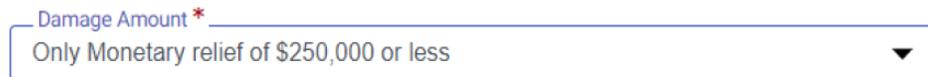
A dropdown menu for "Case type" with a red asterisk. The selected option is "Small Claims - \$54.00". There is a close button (x) and a dropdown arrow on the right.

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 one of the following: "Monetary relief of \$250,000 or less and non-monetary relief", "Only Monetary relief of \$250,000 or less", or "Only non-monetary relief"



A dropdown menu for "Damage Amount" with a red asterisk. The selected option is "Monetary relief of \$250,000 or less and non-monetary relief".



A dropdown menu for "Damage Amount" with a red asterisk. The selected option is "Only Monetary relief of \$250,000 or less".



A dropdown menu for "Damage Amount" with a red asterisk. The selected option is "Only non-monetary relief".

8. Click "Procedure/Remedy" if you are filing a Small Claims sub-type. (Bill of Review, Certiorari, Garnishment, Receiver, Sequestration). If not, click Parties on bottom right to move to next page.

9. Click +Add Party Details (Plaintiff)



The "Parties" section shows a table with columns "Party Type" and "Party Name". The "Plaintiff" row is highlighted with a red box. Below the table is an "Add More" button.

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

+ Add More

10. Click Person or Entity button to choose party type and enter information in all boxes.

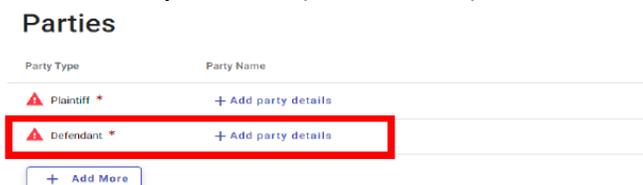


The form shows "Person" selected as the party type. There is a toggle for "I Am This Party". The "First Name" field contains "Jane", "Middle Name" is empty, "Last Name" contains "Doe", and "Suffix" is set to "Select...".

Enter attorney information only if being represented by one. Click Save.

****Information typed into eFile MUST match information on petition EXACTLY; otherwise your envelope WILL BE rejected.**

11. Click +Add Party Details (Defendant)



The "Parties" section shows a table with columns "Party Type" and "Party Name". The "Defendant" row is highlighted with a red box. Below the table is an "Add More" button.

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

+ Add More

12. Click Person if you are suing an individual or Entity if you are suing a business. Enter information.

Person Entity I Am This Party

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

Person Entity

Entity Name *

13. Enter additional information for individual(s) if known. Only enter LAST 3 digits of driver's license and/or social security number.

Driver License Type Select... Driver License State Select... Driver License Number

Social Security Number

14. Enter defendant service address. ****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

15. Enter attorney information ONLY if you know defendant is represented by one. Click Save.

16. Click Filings in bottom right corner.

← Case Information Filings →

17. Click Add filing

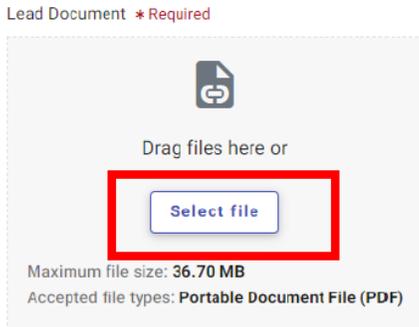
+ Add filing

18. Click down arrow for Filing code and choose Petition.



Filing Code*
Petition

19. Click Select File for Lead document



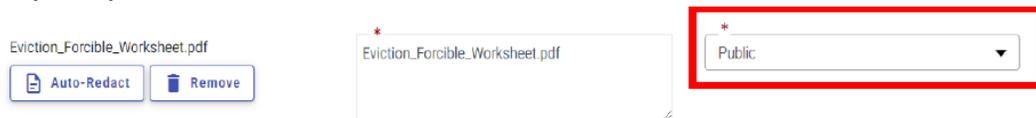
Lead Document * Required

Drag files here or

Select file

Maximum file size: 36.70 MB
Accepted file types: Portable Document File (PDF)

20. Upload your petition



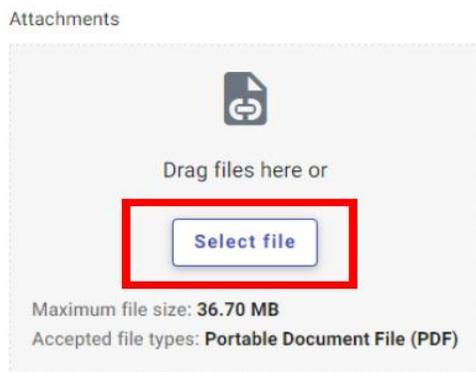
Eviction_Forcible_Worksheet.pdf

Auto-Redact Remove

Eviction_Forcible_Worksheet.pdf

Public

21. If you have additional documents to attach, click Select File for Attachments and follow same steps to upload



Attachments

Drag files here or

Select file

Maximum file size: 36.70 MB
Accepted file types: Portable Document File (PDF)

22. Click Additional Services at top of the page



New Case Filing Draft # 3463219

Case Information Parties Filings Service Fees Summary

Edit Filing Details

Filing Requirements Additional Services Communications

23. Click box for correct Tarrant County Constable citation service and enter Quantity (# of defendants). If you are not sure what precinct and/or county your defendant is located in, please call the court prior to filing your case.

If your defendant is not located in Tarrant County and you do not specify to send service documents to you or a private process provider, you will be contacted by the court for this information before your case can proceed.

<input checked="" type="checkbox"/>	zConstable Citation Service	\$75	Quantity* 1
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24. Click box for Copies – first page and enter quantity of 1

<input checked="" type="checkbox"/>	Copies - First Page	\$1	Quantity* 1
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25. Click box for Copies-Additional pages and enter quantity (# of additional pages not including the first page of your petition)

<input checked="" type="checkbox"/>	Copies - Additional Pages	\$0.25	Quantity* 3
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26. Click SAVE

27. Click add more if you are filing multiple cases for the SAME plaintiff and follow steps above.

Filing Code	Filing Type	Description	Actions
Petition	Efile		 
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="+ Add More"/> </div>			

28. Click Service in bottom right corner



29. Click Fees in bottom right corner



30. Choose Payment Account

Payment Account*
 CREDIT CARD Waiver x ▼

31. Click down arrow for Party Responsible for fees and choose Plaintiff name

Party Responsible for Fees
 Jane Doe

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

Filer Type *
Not Applicable

33. Click Summary bottom right corner

← Service Summary →

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

← Fees Submit →

35. You will receive your envelope/confirmation # and once the court accepts your filing, you will be notified of your case number. If you have any questions, you may call the court 817-370-4525 or email jp6clerk@tarrantcountytexas.gov.