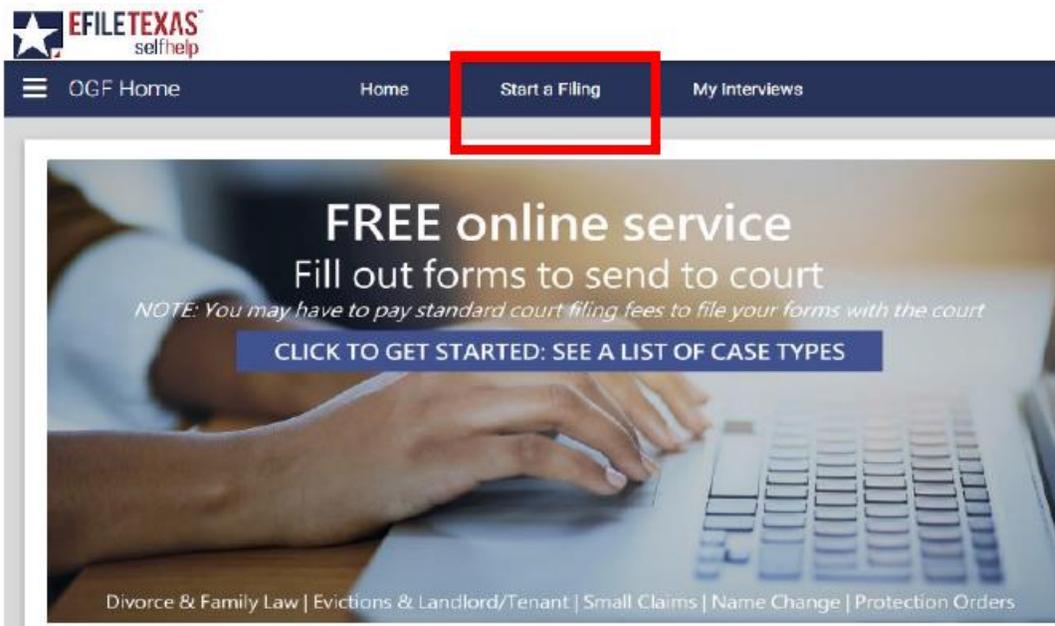


# EFILE TEXAS SELF HELP STEP-BY-STEP EVICTION FILING GUIDE

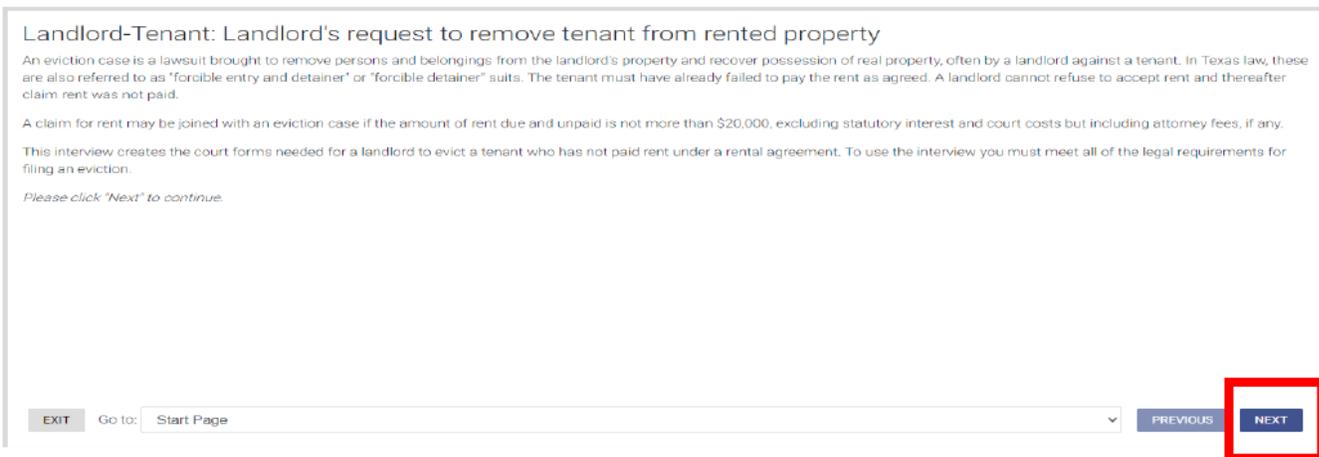
1. Click “Start a Filing”



2. Click “Landlord-Tenant: Landlord’s request to remove tenant from rented property”



3. Read information on page. If you wish to continue, click next



#### 4. Read information on page. If you wish to continue, click next

**Understanding Self-Representation**

This website is provided to help you fill out the forms required to file a Petition for an Eviction of a Tenant for Non-Payment of Rent. The answers you provide will be entered on the forms in the correct place.

- To get a referral to a lawyer call the **State Bar of Texas Lawyer Referral Information Service** at 1-800-252-9690. You may also ask for a referral to your local Legal Aid office. Legal Aid offices may provide you with free or low-cost legal advice if you qualify financially.
- If you qualify financially, you also may be able to talk to an attorney online by live chat at [www.TexasLawHelp.org](http://www.TexasLawHelp.org).

*Please note that this interview cannot help you come up with answers or tell you what you should say to meet the legal basis needed for a judge to grant you an Eviction.*

If the information in this interview is not clear or you need legal assistance, please contact an attorney or a legal aid organization.

**Do not contact the court or the clerk for legal advice.**

*Please click "Next" to begin.*

**EXIT** Go to:  **PREVIOUS** **NEXT**

#### 5. Read information on page. If you wish to continue, click next

**Requesting an Eviction**

Please review the information below.

1. An eviction must be filed in the Justice precinct where the rental property is located.
2. Texas Property Code Section 24.005 sets out the notice requirements for eviction suits. [Click here](#) to read that section.
3. The notice to vacate must be in writing and should be unconditional.
4. Generally, all parties named in the lease should be sued and served with a citation in the eviction proceeding. Any judgment granted will run only against those who are specifically named and served.
5. A suit for rent may be filed with the eviction suit if the amount due is within the jurisdiction of the justice court (<\$20,000). Charges for items other than rent cannot be joined with suit for eviction.

*Please click "Next" to continue.*

**EXIT** Go to:  **PREVIOUS** **NEXT**

#### 6. Read information on page. If you wish to continue, click next

**Forms to be Prepared**

Depending on your answers, this interview will complete the following forms:

- Evictions Complaint
- Declaration of Military Status of Defendant

**Note:** This interview does not produce a Bond for Immediate Possession.

**EXIT** Go to:  **PREVIOUS** **NEXT**

7. Read information on page. If you wish to continue, click next

Information Needed to Prepare Forms

In order to complete this interview, you will need the following information:

- Your Contact Information
- The Tenant's Legal Name and Contact Information
- The Address of the Rental Property
- Rent Amount and Subsidy, if any.
- Military Status of the Defendant(s), including a Defense Manpower Data Center Verification Letter where applicable.

EXIT Go to: Information Needed to Prepare Forms PREVIOUS **NEXT**

8. Click down arrow for “Select the county where you want to file your claim” and choose Tarrant.

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

Tarrant

9. Click down arrow and please select the Justice of the Peace where you want to file your case and choose “Tarrant County – JP Precinct 6”

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

Tarrant County - JP Precinct 6

10. Click “Next” in bottom right corner

11. Select the proper option that describes the person filing the case

Which best describes you?\*

- Agent for the Owner of the Rental Property
- Attorney Representing the Owner of the Rental Party
- Owner of the Rental Property

12. Enter your email address and select whether you give consent for email correspondence from the court

What is your Email Address?\*

sample@email.com

Please enter "None" if you do not have an email address.

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

13. Enter Plaintiff information and click Next (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Information About the Landlord/Owner \* = required field

Please answer the following questions about the Landlord.

Please enter the landlord's contact information

This will be the legal address in the court records and will be used for service, if applicable.

Is the landlord a person or a business?\*

Person  Business

Business Name\*

RANDOM APARTMENTS

Landlord's Mailing Address\*

Street Address

123 MAIN STREET

\*City

ARLINGTON

\*State

TX

\*Zip Code

76010

Landlord's Phone Number\*

817-555-5555

Landlord's Fax Number

Is there another landlord you would like to add to this Petition?\*

Yes  No

EXIT Go to: Information About the Landlord/Owner PREVIOUS NEXT

14. Enter agent information and click Next

Agent Information \* = required field

You have indicated that you are an AGENT representing the Landlord of the rental property.

Please provide the additional information about yourself below

Full Name\*

First Middle Last Suffix

JANE SMITH

Mailing Address\*

Street Address

123 MAIN STREET

\*City

ARLINGTON

\*State

TX

\*Zip Code

76010

Phone Number\*

817-555-5555

Fax Number

EXIT Go to: Agent Information PREVIOUS NEXT

15. Click down arrow “How many tenants are on the lease” and select # of tenants to list as defendants. And select “yes” or “no” if you want to eviction “all other occupants” from unit. Click Next when finished.

Information about the Tenant(s) \*\* required field

You may add all the tenant(s) in this lease agreement here. See Rule 500.3(c) of Texas Rules of Civil Procedure to see who should be added.

How many Tenants are on the lease?\*

1

Do you want to also evict all other occupants on the property that are not listed on the lease?\*

Yes  No

EXIT Go to: Information about the Tenant(s) PREVIOUS NEXT

16. Choose whether tenant is a person or business. Enter tenant’s information and click Next

Information about Tenant No. 1 \*\* required field

Provide information about this tenant below.

Is this tenant a person or a business?\*

Person  Business

Full Name\*

First Middle \*Last Suffix

JOHN [ ] DOE [ ]

Mailing Address\*

Street Address

1234 RANDOM STREET

\*City \*State \*Zip Code

ARLINGTON TX 76011

EXIT Go to: Information about Tenant No. 1 PREVIOUS NEXT

17. If known, enter additional information about Tenant No. 1. Click Next

Additional Information about Tenant No. 1

If available, please fill out the information below.

Phone Number Fax Number

Email Address

Date of Birth

Last 3 numbers of Driver's License Last 3 numbers of Social Security Number

EXIT Go to: Additional Information about Tenant No. 1 PREVIOUS NEXT

18. If you select more than 1 tenants on question 16, follow steps to enter information for each additional tenant.

19. Enter alternative address(es) for tenant(s). (This section is not required. **Only** use this section if tenant is currently incarcerated or has extensive stay in hospital. Otherwise, service will not be performed at any address listed in this section)

### Alternative Addresses for Tenant(s)

SERVICE OF CITATION: Service is requested on defendants by personal service at home or work or by alternative service as allowed by the Texas Justice Court Rules of Court.

Is there another address where the Tenant(s) may be served?  
If a tenant is a business, please provide the name of the person to be served for that tenant.

Please enter the tenant's name followed by a full street address, city, state and zip code or other descriptions.

EXIT Go to:  PREVIOUS NEXT

20. Select Yes to prepare a military affidavit

### Military Status of Tenant(s)

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

The Federal Service Members Civil Relief Act requires that no default judgment can be granted without an Affidavit of Military Status having been filed in the case. Therefore, an Affidavit of Military Status must be filed with our court BEFORE a judgment can be issued on your case.

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

Yes  No

\* = required field

21. Select whether any of the listed tenants are on active duty in the military

Are any of the tenants on active duty in the military?\*

Yes  No  I don't know

22. If you selected "No" in step 21, select the tenants name(s) for whom you have the DMDC verification

Please select the tenant(s) for whom you have the DMDC verification:\*

JOHN SMITH

23. Select yes or no if you have or have not asked US Department of Defense to check DMDC database.

Have you asked the U.S. Department of Defense to check their Defense Manpower Data Center (DMDC) database and the DMDC notified you that the tenant(s) are not on active duty in any of the armed forces?

\*  
 Yes  No

a. If you select “yes”, you will select the tenant for whom you have verification.

Please select the tenant(s) for whom you have the DMDC verification:\*

random name

And will attach copy of DMDC verification.

b. If you select “no”, list the tenants name and reason why you were unable to obtain DMDC verification.

\*  
 Yes  No

Please list the tenant(s) for whom you did not receive a DMDC verification and explain how you have determined that they are not on active military duty.\*

24. Click Next

25. Select address of rental property in eviction case and click Next

### Information about the Rental Property

Please provide the details below.

What is the address of the rental property?\*

- 1234 RANDOM STREET ARLINGTON TX 76011  
 Other

26. Select whether rental agreement is written or oral

### Information About the Rental Agreement

If you would like to attach your lease agreement to your complaint, please follow the instructions provided.

Was the agreement written or oral?\*

- Written  Oral

27. Select whether you would like to attach/upload a copy of your agreement (if written)

Click Next

If you do attach or upload a copy of written agreement, you will still be required to present in court.

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 a copy and it will be printed out with your forms. Do you want to upload a copy of the rental agreement?

Yes  No

28. Select whether a written notice to vacate was provided to the tenant(s). If no, click Next. If yes, follow the prompts and upload copy. (Copy will still be required to be presented at court)

Was written Notice to Vacate provided to the Tenant(s)?\*

Yes  No

When did you provide the Notice to Vacate to the Tenant(s)?\*

In what manner did you provide this notice?\*

Please upload a copy of the written "Notice to Vacate." This may be provided with the Eviction Complaint.

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

29. Select grounds for eviction and follow prompts. Depending on what you click, additional prompts will be required. Complete each field and Click Next

## Grounds for Eviction

Please provide information about why you are seeking to have the tenant(s) evicted.

Which of the following are the grounds for this eviction petition?\*

Check all that apply.

- Unpaid Rent As Grounds For Eviction
- Holdover As Grounds For Eviction
- Other Grounds For Eviction/Lease Violations

30. Select whether rent is subsidized

**Information About the Rent**  
Please provide information about the monthly rent.

Is the rent subsidized?\*

Yes  No

31. Enter total monthly rent and select whether you want to file a separate suit for unpaid rent in addition to the eviction case

Information about the Monthly Rent

Total Monthly Rent:\*

\$1,000.00

Do you want to file a suit for unpaid rent in addition to the eviction case?\*

Yes  No

### 32. Select whether the plaintiff will be seeking attorney's fees. Click Next

#### Attorney's Fees

Please answer the questions below if you'd like to ask the court to order the defendant(s) to pay attorney's fees.

Will the plaintiff be seeking applicable Attorney's Fees?\*

Yes  No

### 33. Read About the Eviction Process. Click Next

#### About the Eviction Process

Please review the following information regarding next steps.

1. A Court date will be set at the time the eviction is filed with the Court. This date will appear on the Defendant's citation. Both parties are expected to appear at that date/time. No eviction trial may be held less than six (6) days after service of the citation. Either party may request a continuance of the trial. Per [Texas Rules of Civil Procedure 510.7](#), trial in an eviction case must not be postponed for more than seven (7) days total unless both parties agree in writing.
2. Under the [Texas Rules of Civil Procedure](#), either party to the lawsuit has five (5) days to appeal the Court's decision.

### 34. Read Request for Judgment and select check box to confirm. Click Next

#### Request for Judgment

\* = required field

Please confirm:\*

- Plaintiff prays that defendant(s) be served with citation and that plaintiff have judgment against defendant(s) for: possession of premises, including removal of defendants and defendants' possession from the premises, unpaid rent IF set forth previously, attorney's fees, court costs, and interest on the above sums at the rate stated in the rental contract, or if not so stated, at the statutory rate for judgments under the Civil Statutes Article 5069-1.05.

### 35. Type name in box for electronic signature and complete additional fields.

#### 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\*

Date of Birth\*

36. Read Exit Survey and complete (this is not required). Click Next.

37. You have finished the interview. Click Proceed bottom right corner

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.

Please click "Proceed" to review and print your forms.

38. You can now review your documents and download.

You have successfully completed your Landlord-Tenant: Landlord's request to remove tenant from rented property interview.

#### Review Your Documents

In the Documents section below use the drop-down arrow under Actions to View or Download to review your answers in your completed forms. Forms will open in a new window. You will not be able to print or eFile your forms until you have reviewed them.

If any of your answers need to be changed

- Click the Return to Interview button at the bottom of this page, which will bring you back into the interview.
- Once you are back in the interview, use the Go to drop-down to choose the page where you need to make changes.
- After you make the changes, click "Next" through the interview to return to this *Summary Page* again where your updated forms will be available for you to review again.

#### File Your Documents

**YOU ARE NOT DONE. You need to file these documents with the court. Please carefully read the instructions below to make sure you finish filing your documents with the court.**

Depending on the county or the court you selected, you will have the **option** to:

- electronically file your documents with the court directly from this interview (only available if you are signed in and see a "Next" or "Submit" button in the bottom right corner of your screen) **or**
- save electronic copies of your documents and eFile them through [eFileTexas](#) (available for most **but not all courts**).
  - **IMPORTANT:** You **MUST** register an account in [eFileTexas](#) to be able to eFile. After downloading the documents, visit [eFileTexas](#) and log in or register to eFile your documents. You may use the same login for [eFileTexas](#) as this site.
- You may also print and file hard copies of your documents in person with the court.

#### Save Your Documents

You should keep all the documents that have been produced below for your records. You can do this by using the drop-down arrow under "Actions" to download electronic copies of your documents, so that you can print and/or file them later.

Click the down arrow in the "Select" box to download your forms. You cannot continue until this step has been completed.

Documents -

Document Name	Actions	Reviewed
Eviction Petition	Select... 	✓
Military Status Declaration	Select... 	✓

39. If you have an account, log in to complete payment.

If you do not have an account, select "Register Now".

40. Complete payment prompts. Once case is submitted and accepted by the court, you will receive confirmation. Please look at receipt carefully as your court date will be confirmed.

41. As always, if you have any questions please call the court directly at 817-370-4525 or email [jp6clerk@tarrantcountytx.gov](mailto:jp6clerk@tarrantcountytx.gov).