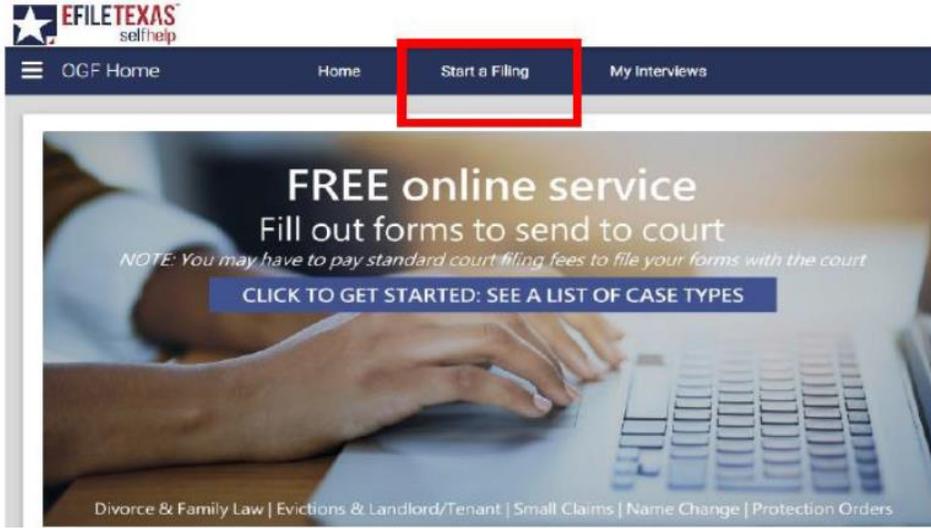
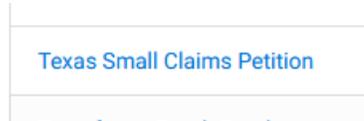


EFILE TEXAS SELF HELP STEP-BY-STEP SMALL CLAIM FILING GUIDE

1. Click “Start a Filing”



2. Scroll down filing options and click “Texas Small Claims Petition”



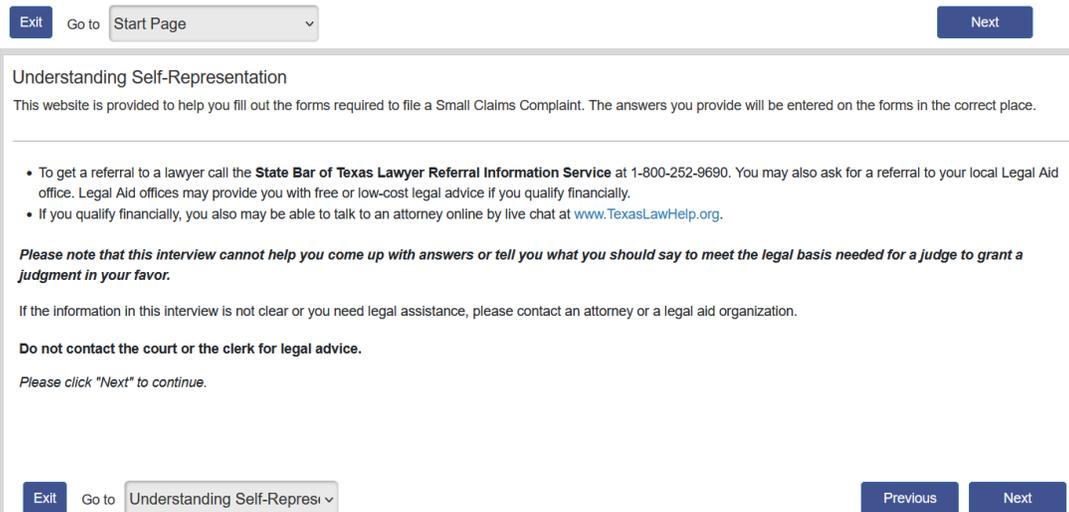
3. Read the information on the next few pages and click Next each page if you wish to continue

JP - Texas Small Claims Petition

A small claims case is a lawsuit brought for the recovery of money damages, civil penalties, personal property, or other relief allowed by law. The claim can be for no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

This interview creates the court forms needed to file a small claims case.

Please click "Next" to continue.



Forms to be Prepared

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

- Petition for Small Claims Case
- Declaration of Military Status of Defendant

[Exit](#) Go to Forms to be Prepared [Previous](#) [Next](#)

Information Needed to Prepare Forms

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

- Plaintiffs' Name and Contact Information
- Defendants' Name and Contact Information (Addresses and Phone Numbers)
- Details about your Complaint (i.e. Specifics about property requested or amount of money requested)
- Military Status of the Defendant(s), including a Defense Manpower Data Center Verification Letter where applicable.

[Exit](#) Go to Information Needed to Prep [Previous](#) [Next](#)

4. Use the drop down to select Tarrant for the county and precinct. Click Next

The first step to filing in the correct place is to 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 [v](#)

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

Tarrant County has provided an online resource to help you identify which Justice Court has jurisdiction over your location.

Please copy and paste the following link into a new window of your browser to search Tarrant County's website to find your JP Court: <https://www.tarrantcountytx.gov/en/elections/interactive-maps.html>.

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

Tarrant County - JP Preci [v](#)

5. Information about the Plaintiff(s)-select number of plaintiffs and click Next

Information about the Plaintiff(s)

The person or business suing is the Plaintiff.

Number of Plaintiffs * [i](#)

1 [v](#)

6. Select Person or Entity and enter information about the plaintiff. **Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected.** Click Next

Is this plaintiff a person or a business? * 

Person Business

Full Name

First * Middle Last * Suffix

first [] [] name [] [Select] v

Mailing Address

Street Address *

123 Random st

City * State * Zip *

Ft Worth TX v 76132

Phone Number * Fax Number

817-999-9999 []

Email Address *

randomemail@yahoo.com

7. Select number of defendants. Click Next

Information about the Defendant(s)

The person or business being sued is the Defendant.

Number of Defendants * 

1 v

8. Select Person or entity and enter information on defendant. **Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected.** Click Next

Is this defendant a person or a business? * 

Person Business

Full Name

First * Middle Last * Suffix

JOHN [] SMITH [Select] v

Service Address

Street Address *

123 STREET

City * State * Zip *

NRH TX 76180

9. If you have additional information, enter for defendant and click Next. **Only enter last 3 numbers of driver's license and social security.**

Phone Number Fax Number

[] []

Email Address

[]

Date of Birth

[]

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

[] []

10. If you have a different address for service on defendant, enter here. If not, the defendant will be served at the address already provided on step 8. Click Next

Serving the Defendant(s) * * required field

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 Defendant(s) may be served?

Please enter the defendant's name followed by a full street address, city, state and zip code.

John Smith, ABC Corp., 1500 Main Street, Austin, Texas 00000

Note: This field will fit 270 characters maximum. If you include returns in the text you enter, the maximum number of characters will not fit on your form. At the end of this interview, you must carefully review the forms produced to be sure all the text you have entered appears correctly.

11. Provide details of your claim in the box provided. Include as much description as you can.

Information about the Claim

* = required field

Please provide details about your claim below.

COMPLAINT:

The basis for the claim which entitles the plaintiff to seek relief against the defendant is: *

Note: This field will fit 630 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.

12. Answer questions for relief sought.

RELIEF SOUGHT BY THE PLAINTIFF:

The total value of all relief sought by the plaintiff can be no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

Is the plaintiff seeking monetary damages? *

Yes No

Please specify the amount of monetary damages the plaintiff is seeking. *

Is the plaintiff seeking the return of any personal property? *

Yes No

Or

RELIEF SOUGHT BY THE PLAINTIFF:

The total value of all relief sought by the plaintiff can be no more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

Is the plaintiff seeking monetary damages? *

Yes No

Please specify the amount of monetary damages the plaintiff is seeking. *

Is the plaintiff seeking the return of any personal property? *

Yes No

Please describe the personal property that you seek to have returned: *

Please enter the value of the personal property that the plaintiff seeks to have returned. *

13. If you want to provide additional information regarding relief sought, enter in the box.

Additional Information about the Relief Being Sought

Please provide additional details about your claim below.

Please describe any additional relief being sought by the plaintiff.

Note: This field will fit 180 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.

14. Enter information about the Filer

Information about the Filer

Please provide the contact preference for you as requested below. You, as a person, are the filer because you are entering the informatio

Is the filer a plaintiff? *

Yes No

Please select the filer from this list: *

first name

Please enter your Date of Birth: *

05/30/2002

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

15. If you want to provide military status at time of filing, answer yes. If you do not at this time, answer no. Click Next. You can click the blue hyperlink for the military website provided if you need more information.

Military Status of Defendant(s)

Please indicate your preference below.

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

Yes No

16. If you chose Yes on question 15, you will have to answer the following:

Declaration of Military Status

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

Are any of the defendants on active duty in the military? Visit the [Servicemember Civil Relief Act Website](#) for more information. *

Yes No I don't know

Who is on active duty in the military? *

JOHN SMITH

While on active duty, have any of the defendants signed a separate written waiver or a written lease containing a waiver of their rights under the U. S. Service Members Civil Relief Act of 2003. *

Yes No

17. If you chose No on question 15, you will be taken to this page. Answer how many defendants will be served in Tarrant County. Click Next

Service of Process

The Citation is the legal notice to the defendant(s) that you have filed this Small Claims Complaint.

The Service of Process is the method by which this legal notice is delivered to defendant(s). If the address you provided for a defendant 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.

If any of the defendant(s) added to this case may not be served in Tarrant County, please note that the Court will issue a citation for those defendants. 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 defendants are served. You may either:

- Contact the Sheriff's Department or Constable's Office in the County where the defendant may be served and ask them to conduct service (the agency that conducts service of process may differ by county) or
- Hire an authorized private process server.

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

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

1

18. If you are opting for service by Sheriff or Constable, select Yes and click Next

Method of Service * = required field

Because you have indicated that 1 defendant(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.

Note: The agency that conducts service of process may differ by county.

The fee for Service of Process varies by County. The fee for the service provided by Tarrant 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 defendant(s) that you indicated have service addresses in Tarrant County? *

Yes No

19. If you chose No, read the information provided:

The fee for Service of Process varies by County. The fee for the service provided by Tarrant 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 defendant(s) that you indicated have service addresses 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 defendant(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 defendant(s), therefore, you will need to hire an authorized private process server.

20. If you chose No and do not specify if you will be using out of county, private process or certified mail, the court will contact you for more information.

21. Type your name, date and county. Click Next

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. Please do not try to change the default answer that is selected.

Only non-monetary relief

Only Monetary relief of \$250,000 or less

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

22. You may complete the survey or if not, click Next to continue. The survey is not required.

You have not completed this interview until you receive your forms.

Help us improve this interview by filling out this short, optional survey.

1. Fill out the survey. Scroll to see all the questions.
2. Click *Save Survey* at the bottom of the survey.
3. Click *Next* at the bottom of this page to continue with the interview and receive your forms.

23. You have completed your petition. Click Proceed bottom right to continue

You have completed 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.

24. Read the information in the box.

You have successfully completed your Texas Small Claims Petition 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.

25. Download your petition by using the drop down arrow and clicking "download"

Party Information

Name	Party Type
first name	Plaintiff
JOHN SMITH	Defendant

Documents

Document Name	Actions	Reviewed
Small Claims Case Petition	<div style="border: 1px solid #ccc; padding: 2px;"><div style="border-bottom: 1px solid #ccc; padding: 2px;">Select...</div><div style="border-bottom: 1px solid #ccc; padding: 2px;">Select...</div><div style="padding: 2px;">Download</div></div>	✓

EXIT RETURN TO INTERVIEW NEXT

[Guide and File FAQs](#)

26. Enter payment information. At the bottom you may either log in if you already have an account or register for an account.

Documents

Document Name	Actions
Small Claims Case Petition	<div style="border: 1px solid #ccc; padding: 2px; width: 100px;">Download</div>

Fees

The following fees will be due if you electronically submit your documents:

Description	Amount
Case Initiation Fee	\$54.00
Convenience Fee (Estimated)	\$1.56
Total Fees:	\$55.56

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:

BACK REGISTER NOW LOG IN NOW