

Instructions to e-filing evictions:

Please note that when e-filing, you must already have your documents filled out, signed, and notarized. Documents must also be submitted in black and white or greyscale only, as we are unable to accept documents that include color. It is preferred that documents are submitted right-side up and are not crooked.

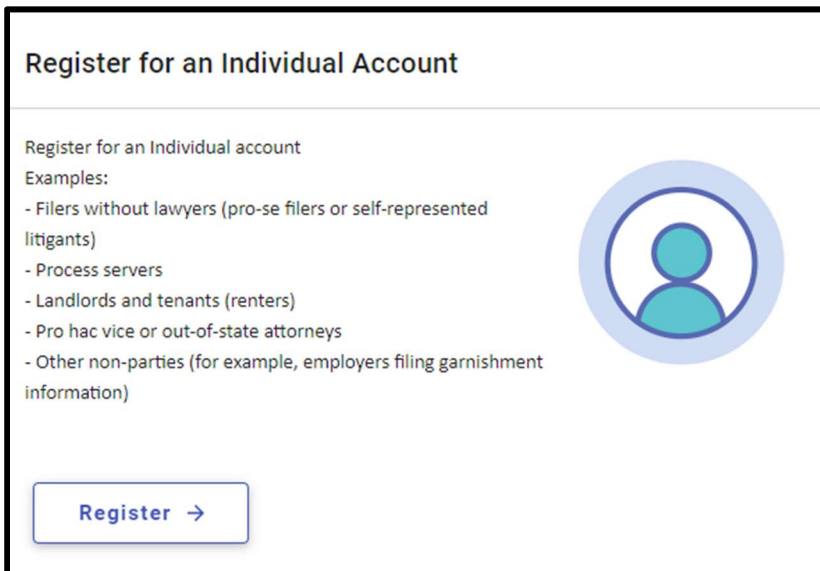
- Open your internet browser and search efiletx.com or open the link below from this document eFileTexas.Gov | Official E-Filing System for Texas
- It will ask you if you have an e-filing service provider. Click "Choose an e-filing service provider" in the "NO" box
- Under "EFSPs with Free E-Filing" click the first link that says "State Provided EFSP details", as pictured below



- Once you've clicked that link, it will take you another page. Click the first link under the same logo, as pictured below

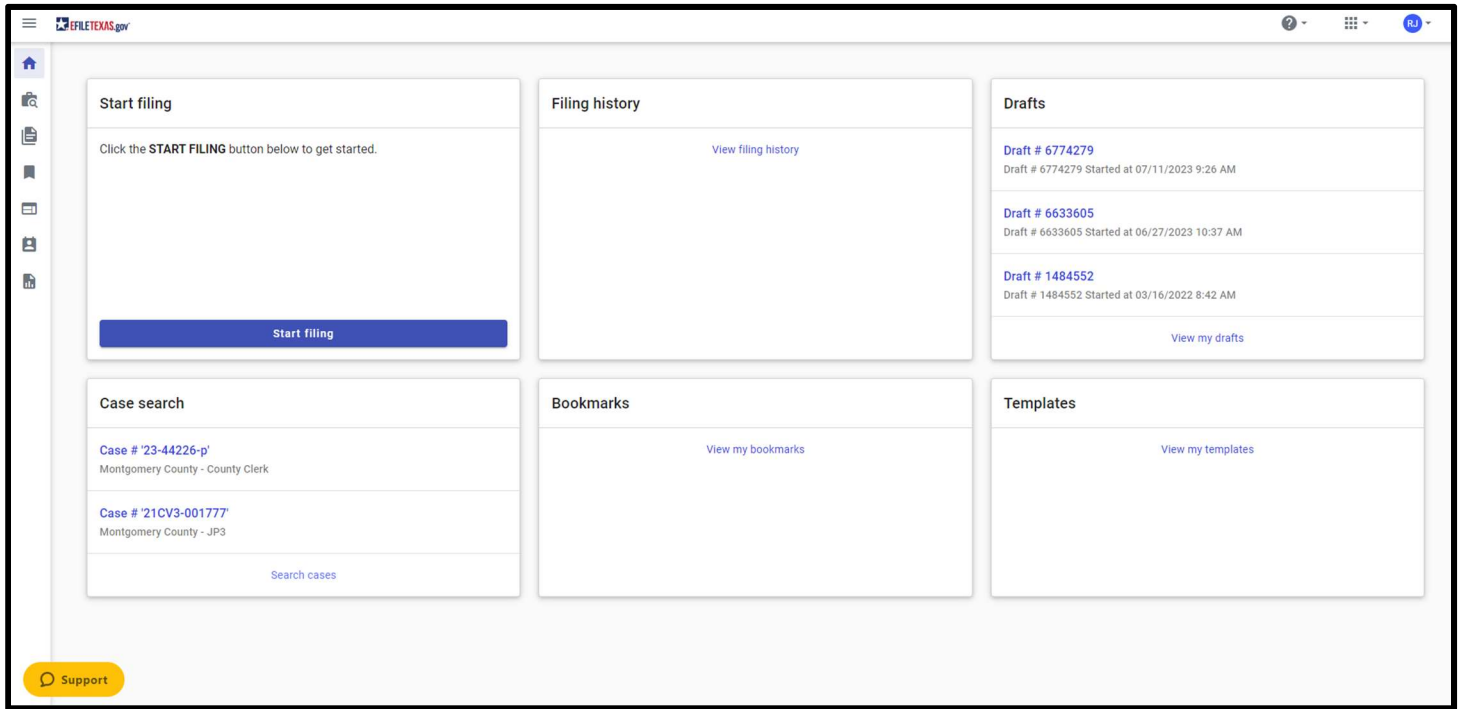


- Once you've clicked that link, it will take you to the main filing (login) page. If you do not already have an account, you will want to create an account here:



- Creating an account will require an email, password, first and last name of filer, address, and phone number.
- You should receive a link to verify the account and login. Please add a payment account to your profile.

- Once you've successfully created your account, logged in, and added your payment account, your screen should look like this:



- Click the blue button that says “Start filing”
 - Click the blue button that says “Start new case”
- Case Information Tab
 - Court Location: Montgomery County – JP3
 - Case Category: Civil – Real Property
 - Case Type: Eviction – \$54.00
 - Damage Amount: Only non-monetary relief
 - Procedure/Remedies: LEAVE THIS FIELD BLANK
 - Parties Tab
 - Add party details for both plaintiff and respondent
 - If you are an apartment complex, you will select entity
 - If you are needing to add additional respondents, select the “Add More” button
 - Make sure to fill out all information accurately. The contact information you are inputting will pull up in our system once the case is accepted.
 - Filings Tab
 - Make sure the “eFile Only” button is selected
 - Filing Code: Petition
 - Filing Description: LEAVE THIS FIELD BLANK
 - Client Reference Number: LEAVE THIS FIELD BLANK
 - Comments to Court: LEAVE THIS FIELD BLANK
 - Lead Document: this is where you will upload the petition that is filled out, signed, and notarized
 - Security: Does not contain sensitive data
 - Attachments: this is where you can attach other documents, such as the lease, notice to vacate, military affidavit, etc.
 - If all your documents are merged together, you can upload them all under “Lead Document”
 - Towards the top of the screen, select “Additional Services”

- i. Click the checkbox next to “Service – Constable – Personal Service”
 - ii. In the field towards the right, you will need to enter how many service fees need to be added based on how many respondents you are evicting
 1. 1 respondent = quantity of 1
 2. 2 respondents = quantity of 2
 3. 3 respondents = quantity of 3
 - iii.
4. Service Tab
 - a. This tab shows you case parties. Edits or updates are not needed on this tab
5. Fees Tab
 - a. Payment Account: Select the card or bank account you added to your profile
 - b. Party Responsible for Fees: Select the plaintiff/filer
 - c. Filer Type: Not Applicable
 - d. You can calculate the total on the right side under “Fee Breakdown”
6. Summary Tab
 - a. Look through to make sure you’ve selected the correct information
7. Submit

After submitting your filing, you should receive an envelope number. Please keep this number for your records.

The court will review the submission, confirming everything has been filled out, signed, notarized, and is in black and white or greyscale. After confirming everything, the filing should be accepted and you should receive an email or update in your efile portal with the case number. The court will normally process eviction filings the same day, which would mean we should be emailing you the court date notice within the same day.

If you have questions about efilings, please contact our office and ask to speak to Rashannie Jennings.