

# Eviction EFile Texas “Selfhelp”

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For your convenience we have created a step-by-step guide on how to submit your case electronically to our court. Justice Court One is currently taking Small Claims and Eviction Claims through EFileTexas “Selfhelp”. Please take a moment to provide us feedback on your experience using this system. You can email us at Jp1court@tarrantcounty.com.

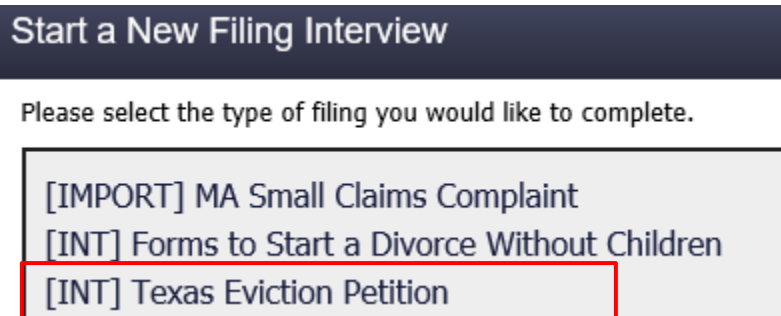
Thank You,  
Justice Court One

## 1) Before you File

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**To start your filing simply select the type of case you want to file from the list provided.**

➔ Start Your Legal Process ➔ Select your Type of Case



Start a New Filing Interview

Please select the type of filing you would like to complete.

- [IMPORT] MA Small Claims Complaint
- [INT] Forms to Start a Divorce Without Children
- [INT] Texas Eviction Petition

**This will bring you to the main page for the specific case you want to file and will provide you with a brief description of the case you have selected. ➔ Click Next**

**The next several screens will give you some good information.**

The next screen will explain Self- Representation ➔ Click Next

The next screen will explain some of the Rules in regards to your specific claim ➔ Click Next

The next screen will give you a brief overview of what forms will be required with your case ➔ Click Next

The next screen will show you what information you need to file your case ➔ Click Next

## 2) File your case “Eviction”

### 1. Where will you File Your Eviction Case?

Choose the County and Precinct you wish to file your case in. → Click Next

Where will you File Your Eviction Case? \* = required field

Suit **must** be filed in the county and precinct where the rental property is located.

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If you are not sure which county the rental property is located in, [click here](#) and do a search using the rental property's zip code to determine the right county.

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

Tarrant

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

Tarrant County has created enhanced search features that allow you to enter an address to find out which Justice Court has jurisdiction over that location.

Please copy and past the following linking into a new window of your browser to search Tarrant County's website for your JP Court: <http://www.tarrantcounty.com/en/elections/interactive-maps/justice-of-the-peace-and-constable-precinct-maps/Justice-of-the-Peace-and-Constable-All.html>.

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

Tarrant County - JP Pre

Go to Where will you File Your Evic

### 2. Who are you?

Provide some general information → Click Next

Who are you? \* = required field

First, we want to collect a little information about **you**, the individual taking the interview.

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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

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What is your 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

Go to Who are you?

### 3. Information About you, the Landlord/Owner

Provide your personal information → Click Next

\* = required field

Information About the You, the Landlord/Owner  
Please answer the following questions about you.

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Please enter the your contact information  
This will be the legal address in the court records and will be used for service, if applicable.

**Landlord's Full Name**

First \* Middle Last \* Suffix

Jane D Watson [Select] v

Date of Birth \*

06/21/1985

**Landlord's Mailing Address**

Street Address \*

1000 Jones Ave

City \* State \* Zip Code \*

Fort Worth TX 76111

Landlord's Phone Number \* Landlord's Fax Number

817-999-9099 817-909-9999

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

Yes  No

Exit Go to Information About the You, th v Previous Next

### 4. Information about the Tenant(s)

How many defendants are you filing against? Provide the number here.

\* = required field

Information about the Tenant(s)  
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.

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How many Tenants are on the lease? \*

1 v

Exit Go to Information about the Tenant v Previous Next

The next several screens will ask you information about the person you are filing your case against. Enter the necessary information and → Click Next

### 5. Information about the Tenant

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  
Joe [ ] Young [Select] v

**Mailing Address**  
Street Address \*  
1000 Michael St

City \* State \* Zip Code \*  
Fort Worth | X TX | 76111

Exit Go to Information about Tenant No. v Previous **Next**

### 6. Additional Information about Tenant → Click Next

Additional Information about Tenant No. 1  
If available, please fill out the information below.

Phone Number Fax Number  
817-502-5555 [ ]

Email Address  
[ ]

Date of Birth  
08/10/1985

Last 3 numbers of Driver's License Last 3 numbers of Social Security Number  
032 [ ] 032 [ ]

Exit Go to Additional Information about v Previous **Next**

## 7. Additional Information about Tenant(s)

Note: We will attempt service the citation at the address provided above 1<sup>st</sup>. If an additional address is provided, a service fee might apply to service the defendant. → Click Next

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.

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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.

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

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Exit Go to Alternative Addresses for Ten  Previous **Next**

## 8. Military Status of Tenant(s)

Provide any information about the Tenant(s) military status. → Click Next

Military Status of Tenant(s) \* = required field

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.**

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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

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Exit Go to Military Status of Tenant(s)  Previous **Next**

## 9. Information about the Rental Property (part 1)

Select the address of the property or if different than the address entered select other to provide the address of the property for who the eviction is being entered for. → Click Next

Information about the Rental Property \* = required field

Please provide the details below.

What is the address of the rental property? \*

1000 Michael St Fort Worth TX 76111

Other

Exit Go to Information about the Rental ▼ Previous **Next**

## 10. Information about the Rental Property (part 2)

This screen will give you an option to upload a lease agreement from your computer.

To do so click on “Choose File” icon → a box will appear → locate the document you wish to upload and click “open”. The name of the file you selected will appear on the box as shown below. → Click Next

Information About the Rental Agreement \* = required field

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

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

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.

BLANCK PAGE.docx Choose file ✕

File must be in PDF format

Exit Go to Information About the Rental ▼ Previous **Next**

## 11. Information about the Notice to Vacate

This screen will give you an option to upload the notice to vacate provided to the defendant(s).

To do so click on "Choose File" icon → a box will appear → locate the document you wish to upload and click "open". The name of the file you selected will appear on the box as shown below. → Click Next

\* = required field

### Information About the Notice to Vacate

Please provide information about the Notice to Vacate.

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*Texas Property Code, Sec. 24.005, sets out the notice requirements for eviction suits (unless the notice requirements are stated in the signed lease). [Click here](#) to review that section of the Texas Property Code.*

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

Yes    No

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

06/15/2017

In what manner did you provide this notice? \*

Enter manner Notice was Given to Defendant(s)

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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.

Notice to Vacate.pdf Choose file ✕

File must be in PDF format

Exit   Go to Information About the Notice ▼   Previous   Next

## 12. Grounds for Eviction

Provide information about why you are seeking to evict your tenant(s). You don't have to select all the options (only the ones that apply to your case). \*For this guide we selected all the options to provide you with an example for each. → Click Next

\* = required field

### Grounds for Eviction

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

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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

What is the total amount of rent past due? \*

Please specify the time periods for which the defendant(s) failed to pay rent. \*

What was the end date of the rental term or of the renewal of the extension period? \*

Please list the other grounds for eviction/lease violations: \*

Note: This field will fit 270 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.

Go to



### 13. Information About the Rent

Provide monthly rent for the property. → Click Next

#### Example #1 (No Subsidized rent)

\* = required field

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

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Is the rent subsidized? \*

Yes  No

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**Information about the Monthly Rent**

Total Monthly Rent: \*

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

Yes  No

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Exit Go to Information About the Rent

#### Example #2 (Subsidized rent)

\* = required field

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

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Is the rent subsidized? \*

Yes  No

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**Information about the Monthly Rent**

Total Monthly Rent: \* Rental Subsidy: \* Tenant's Portion: \*

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

Yes  No

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Exit Go to Information About the Rent

14. **About The Eviction Process** → Click Next

About the Eviction Process

Please review the following information regarding next steps.

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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.

Exit Go to About the Eviction Process ▼ Previous **Next**

15. **Request for Judgment** → 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.

Exit Go to Request for Judgment ▼ Previous **Next**

16. **Electronic Signature** → Click Next

Note: When filing under a business name the signature below will be of the person filing the new case/agent.

\* = required field

### 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 \*

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The limitation below must be selected to ensure proper electronic filing of your documents. \*

Less than \$100,000 including damages of any kind

Exit    Go to           

17. **Exit Survey (Optional)** → Click Next

### Exit Survey

Help us improve this interview

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Please [click here](#) to fill out a short survey and give us your feedback on using Guide and File to produce your case forms.

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Please click "Next" to continue.

Exit    Go to

18. **You have finished the interview** → Click Next

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.*

Exit Go to End Page

19. **Summary Page (part 1)**

The summary page will allow you to view information entered as well as the documents generated for you case. In order to move forward you have to review all your filings by selecting the arrow next to each document and either choosing view or download. Once you have reviewed all documents → Click Next

Summary

You have successfully completed your [INT] Texas Eviction Petition interview.

Party Information

Name	Party Type
Jane D Watson	Plaintiff
Joe Young	Defendant

Documents

Document Name	Actions	Reviewed
Eviction Petition	<input type="button" value="Select..."/> <input type="button" value="View"/> <input type="button" value="Download"/>	<input checked="" type="checkbox"/>
Justice Court Civil Case Information Sheet	<input type="button" value="Select..."/>	<input checked="" type="checkbox"/>
Military Status Declaration	<input type="button" value="Select..."/>	<input checked="" type="checkbox"/>
DISMISSALS.pdf	<input type="button" value="Select..."/>	<input checked="" type="checkbox"/>
Notice to Vacate.pdf	<input type="button" value="Select..."/>	<input checked="" type="checkbox"/>

Exit Return to Interview

## 20. Summary Page (part 2)

Here you can review your documents again and get a breakdown of the filing fees associated with your case. Once you review everything. ***“Note: Copy fees will be assessed at time of acceptance. Court reserves the right to correct payment if under or over paid.”***

NOTE: You will be required at this point to create an account to establish a payment method.

➔ Click Register Now (if you do not have an account) **Continue to Page 14**

➔ Click Log In Now (if you already have an account) **Go to Page 15**

### Summary

#### Documents

Document Name	Actions
Eviction Petition	<a href="#">View</a> <a href="#">Download</a>
Justice Court Civil Case Information Sheet	<a href="#">View</a> <a href="#">Download</a>
Military Status Declaration	<a href="#">View</a> <a href="#">Download</a>
DISMISSALS.pdf	<a href="#">View</a> <a href="#">Download</a>
Notice to Vacate.pdf	<a href="#">View</a> <a href="#">Download</a>

#### Fees

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

Description	Amount
Case Initiation Fee	<b>\$41.00</b>
Optional Service Fee	<b>\$75.00</b>
Convenience Fee	<b>\$3.35</b>
<b>Totals:</b>	<b>\$119.35</b>

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:

## Registration for "Guide and File" Selfhelp

Enter the information requested below and click Register.

### Registration Form

If you don't have an email address, you can get a free one from Gmail or Hotmail  
If you don't have an email address, you can get one for free: **Gmail Outlook or Yahoo!**

First Name	Middle	Last Name
Joe	M	Young
Email address	Confirm email	
jmyoung@hotmail.com	jmyoung@hotmail.com	
Password	Confirm password	
●●●●●●●●	●●●●●●●●	
Phone Number	Country	
8172222222	United States ▼	
Street Address Line 1	Street Address Line 2	
1000 w weatherford	Street Address Line 2	
City	State	Zip Code
fort worth	Texas ▼	76196
Password Question	Password Answer	
testingone	●●●●●●●●	

In order to complete your registration you must review and accept the following: **TERMS and CONDITIONS** for the use of this site.

I have reviewed and accept the terms and conditions.

[Back](#) [Login](#) [Register](#)

## 21. Summary Page (part 3)

Once you've logged in or registered → Click on Pay Now

### Summary

#### Documents

Document Name	Actions
Eviction Petition	<a href="#">View</a> <a href="#">Download</a>
Justice Court Civil Case Information Sheet	<a href="#">View</a> <a href="#">Download</a>
Military Status Declaration	<a href="#">View</a> <a href="#">Download</a>
DISMISSALS.pdf	<a href="#">View</a> <a href="#">Download</a>
Notice to Vacate.pdf	<a href="#">View</a> <a href="#">Download</a>

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Convenience Fee	<b>\$3.35</b>
<b>Totals:</b>	<b>\$119.35</b>

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.

Once you have reviewed all of the information, click the 'Pay Now' button below to electronically submit your documents:

[Back](#) [Pay Now](#)

## 22. Payment

Select an option below and → Click Continue

### Payment

Choose an option for payment.

Allowed credit card types for this location are: MASTERCARD VISA AMEX DISCOVER CHECKING

Create a one-time account  
 Create a reusable account

[Return to Interview](#) [Continue](#)

Enter Payment Information → Click Continue

## Payment Information

**Cardholder Information**  
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

<b>Card Type</b>	Visa	*
<b>Card Number</b>	4342580046161522	*
<b>Exp Month</b>	3	*
<b>Exp Year</b>	2020	*
<b>CVV Code</b>	061	* <a href="#">CVV Help</a>
<b>Name on Card</b>	Joe Young	*
<b>Address Type</b>	<input checked="" type="radio"/> US <input type="radio"/> Foreign	
<b>Address Line 1</b>	1000 street drive	*
	<small>Street address, P.O. box, company name, c/o</small>	
<b>Address Line 2</b>		
	<small>Apartment, suite, unit, building, floor, etc.</small>	
<b>City</b>	Fort Worth	*
<b>State</b>	TEXAS	
<b>Zip Code</b>	76196	

Verify Billing Information → Click save Information

## Verify Billing Information

**Billing Detail**

<b>Card Type</b>	VISA
<b>Card #</b>	*****1555
<b>Exp Date</b>	03/20
<b>CVV Code</b>	***
<b>Name on Card</b>	Joe Young
<b>Address Type</b>	US
<b>Address Line 1</b>	1000 street drive
<b>Address Line 2</b>	
<b>City</b>	Fort Worth
<b>State</b>	TX
<b>ZIP Code</b>	76196

**Terms and Conditions**  
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.



### 23. Confirmation

The above step will your card information and will redirect you back to your case and provide you with an envelope number. \*Print your Confirmation\*

#### Confirmation

Your filing has been successfully submitted to the court for review.  
Your envelope number is 180152.

**Next Steps:**

- The court clerk will review your filing to ensure it is complete.
- You will receive an email notification once it has been accepted.
- If there are any issues with your filing, you will receive a rejection e-mail that will note the corrective actions required, so that you can re-submit with any necessary changes.

[Exit](#) [Print Confirmation](#)

**Once your case is accepted you will receive a case number from our court.**