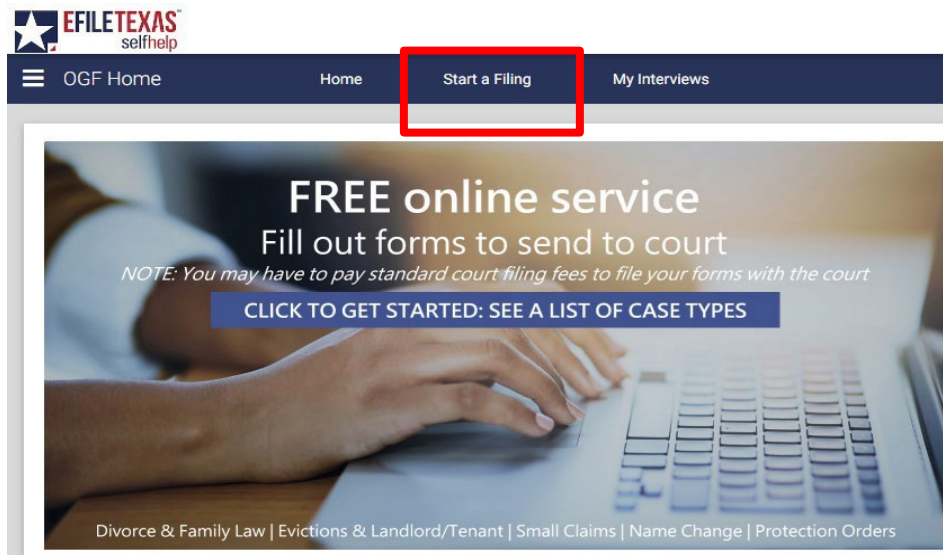


EFILE TEXAS SELF HELP STEP-BY-STEP EVICTION FILING GUIDE

(JP2 DOES NOT ACCEPT FILINGS THROUGH EFILE TEXAS SELF HELP. YOU MUST COMPLETE THE INTERVIEW, DOWNLOAD YOUR COMPLETED FORMS AND FILE THROUGH EFILE TEXAS)

1. Click Start a Filing



2. Click Landlord-Tenant: Landlord's request to remove tenant from rented property

[Landlord-Tenant: Landlord's request to remove tenant from rented property](#)

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

Landlord-Tenant: Landlord's request to remove tenant from rented property

An eviction case is a lawsuit brought to remove persons and belongings from the landlord's property and recover possession of real property, often by a landlord against a tenant. In Texas law, these are also referred to as "forcible entry and detainer" or "forcible detainer" suits. The tenant must have already failed to pay the rent as agreed. A landlord cannot refuse to accept rent and thereafter claim rent was not paid.

A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$20,000, excluding statutory interest and court costs but including attorney fees, if any.

This interview creates the court forms needed for a landlord to evict a tenant who has not paid rent under a rental agreement. To use the interview you must meet all of the legal requirements for filing an eviction.

Please click "Next" to continue.

EXIT Go to: Start Page

PREVIOUS

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 a 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.

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: Understanding Self-Representation 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: Requesting an Eviction 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: Forms to be Prepared 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 for Please select the Justice of the Peace Court where you want to file your case and choose Tarrant County – JP Precinct 2

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

Tarrant County - JP Precinct 2

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

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 → 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 → 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 for How many Tenants are on the lease and choose # of tenants to list as defendants → Select whether you want to evict all other occupants from unit → Click Next

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 No. 1's information → 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: JOHN Middle: Middle *Last: JONES Suffix:

Mailing Address*

Street Address: 987 ABRAM STREET

*City: ARLINGTON *State: TX *Zip Code: 76010

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

17. Enter additional information about Tenant No. 1, if known → Click Next

Additional Information about Tenant No. 1

If available, please fill out the information below.

Phone Number: 817-999-9999 Fax Number:

Email Address:

Date of Birth: 01/01/1983

Last 3 numbers of Driver's License: 123 Last 3 numbers of Social Security Number: 987

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

18. Enter alternative address(es) for tenants (This section is not required and alternate 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.

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

EXIT Go to: Alternative Addresses for Tenant(s) PREVIOUS NEXT

19. Select Yes to prepare a military affidavit

* = required field

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

20. 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

21. Select whether you have asked the U.S. Department of Defense about the tenant's military status

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

22. If you selected "No" in step 21, list all tenants names and how you determined that they are not on active military duty. If you selected "Yes" in step 21, select the tenant name(s) for whom you have the DMDC verification

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

JOHN SMITH

23. Choose the file that has your DMDC verification

	 CHOOSE FILE	 REMOVE FILE
--	---	---

24. Select whether you have tenants for whom you did not receive a DMDC verification

Are there tenants for whom you did not receive a DMDC verification?*

Yes No

25. Select address of rental property in eviction case → 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 your 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 your written agreement, you will still be required to present it 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 click Next

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

Yes No

* = required field

Information About the Notice to Vacate

Please provide information about the Notice to Vacate.

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)?*

02/04/2025 

In what manner did you provide this notice?*

Posted on back of front door

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.

SC24692 JUDGMENT.pdf

File must be in PDF format

EXIT Go to: Information About the Notice to Vacate

PREVIOUS

NEXT

29. Select the grounds for eviction and follow prompts → 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 → Enter total monthly rent → Select whether you want to file a separate suit for unpaid rent in addition to the eviction case → Click Next

Information About the Rent

Please provide information about the monthly rent.

Is the rent subsidized?*

Yes No

* = required field

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

EXIT

Go to:

Information About the Rent

PREVIOUS

NEXT

31. 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

* = required field

EXIT

Go to:

Attorney's Fees

PREVIOUS

NEXT

32. Read over 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.

EXIT

Go to:

About the Eviction Process

PREVIOUS

NEXT

33. Select check box and read over 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

34. Complete information on Electronic Signature page → Click Next

Electronic Signature * = required field

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.*

Jane Smith

Signature Date:* 02/11/2025 State* Texas County* Tarrant

Date of Birth* 02/01/1983

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

EXIT Go to: Electronic Signature PREVIOUS NEXT

35. You may complete the survey (if prompted) or skip it by clicking Next

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.

36. Screen will display “You have finished the interview.” → Click Proceed

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 PREVIOUS PROCEED

37. Read over page carefully and review your documents and download/print your documents to file through eFile Texas → Click Next

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.

38. Review Fees section → Click Register Now or Log In Now → Pay Now

Fees

-

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

Description	Amount
Case Initiation Fee	\$54.00
Optional Service Fee	\$1.00
Optional Service Fee	\$75.00
Convenience Fee <small>(Estimated)</small>	\$3.76
Total Fees:	\$133.76

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](#)