

EFILE TEXAS STEP-BY-STEP SMALL CLAIMS FILING GUIDE

1. Click Start Filing

The screenshot shows a dashboard with six panels: Start Filing, Filing History, Drafts, Case Search, Bookmarks, and Templates. The 'Start Filing' panel is highlighted with a red border and contains a blue button labeled 'Start filing'. The 'Filing History' panel has a 'View filing history' link. The 'Drafts' panel shows a draft # 2302100 and a 'View my drafts' link. The 'Case Search' panel has a 'Search cases' link. The 'Bookmarks' panel has a 'View my bookmarks' link. The 'Templates' panel has a 'View my templates' link.

2. Click Start New Case

The screenshot shows two options for filing a case. The 'File New Case' option is on the left, featuring an envelope icon with a plus sign and a blue button labeled 'Start new case' which is highlighted with a red border. The 'File Into Existing Case' option is on the right, featuring a magnifying glass icon and a blue button labeled 'File into existing case'.

3. Type Tarrant County into Court Location box and choose Tarrant County – JP Precinct 2

The screenshot shows a dropdown menu for 'Court location *'. The selected option is 'Tarrant County - JP Precinct 2'. There is a close button (x) and a dropdown arrow (▼) on the right side of the menu.

This is the court where you are filing your case.

4. Click down arrow for Case Category → Choose Civil – Other Civil

The screenshot shows a dropdown menu for 'Case category *'. The selected option is 'Civil - Other Civil'. There is a close button (x) and a dropdown arrow (▼) on the right side of the menu.

This is the type of case you are filing (Family, Probate, or Civil).

5. Click down arrow for Case Type → Choose Small Claims

Case type *
Small Claims - \$54.00 x ▼

If you can't find your case type, change the case category to see other case types.

6. Click down arrow for Damage Amount → Choose one of the following: Monetary relief of \$250,000 or less and non-monetary relief / Only Monetary relief of \$250,000 or less / Only non-monetary relief

Damage Amount *
Monetary relief of \$250,000 or less and non-monetary relief ▼

Damage Amount *
Only Monetary relief of \$250,000 or less ▼

Damage Amount *
Only non-monetary relief ▼

7. Click + Add Party Details (Plaintiff)

Parties

Party Type	Party Name	Actions
▲ Plaintiff *	+ Add party details	
▲ Defendant *	+ Add party details	

+ Add More

8. Click Person or Entity button to choose plaintiff type → Click I Am This Party if you are an individual filing on behalf of yourself → Type plaintiff's name in boxes if different than desired party

Person Entity I Am This Party

First Name * Jane Middle Name Last Name * Doe Suffix Select... ▼

9. Enter plaintiff information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Address Line 1 *
123 MAIN STREET

Address Line 2

City * ARLINGTON State * Texas Zip Code * 76010

Email Example: someone@domain.com Phone Number Cell Phone

10. Enter Attorney Information ONLY if the plaintiff is being represented by one


Attorney Information

Lead Attorney Select...

11. Click SAVE

12. Click + Add Party Details (Defendant)

Parties

Party Type	Party Name	Actions
 Plaintiff *	+ Add party details	
 Defendant *	+ Add party details	

+ Add More

13. Click Person if you are suing an individual or Entity if you are suing a business → Enter defendant's name information or entity's name information

Person Entity I Am This Party

First Name * Middle Name Last Name * Suffix Select...

Person Entity

Entity Name *

14. Enter additional information for individual(s), if known. Only enter LAST 3 digits of driver license number and/or social security number. If you enter 4 or more digits, your envelope will be rejected

Driver License Type ▼

Driver License State ▼

Driver License Number

Social Security Number

15. Enter defendant information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Address Line 1 *

Address Line 2

City * State * ▼ Zip Code *

Email Phone Number

16. Enter Attorney Information ONLY if the defendant is being represented by one

Attorney Information

Lead Attorney ▼

17. Click SAVE

18. Click Filings in bottom right corner

← Case Information

Filings →

19. Click Add Filing



20. Select eFile Only

eFile Only

Pick "eFile Only" to just electronically file your papers.

eFile and Serve


Electronically file your papers with the court and have your documents sent to the selected service contacts.

21. Click down arrow for Filing Code and choose Petition

Filing Code*
Petition x ▼

22. Click Select File for Lead Document

Lead Document * Required



Drag files here or

[Select file](#)

Maximum file size: **36.70 MB**
Accepted file types: **Portable Document File (PDF)**

23. Choose the file that has your eviction petition and military affidavit in one document → Click down arrow and choose Public

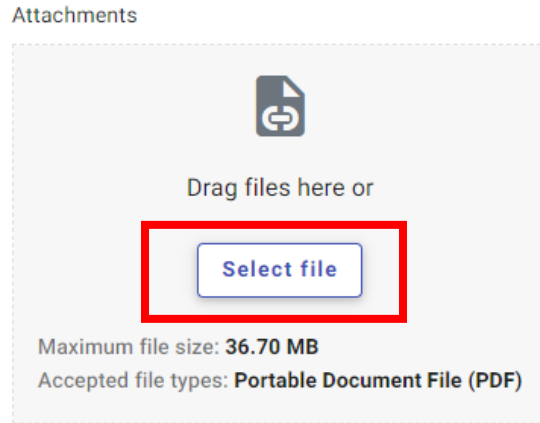
Eviction_Forcible_Worksheet.pdf



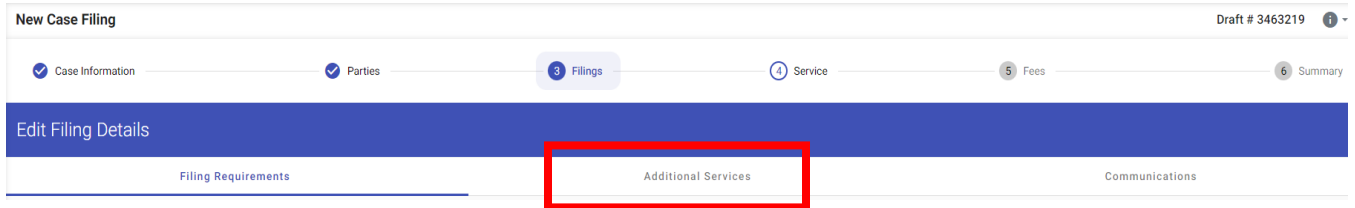
*
Eviction_Forcible_Worksheet.pdf

*
Public ▼

24. If you have additional documents to attach (other than the eviction petition), click Select File for Attachments and follow same steps as Step 23 for your attachments



25. Click Additional Services at the top of the page



26. Click box for correct Tarrant County Constable Citation Service and enter Quantity (# of defendants). **If your defendant is not located in Tarrant County for service or if you do not choose/pay for Constable service, the citation and attachments will be emailed to you to provide service documents to appropriate serving agency.**

<input checked="" type="checkbox"/>	zConstable 2 Citation Service	\$75	Quantity * 1
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27. Click box for Copies – First Page and enter Quantity of 1

<input checked="" type="checkbox"/>	Copies - First Page	\$1	Quantity * 1
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28. Click box for Copies – Additional Pages and enter Quantity (# of additional pages not including the first page of your petition)



<input checked="" type="checkbox"/>	Copies - Additional Pages	\$0.25	Quantity * 3
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29. Click SAVE

30. Click Add More if you are filing multiple cases for the same plaintiff and follow steps 12 - 29

Filings

Max Envelope Size: 36.70 MB
Remaining: 36.64 MB

Filing Code	Filing Type	Description	Actions
Petition	Efile		 

[+ Add More](#)

31. Click Service in bottom right corner



32. Click Fees in bottom right corner



33. Choose Payment Account

Payment Account *
CREDIT CARD Waiver x ▼

34. Click down arrow for Party Responsible for Fees and choose plaintiff name

Party Responsible for Fees
Jane Doe ▼

35. Click down arrow for Filer Type and choose Not Applicable

Filer Type *
Not Applicable ▼

35. Click Summary in bottom right corner



36. Verify that all information is correct and click Submit in bottom right corner

