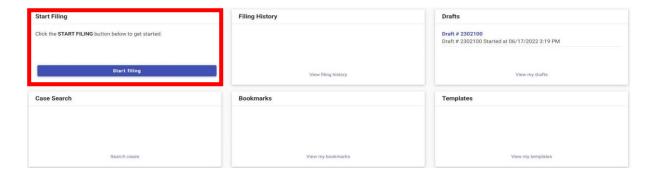
EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE

Filing Fee: \$54.00 + Service Fee: \$100.00 per defendant

Verify address is in Precinct 2: https://www.jeffersoncountytx.gov/departments/constable/find your precinct number

1. Click Start Filing



2. Click Start New Case



 Type Jefferson County into Court Location box and choose Jefferson County – JP Precinct 2



This is the court where you are filing your case.

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



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

5. Click down arrow for Case Type → Choose Evictions Residential or Commercial



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



7. Click + Add Party Details (Plaintiff)

Parties

| Party Type | Party Name | Actions |
|---------------|---------------------|---------|
| A Plaintiff * | + Add party details | |
| ⚠ Defendant * | + Add party details | |
| + Add More | | |

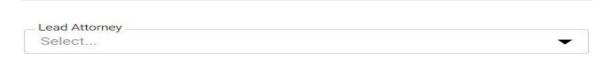
8. Click Person or Entity button to choose plaintiff type → Type plaintiff's name in box labeled Entity Name

| Person | Entity | |
|------------|-----------|---|
| Entity Nam | | ٦ |
| RANDOM | PARTMENTS | 3 |

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

| | 23 MAIN STREET Address Line 2 | | | |
|----------------------|--------------------------------|---------|------------|--|
| ARLINGTON ▼ 76010 | _ City* | State * | Zip Code * | |
| Email — Phone Number | ARLINGTON | Texas | 76010 | |

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



- 11. Click SAVE
- 12. Click + Add Party Details (Defendant)

Parties



13. Click Person or Entity button to choose plaintiff type → Enter defendant's name information



14. Enter additional information, **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



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



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



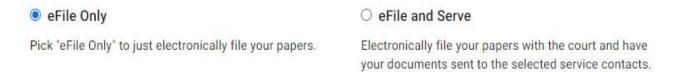
- 17. Click SAVE
- 18. Click Filings in bottom right corner



19. Click Add Filing

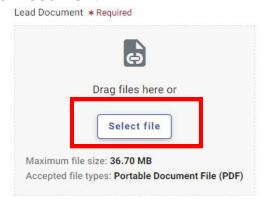


- 20. Select eFile Only
- 21. Click down arrow for Filing Code and choose Petition





22. Click Select File for Lead Document

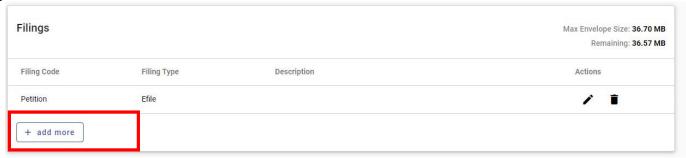


- 23. Choose the file that has your eviction petition. (See our website for more instructions)
 - → Click down arrow and choose Security type. (MUST CHOOSE does not contain sensitive data)



24. If you have additional documents (such as the military affidavit or notice), click Save to return to the Filings page. Click + add more and follow same steps as Step 23 for your additional documents.

Do not file more than one filing in the same document. Your entire envelope will be rejected.



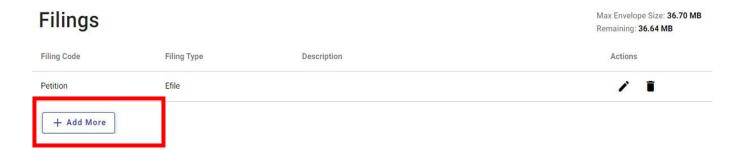
25. On SAME page as your petition filing, Click Additional Services at the top of the page



26. Click box for Service - Constable - Personal Service (\$100.00) and enter Quantity (# of defendants)



27. Click SAVE



28. A) Click Service in bottom right corner - > B) Click on Fees bottom right corner



- 29. Choose Payment Account
- 30. Click down arrow for Party Responsible for Fees and choose Plaintiff name.



- 31. Click down arrow for Filer Type and choose Not Applicable
- 32. Click Summary in bottom right corner





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



IF YOU ARE A PLAINTIFF THAT FREQUENTLY FILES EVICTIONS OR WANT TO MORE EASILY FILE MULTIPLE CASES AT ONCE, YOU CAN CREATE A TEMPLATE BY CLICKING ON THE THREE BARS IN THE TOP LEFT CORNER BY THE EFILETEXAS.GOV LOGO AND SELECTING "TEMPLATES".

