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

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

* Court Location
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

* Case Category
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

```
* Case Type
Evictions - Residential - $54.00                    ✕    ▼
```
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

```
Damage Amount *
Monetary relief of $250,000 or less and 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 → Type plaintiff's name in box labeled Entity Name

```
Person     Entity

Entity Name *
RANDOM APARTMENTS
```

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 *                State *               Zip Code *
ARLINGTON             Texas          ▼      76010

Email                           Phone Number
Example: someone@domain.com     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 or Entity button to choose plaintiff type → Enter defendant's name information

[Person] [Entity]   ⬤ I Am This Party

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

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

Driver License Type
Select...

Driver License State
Select...

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 *
123 MAIN STREET

Address Line 2

City *
ARLINGTON

State *
Texas

Zip Code *
76010

Email
Example: someone@domain.com

Phone Number
Cell Phone

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

Attorney Information

Lead Attorney
Select...

17. Click SAVE

18. Click Filings in bottom right corner

← Case Information   Filings →

19. Click Add Filing

+ Add filing

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

● 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.

Filing Code *
Petition   × ▼

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. (See our website for more instructions)
   → Click down arrow and choose Security type. (MUST CHOOSE does not contain sensitive data)

EVICTION PETITION (TEST).docx

🗑 Remove

* File Description
EVICTION PETITION (TEST).docx

* Security
Does not contain sen...   ▼

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.

Filings			Max Envelope Size: **36.70 MB** Remaining: **36.57 MB**
Filing Code	**Filing Type**	**Description**	**Actions**
Petition	Efile		✏ 🗑
+ add more			

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

Edit Filing Details

Filing Requirements   [Additional Services]   Communications

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

☐   Service - Constable - All Other $100.00 | Quantity |

27.   Click SAVE

Filings

Max Envelope Size: **36.70 MB**
Remaining: **36.64 MB**

Filing Code	Filing Type	Description		Actions
Petition	Efile			✏ 🗑

[+ Add More]

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

[← Parties]   [Service →]   [← Filings]   [Fees →]

29.   Choose Payment Account

30.   Click down arrow for Party Responsible for Fees and choose Plaintiff name.

Party Responsible for Fees
RANDOM APARTMENTS   ▾

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

Filer Type *
Not Applicable   ▾

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".