

# 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.jeffersoncountytexas.gov/departments/constable/find-your-precinct-number>**

## 1. Click Start Filing

The screenshot shows the EFile Texas dashboard with six panels. The 'Start Filing' panel is highlighted with a red border and contains the text 'Click the START FILING button below to get started.' and a blue button labeled 'Start filing'. Other panels include 'Filing History', 'Drafts', 'Case Search', 'Bookmarks', and 'Templates', each with a corresponding 'View' button.

## 2. Click Start New Case

The screenshot shows two options for filing a case. The 'File New Case' option is highlighted with a red border and includes a blue button labeled 'Start new case'. The 'File Into Existing Case' option includes a blue button labeled 'File into existing case'.

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

The screenshot shows a dropdown menu for 'Court Location' with 'Jefferson County - JP Precinct 2' selected. Below the dropdown is the text: 'This is the court where you are filing your case.'

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

The screenshot shows a dropdown menu for 'Case Category' with 'Civil - Contract' selected. Below the dropdown is the text: '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 \*  
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 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

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Lead Attorney  
Select... ▼

17. Click SAVE

18. Click Filings in bottom right corner

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[← Case Information](#)   [Filings →](#)

19. Click Add Filing

[+ Add filing](#)

20. Select eFile Only

21. Click down arrow for Filing Code and choose Petition

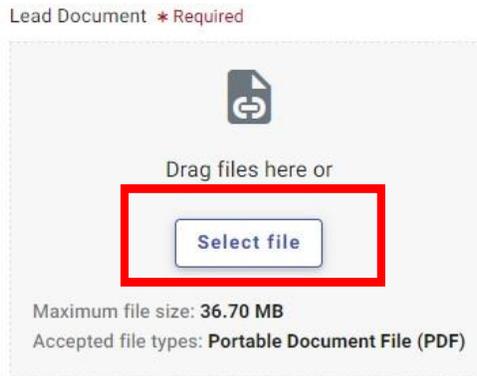
eFile Only

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.

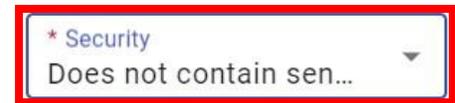
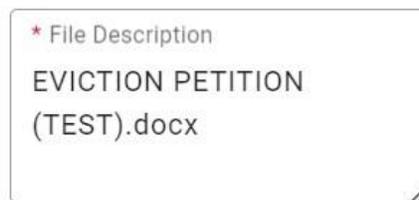
## 22. Click Select File for Lead Document



## 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)

EVICITION PETITION  
(TEST).docx



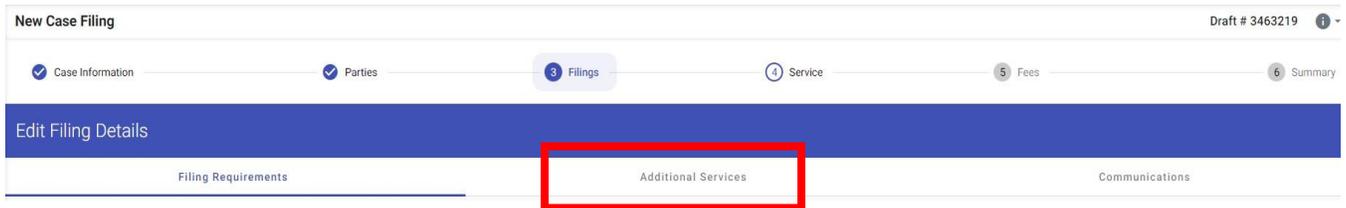
24. If you have additional documents (such as the military affidavit or notice), click Save to return to the Filings page. Click + add more and follow same steps as Step 23 for your additional documents.

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

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



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



27. Click SAVE

## Filings

Max Envelope Size: 36.70 MB  
Remaining: 36.64 MB

Filing Code	Filing Type	Description	Actions
Petition	Efile		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">+ Add More</div>			

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.

Party Responsible for Fees  
RANDOM APARTMENTS ▼

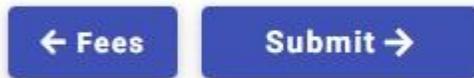
31. Click down arrow for Filer Type and choose Not Applicable

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".**

