

ProSe Instructions For E-Filing With EFileTexas.Gov

Web address: <https://efile.txcourts.gov/ofsweb>

Go to efiletexas.gov to establish a new account and log in with your new user name and password. You can also access training videos on efiletexas.gov to help you with the process.

- **Currently, Gregg County Justice of the Peace Pct #3 is the only Justice Court using E-File Texas.**

Filing a NEW case:

Click on “**NEW CASE**”

It will then take you to the next screen: Enter the Details for the New Case

You are on **1. Case Information** section

1. Click on “Select Location”, the courts that are e-filing in Texas will show up when you select this tab. Scroll down until you reach **Gregg County – JP Precinct 3** and click on it.
2. It will now take you to “Select Category”, this is where you choose the type of case you are filing. Select the appropriate category.
 - **Civil – Debt Claim, Small Claims, Bill of Review, Foreign Judgment, Garnishment, Handgun Hearings, Tow Hearings, and Repair & Remedy, Restoration**
 - **Civil-Real Property – Evictions, Re-Entry, Repair & Remedy, Restoration, and Retrieval**
 - **Civil-Related to Criminal Matters – Property Hearings, Handgun Hearings, DL Hearings, Animal Seizure, Occupational DL**
3. The next selection is “Select Case Type”, this gives more detail of the type of case you are filing.
4. Skip “Filing Attorney” because you are filing as a Prose Litigant.
5. Skip “Filer Type” as it has no drop down option at this time.
6. Click on “Payment Account”. This should give whatever option was set up when creating an account.
7. Click on “Parties” in the lower right of the screen.

You are now on **2. Parties** section

1. You will need to select “Party Type” and check either Person or Business. You now will need to enter the names and address accordingly. If you have more than one Plaintiff, click on “Add Party” each time you need to add. You now need to select the Defendant party type and follow the same procedure for adding the name of the Defendant. If you have more than one Defendant, again, click on “Add Party” each time you need to add.
2. Click on “Filings” in the lower right of the screen.

You are now on **3. Filings** section

1. You will need to click on “Select Filing Code”, you will choose your filing code.
 - **Eviction – Complaint for Eviction**
 - **Small Claims – Statement of Claim**
 - **Debt Claims – Plaintiff’s Original Petition**
 - **All others, please contact the court**
2. Next enter “Filing Description”. This should be the title of your document from above.
3. Next is Reference Number. Most ProSe Plaintiff’s will not have a reference number.
4. “Optional Services”-THIS IS ONE OF THE MORE IMPORTANT SELECTIONS. This is where the fees are assessed and return action is requested by the clerk. Click on each service this is applicable and click the “Add” button to move it to the right side column. This is where you will need to select the type of issuance, how you want the issuance served, copy fees, certified mail fees, etc. Each time you select a fee, it will ask how many, please select accordingly.
5. Once you are finished assessing the fees, you will need to upload your documents.
6. “Documents” is where you select and attach your PDF “Lead Document”. When you click in the box that reads “Click to Browse”, it will ask you to find your document in your computer. The Lead Document will receive the file mark. When filing a new case, the Lead Documents should be the Petition and if needed, Affidavit of Indigency. Please note that for at least a MAC computer, the document has to be on your desktop for it to find it and attach it, otherwise you will receive an error message. Once you have uploaded your Lead Document, the next step will take you to “Security”, you will need to select accordingly. Now you can upload the following types of Attachments: Required Documents are State Mandated Justice Court Civil Case Information Sheet, Military Service Affidavit along with proof, and Request for Process. Other optional documents, such as, Notice to Vacate and Immediate Possession Bond.
7. You may now enter important instructions on the “Filing Comments” section.
8. “Courtesy Copies” is a field designed for you to add the e-mail addresses for anyone you wish to receive a copy of the filing. The person who logs into the site and files the document automatically receive notice of the filing.
9. “Payment” should be toggled to show whatever method has been set up for payment.
10. Skip the “Filer Type” at this time, as it is not necessary.
11. “Party Responsible for Fees”-Be sure and select
12. Skip the “Procedures / Remedies
13. “Damages Sought” should be “Less than \$100,000 including damages of any kind”
14. Click on “Summary” in the lower right of the screen

You are now on **4. Summary** section

1. This is where you will need to review all the information you have given for the filing. If you need to change anything, click on the “Edit” buttons or other appropriate

buttons and change the information. Once you are satisfied with all information, click on "Submit" in the lower right of your screen.

You will then get a screen that tells you the "Envelope" is being submitted. You may click Ok or View. This will complete your filing and you may log out of efiletexas.gov.

You will then receive an email showing that the filing has been submitted. You will receive another email when it is accepted and file-marked by the clerk, giving you access to the document. If for some reason the filing is "Returned for Correction" by the clerk, you will get an email stating why the return and further instructions for correction.

The next time you log into efiletexas.gov, this case should show in your "Filings" window for subsequent filings into the case.

For more information and questions: Stephanie McIntosh, Court Coordinator (903)237-2654