

EFILE TEXAS STEP-BY-STEP CORRECT REJECTED FILING

1. Under Filing History, select the Envelope number you want to correct.

The screenshot shows the EFILE TEXAS interface. The 'Filing history' section is highlighted with a red box. It contains three entries for Envelope # 241623, Envelope # 241622, and Envelope # 241617, all submitted on 09/22/2022 and marked as 'Rejected (1)'. Below the list is a 'View filing history' link. To the left is the 'Start filing' section with a 'Start filing' button. To the right is the 'Drafts' section with three draft entries: Draft # 23766, Draft # 23267, and Draft # 23264, each with a 'View my drafts' link.

2. Click on Actions.

The screenshot shows the EFILE TEXAS interface. The 'Actions' dropdown menu is highlighted with a red box. The main header shows 'Submitted: Sep 22, 2022 4:43:26 PM'. Below this is a section for 'Envelope # 241623' with a 'Submitted By' field and a 'Profile User' field. Below this is a table with columns: Filing Status, Filing Code, Filing Type, Filing Description, and Client Ref #. The table has one row with the following data: Rejected, Application, eFile Only, [blank], and [blank].

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Rejected	Application	eFile Only		

3. Click on Copy Envelope. *This will open the case filing information.*

The screenshot shows the EFILE TEXAS interface. The 'Actions' dropdown menu is open, and the 'Copy Envelope' option is highlighted with a red box. The other options in the menu are 'Envelope details', 'File Into Case With Template', 'View Service Contacts', and 'Bookmark case'.

4. Click on a section from the top of the page to make a change to that section.

New Case Filing

Draft # 23767

1 Case information

Parties

Filings

Service

Fees

6 Summary

EXAMPLE of correction: Add service fees

- a. Click on Filings
- b. Click on Edit icon.

New Case Filing

Draft # 23767

Case information

Parties

3 Filings

Service

Fees

6 Summary

Filings

Max Envelope Size: 36.70 MB
Remaining: 36.67 MB

Filing Code	Filing Type	Description	Actions
Application	Efile		

+ add more

c. Click Additional Services (for example: constable service fees)

Edit Filing Details

Filing Requirements

Additional Services

Communications

* Filing Type (Required)

☒ 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 Information

d. Select an Additional Service and Save.

☐	Service - Certified Mail	\$18.91		
☐	Service - Constable - Personal Service	\$80		
☐	Service - Constable - Writ	\$150		
☐	Service - Publication	\$65		
☒	Serve - Constable - Writ (Possession)	\$170	1	\$170

[Cancel](#) [Save](#)

****END OF EXAMPLE****

5. Click on other sections if other changes needed. Click Save.

6. Once finished, click on Summary.

New Case Filing Draft # 23767 i

1 Case information

✓ Parties

✓ Filings

✓ Service

✓ Fees

6 Summary

7. Review final summary, then select submit.

[← Fees](#) [Submit →](#)

NOTE REGARDING FEES:

Your account is never charged until your filing is accepted. If you see any pending charges on your account prior to acceptance, the pending charges are an authorization hold to ensure that the funds are available so your filing can be accepted without delay. **If the filing is canceled or rejected, the funds will be released and will return to your account according to your financial institution's policies (typically three (3) to ten (10) business days).