

EFILE TEXAS STEP-BY-STEP FILE INTO EXISTING CASE

1. Click Start Filing

The screenshot shows a dashboard with six panels: Start Filing, Filing History, Drafts, Case Search, Bookmarks, and Templates. The 'Start Filing' panel contains the text 'Click the START FILING button below to get started.' and a blue button labeled 'Start filing', which is highlighted with a red rectangular box.

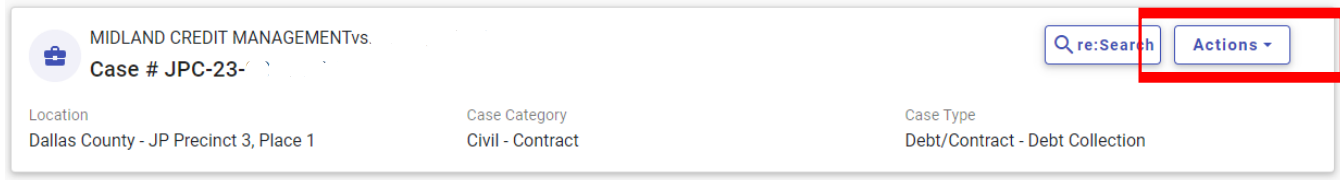
2. Click File into Existing Case

The screenshot shows two side-by-side panels. The left panel is titled 'File New Case' and has a 'Start new case' button. The right panel is titled 'File Into Existing Case' and has a 'File into existing case' button, which is highlighted with a red rectangular box.

3. Type Dallas County into Court Location box and choose Dallas County – JP Precinct 3, Place 1. -> Select "Case Number" -> Write Case Number

The screenshot shows a search form with the following elements: a 'name.' label, a dropdown menu for 'Location' with 'Dallas County - JP Precinct 3, Place 1' selected, radio buttons for 'Case Number' (selected) and 'Party Name', a light blue informational box, and an empty text input field for '* Case Number'. Red boxes highlight the location dropdown and the case number input field.

4. On case, select Actions. Under drop down, select "File into Case".



MIDLAND CREDIT MANAGEMENT vs.
Case # JPC-23-

re:Search Actions

Location: Dallas County - JP Precinct 3, Place 1
Case Category: Civil - Contract
Case Type: Debt/Contract - Debt Collection

5. Select Parties button on bottom right (Select + Add More if adding parties)

6. Click on Add Filings



7. Select eFile Only or eFile and Serve.

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.

8. Enter Filing Information

a. Click down arrow for Filing Code

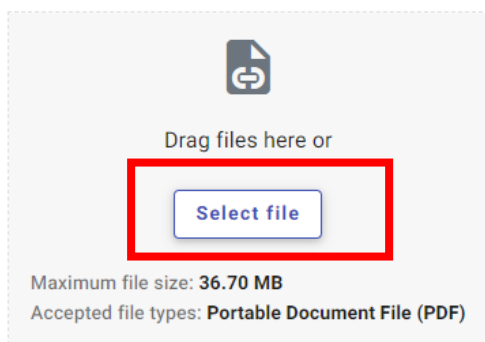
b. Add Filing Description



Filing Code is Required.

9. Add Lead Document and Any Attachments

Lead Document * Required

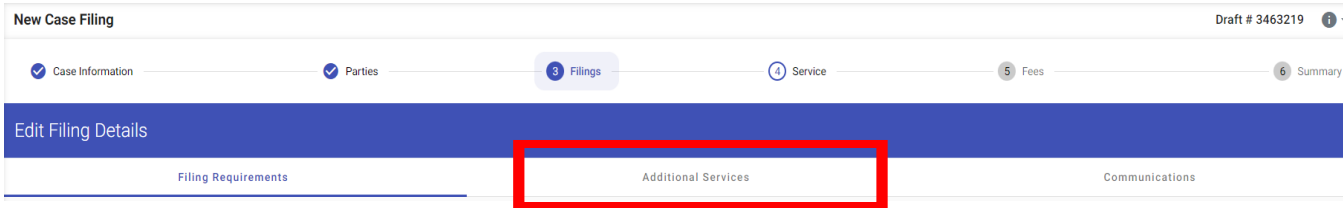


Drag files here or

Select file

Maximum file size: 36.70 MB
Accepted file types: Portable Document File (PDF)

10. On SAME page, Click Additional Services at the top of the page



11. Click box for option below and use arrow to adjust number of each service.
(Types of services are attached to guide.)

12. Click Save

13. Click Service in bottom right corner



14. Click Fees in bottom right corner



15. Choose Payment Account

16. Click down arrow for Party Responsible for Fees and choose plaintiff name

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

18. a. Click Summary in bottom right corner -> b. Verify Information and click Submit



Additional services

The additional services you see below are based on the filing code you picked.

<input type="checkbox"/>	Type	Fee Amount	Quantity	Total
<input type="checkbox"/>	Copies - Certified	\$2	<input type="text"/>	
<input type="checkbox"/>	Copies - Certified each additional page	\$0.25	<input type="text"/>	
<input type="checkbox"/>	Copies - Exemplified	\$1	<input type="text"/>	
<input type="checkbox"/>	Issue Abstract of Judgment	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Citation	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Attachment	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Execution	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Garnishment	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Scire Facias	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Sequestration	\$5	<input type="text"/>	
<input type="checkbox"/>	Jury Fee	\$22	<input type="text"/>	
<input type="checkbox"/>	Service - Certified Mail	\$18.91	<input type="text"/>	
<input type="checkbox"/>	Service - Constable - Personal Service	\$80	<input type="text"/>	
<input type="checkbox"/>	Service - Constable - Writ	\$150	<input type="text"/>	
<input type="checkbox"/>	Service - Publication	\$65	<input type="text"/>	
<input type="checkbox"/>	Service Document	\$0		
<input type="checkbox"/>	Serve - Constable - Writ (Possession)	\$170	<input type="text"/>	

****If filing a Writ, please select type of Writ and and Service type.**

To use Constable Service verify the address is in Dallas County.
<https://www.dallascounty.org/government/jpcourts/what-precinct.php>