

EFILE TEXAS STEP-BY-STEP EVICTION FILING GUIDE

Filing Fee: \$54.00 + Service Fee: \$80.00 per defendant

Verify address is in Precinct 3: <https://www.dallascounty.org/departments/constable/> (click on red button to find which precinct your address is in), select Layer List, check box for (Justice of the Peace Courts 2021), uncheck boxes for all others.

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 is highlighted with a red border and contains a blue button labeled 'Start filing'.

2. Click Start New Case

The screenshot shows two options: 'File New Case' and 'File Into Existing Case'. The 'File New Case' option has a blue button labeled 'Start new case' which is highlighted with a red border.

3. Type Dallas County into Court Location box and choose Dallas County – JP 3-1

The screenshot shows a dropdown menu for 'Court Location' with the text 'Dallas County - JP Precinct 3, Place 1' selected. Below the dropdown, it says '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 the text 'Civil - Contract' selected. Below the dropdown, it says '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

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

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.

21. Click down arrow for Filing Code and choose Petition

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)

EVICITION PETITION
(TEST).docx



* File Description
EVICITION PETITION
(TEST).docx

* Security
Does not contain sen...

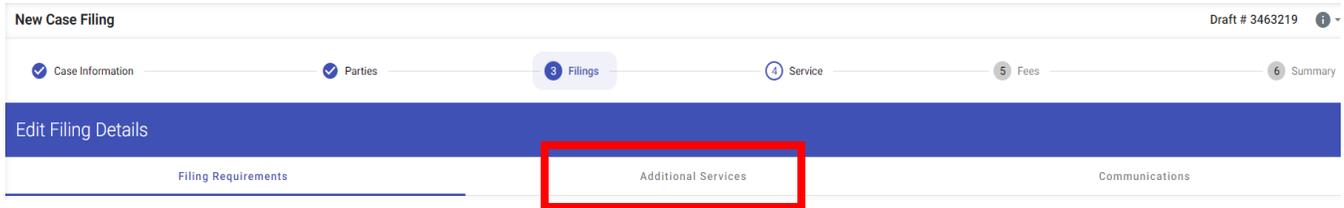
24. If you have additional documents (such as the military affidavit or notice), click Save to return to the Filings page. Click + add more and follow same steps as Step 23 for your additional documents.

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

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 (\$80.00) and enter Quantity (# of defendants)

<input checked="" type="checkbox"/>	Service - Constable - Personal Service	\$80	<input type="text"/>
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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



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

Filer Type*
Not Applicable

32. Click Summary in bottom right corner



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".

