EFILE TEXAS STEP-BY-STEP SMALL CLAIMS FILING GUIDE

1. Click Start Filing

| Start Filing | Filing History | Drafts |
|------------------------------------------------------------|---------------------|------------------------------------------------------------------|
| Click the START FILING button below to get started. | | Draft # 2302100 Draft # 2302100 Started at 06/17/2022 3:19 PM |
| Start filing | View filing history | View my drafts |
| | | |
| Case Search | Bookmarks | Templates |
| Case Search | Bookmarks | Templates |
| Case Search | Bookmarks | Templates |

2. Click Start New Case

| File New Case | File Into Existing Case |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| If you do not have a case number and you want to start a new case for the first time. | If the case was started by you or someone else and you have the case number or names of the parties to find the case. |
| Start new case | File into existing case |

3. Type Dallas County into Court Location box and choose Dallas County – JP Precinct 3, Place 1.



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



This is the type of case you are filing (Family, Probate, or Civil).

5. Click down arrow for Case Type \rightarrow Choose Small Claims



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 **ONE** of the following: Monetary relief of \$250,000 or less and non-monetary relief **OR** Only Monetary relief of \$250,000 or less **OR** Only non-monetary relief

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Optional: if applicable. Bill of Review (for example)

| Procedure/Remedies | |
|-----------------------|--|
| Select all that apply | |
| Select | |

7. Click + Add Party Details (Plaintiff)

| i ultico | | |
|---------------|---------------------|---------|
| Party Type | Party Name | Actions |
| A Plaintiff * | + Add party details | |
| ▲ Defendant * | + Add party details | |

8. Click Person or Entity button to choose plaintiff type \rightarrow Click I Am This Party if you are an individual filing on behalf of yourself \rightarrow Type plaintiff's name in boxes if different than desired party.

| Person Entity | I Am This Party | | |
|----------------------|-----------------|--------------------|--------|
| First Name * Jane | Middle Name | Last Name * Doe | Select |

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*State*Texas | ✓ Zip Code * 76010 |
| Email Example: someone@domain.com | Cell Phone |

10. Enter Attorney Information ONLY if the plaintiff is being represented by one

| Attorney information | |
|----------------------|---|
| Lead Attorney | • |

- 11. Click SAVE
- 12. Click + Add Party Details (Defendant)

| Parties | |
|---------------|---------------------|
| Party Type | Party Name |
| A Plaintiff * | + Add party details |
| ▲ Defendant * | + Add party details |
| + Add More | |

13. Click Person if you are suing an individual or Entity if you are suing a business → Enter defendant's name information or entity's name information

| Person Entity | I Am This Party | | |
|---------------|-----------------|-------------|--------|
| First Name * | Middle Name | Last Name * | Select |
| _ | Person Entity | | |
| [| Entity Name * | | |

14. Enter additional information for individual(s), 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 | 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 	www. | Zip Code * 76010 |
| Email Example: someone@domain.com | Cell Phone | |

16. Enter Attorney Information ONLY if the defendant is being represented by one



17. Click SAVE

18. Click Filings in bottom right corner





20. Select eFile Only

eFile Only

O eFile and Serve

Pick "eFile Only" to just electronically file your papers.

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



23. Choose the file that has your eviction petition and military affidavit in one document
→ Click down arrow and choose Security Type (contains OR does not contain sensitive data).



24. If you have additional documents to attach (other than the petition), click Select File for Attachments and follow same steps as Step 23 for your attachments



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

| New Case Filing | | | | | Draft # 3463219 🛛 🕤 🗸 |
|---------------------|---------|-----------|----------------|----------------|-----------------------|
| Case Information | Parties | 3 Filings | 4 Service | 5 Fees | 6 Summary |
| Edit Filing Details | | | | | |
| Filing Requirements | | Additi | ional Services | Communications | |

26. Click box for correct service type and enter Quantity (# of defendants).

Service may be executed by one of the following

- 1) Constable Service (defendant/s must be in Dallas County)
- 2) Certified Mail
- Private Process Server (*citation and attachments will be emailed to you to provide service documents to appropriate serving agency). (NO service option in Efile)

| | Service - Constable - Personal Service | \$80 | 1 | ¢ | \$80 |
|----------|-------------------------------------------|---------|------|----|---------|
| | | OR | | | |
| ~ | Service - Certified Mail | \$18.91 | [1] | \$ | \$18.91 |

To verify the address is in Dallas County.

https://www.dallascounty.org/government/jpcourts/what-precinct.php

27. Click SAVE

28. Click Add More IF you are filing multiple cases for the same plaintiff.

| Filings | | | Max Envelope Size: 36.70 MB Remaining: 36.64 MB |
|-------------|-------------|-------------|----------------------------------------------------|
| Filing Code | Filing Type | Description | Actions |
| Petition | Efile | | / î |
| + Add More | | | |

29. Click Service in bottom right corner



30. Click Fees in bottom right corner



31. Choose Payment Account



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

| Party Responsible for Fees | |
|----------------------------|---|
| Jane Doe | • |

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



34. Click Summary in bottom right corner



35. Verify that all information is correct and click Submit in bottom right corner

