EFILE TEXAS STEP-BY-STEP SMALL CLAIMS FILING GUIDE

1. Click Start Filing

2. Click Start New Case

3. Type Dallas County into Court Location box and choose Dallas County – JP Precinct 4, Place 1.

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

5. Click down arrow for Case Type → Choose Small Claims

Case type *

| Small Claims - $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 **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

Damage Amount *

Monetary relief of $250,000 or less and non-monetary relief   ▼

OR

Damage Amount *

Only Monetary relief of $250,000 or less   ▼

OR

Damage Amount *

Only non-monetary relief   ▼

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

Procedure/Remedies
Select all that apply

Select...

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 → Click I Am This Party if you are an individual filing on behalf of yourself → 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

Suffix
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 *
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

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 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 *   Suffix
                                                                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
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 ▼

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 and military affidavit in one document → Click down arrow and choose Security Type (contains **OR** does not contain sensitive data).
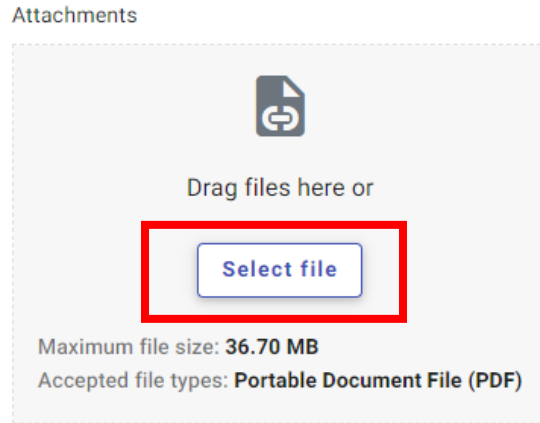
Lead Document

SMALL CLAIMS PETITION
(TEST).docx

🗑 **Remove**

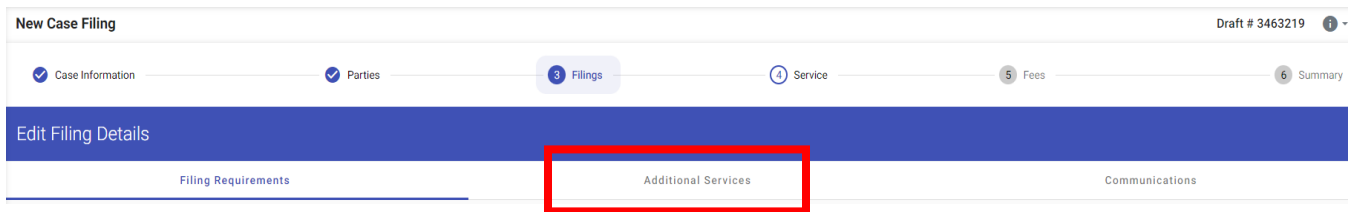* File Description
SMALL CLAIMS PETITION
(TEST).docx

* Security
Contains 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

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
3) Private Process Server (*citation and attachments will be emailed to you to provide service documents to appropriate serving agency). **(NO service option in Efile)**

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.

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

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

← Fees   Submit →