

EFile Texas/Subsequent Filings Guide

1) Log in to your EFile Texas Account

- A. Click on "Filings" **FILINGS**
- B. Look for the case you want to add additional (subsequent) filings to.
- C. On the right hand side click on the "File" Icon



2) Parties- Enter the Details for the Parties involved in this Case

In this section you can either review the parties on your case or add additional parties as needed. To add a party "click" on **ADD PARTY** . If you wish to continue without making any changes "click" on **Filings** .

Case JP01-16-DC00004141 Midland Funding LLC vs. Sherry Hecox (Swearingin, Ralph, JR) Tarrant County - JP Precinct 1 - Debt Claims

1 Parties 2 Filings 3 Service Contacts 4 Summary

Enter the Details for the Parties Involved in this Case

Required fields are bold and have an asterisk (*).

Party Type	Name ^	Attorney(s)
Plaintiff	Midland Funding LLC	Kristy Gabrielova (L)
Defendant	Sherry Hecox	

ADD PARTY

Party Type: Defendant Lead Attorney

Party Name: Sherry Hecox

Address: 2316 Dawn Ct
Fort Worth, TX 76133

****Since this is a Subsequent Filing Sample, we will click on "Filings"****

3) Filings –Enter Filing Details

This section will allow you to add your filing information and up load attachments. Filer will have to select **Add Another Filing** if multiple filings are being submitted for one particular case.

1. Scroll down the Select Filing Codes to choose the one that best meets your needs.
2. Add a Filing Description Optional Services
 - a. Select Services that apply to your case (IE: service, copy fees, etc)
3. Documents
 - a. To attach the lead document simply click on the box that says (Click to Browse)
 - b. Additional attachments can be added by clicking on the box next to attachments that says (Click to Browse)
4. Filing Comments (if any)
 - a. You can add any comments that you would like the court to know. For example: if you would like to pick up your citation when ready, you can add a comment “please call me when citation is ready for pick-up”

Case JP01-16-DC00004141 Midland Funding LLC vs. Sherry Hecox (Swearingin, Ralph, JR) Tarrant County - JP Precinct 1 - Debt Claims

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Enter Filing Details

Add Another Filing

Select Filing Code* ?
Affidavit/Proof of Service Filed ? E-File Service

Filing Description
Proof Of Service for Defendant Michael Moore

Reference Number
Firm client re-bill or case tracking #

Optional Services
Copies - Certified Copies (\$2.00)
Copies - Non- Certified (\$0.25)
Issue Writ (\$5.00)
Service - Constable - Personal Service (\$75.00)
Service - Constable - Writ (\$150.00)
Service by Certified Mail (\$11.00)

Selected Optional Services
Copies - Service (\$1.00)

Documents

Lead Document* ?
Guide and File Sample SM Case Sample.pdf
213.6 kb
Description
Guide and File Sample SM Case Sample.pdf

Attachments ?
[Click to Browse](#)

Security*
Non-Public
Public

Filing Comments

Courtesy Copies ?
sample@efiletxas.gov, sample2@efiletxas.gov

5. Fees
 - a. Any fees will be reflected under this section
6. Payment
 - a. Payment account can be selected as well as Filer Type
7. Filing Attorney
 - a. Select the Attorney that's filing- If applicable

Once Done Click on **Service

Fees

Affidavit/Proof of Service Filed

	Filing Fee	\$0.00
	Copies - Service	\$0.00
	Total this Filing	\$0.00
Envelope Total		\$0.00

Payment

Payment Account* ⓘ

Waiver ?

Filer Type*

Not Applicable

Filing Attorney

Filing Attorney

4) Service Contacts

Select Contact whom will receive service for this envelope. Then "Click" **Summary** to continue.

5) Summary

On the summary you can review all your information. If any changes need to be made you can select the edit button on the particular area and make the necessary changes. If no Changes need to be made, Click Submit.

**A box will appear with your Envelope Number (Keep it for your records) also Click on View Receipt and Print.

**Note: Keep in mind that once the court reviews your case there might be additional charges depending on what needs to be added or removed.

Envelope and Filing Summary ?

Case Information Edit

Location: Tarrant County - JP... Filing Attorney:
 Case Category: Civil - Real Property Payment Account: Waiver
 Case Type: Evictions
 Date Filed:

Parties Edit

Party Type	Name	Address	Phone	Attorney
Plaintiff	MARIA...	3100 MICHAEL ST FORT WORTH, TX 76137	817-722-5...	
Defendant	APEX...	3100 MONTAIN ST HALTOM CITY, TX 76138	8175692055	

Filings Edit

Filing Code	Filing Description	Reference Nu	Filing Type
Petition	ORIGINAL PETITION		EFile
Lead...	CODE OF CRIMINAL PROCEDURE CHAP	Ok	Non-Public

Fees

Petition

Filing Fee	\$0.00
Copies - Service	\$0.00
zConstable 1 Citat	\$0.00
Copies - Non- Cert	\$0.00
Total this Filing	\$0.00

Case Initiation Fee \$0.00

Envelope Total \$0.00

Payment

Payment Account* Waiver ?

Filer Type* Not Applicable

Filing Attorney

Filing Attorney

We would appreciate your feedback. Please let us know your thoughts by emailing us at Jp1court@tarrantcounty.com.

Thank You,
Justice Court One