Repair and Remedy EFile Texas "Selfhelp"

For your convenience we have created a step-by-step guide on how to submit your case electronically to our court. Justice Please take a moment to provide us feedback on your experience using this system. You can email us at Jp4court@tarrantcounty.com.

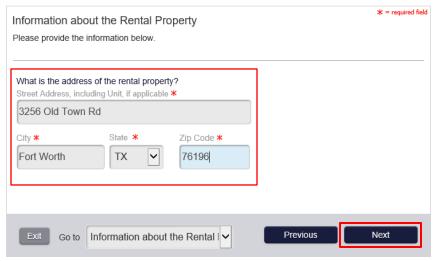
Thank You,
Justice Court Four

1) File your case "Texas Repair and Remedy"

- 1. JP- Texas Repair and Remedy Petition: This page provides you with a brief explanation of what a Repair and Remedy case is. → Click Next
- 2. Understand Self- Representation: Provides a brief explanation of self-representation and legal resources. → Click Next
- 3. Is this the right interview for you?: Read over and → Click Next to proceed.
- **4.** Forms to be Prepared: Provides you with a list of forms that will be filed out during this session. → Click Next
- 5. Information Needed to Prepare Forms: Provides you with the information you will need in order to properly fill out the necessary forms. → Click Next
- 6. Information about the Rental Property

Enter the address of the rental property.

Click Next



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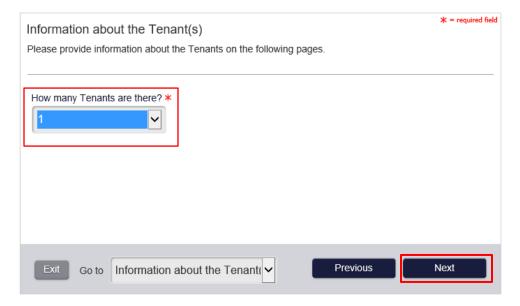
7. Where will you File This Case?

Choose the County and Precinct you wish to file your case in. → Click Next

Where will you File This Case?	* = required field
Suit must be filed in the county and precinct where the rental property is located.	
The first step to filing in the correct place is the select the correct county in which to file. If you a which county to select, click here and do a search using the zip code to determine the right county.	
Select the county where you want to file your claim. *	
Tarrant	
Next, you have to determine which Justice Court to file in.	
Tarrant County has created enhanced search features that allow you to enter an address to fine Justice Court has jurisdiction over that location.	d out which
Please copy and past the following linking into a new window of your browser to search Tarrant	t County's
website for your JP Court: http://www.tarrantcounty.com/en/elections/interactive-maps/justice-o	f-the-peace-
and-constable-precinct-maps/Justice-of-the-Peace-and-Constable-All.html.	
Please select the Justice of the Peace Court where you want to file your case: Tarrant County - JP Pre	
Exit Go to Where will you File This Case Previous	Next

8. Information about the Tenant(s)

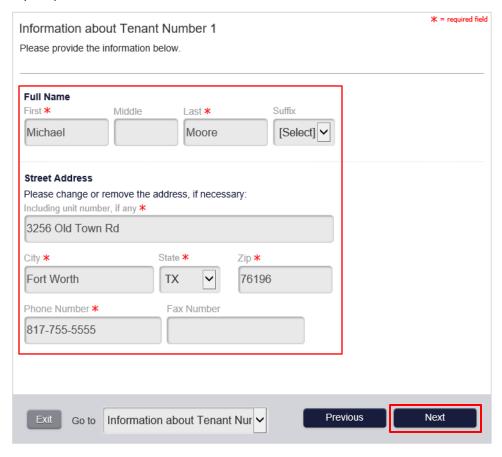
How many Tenant(s) will you be adding? → Click Next



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9. Information About the Plaintiff

Provide your personal information → Click Next



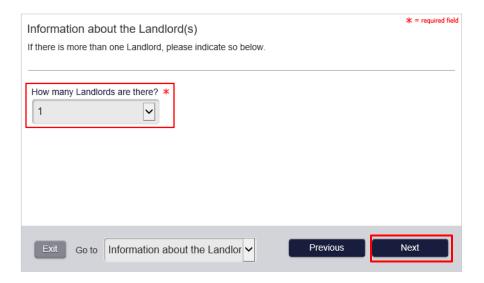
10. Who are You?

If you are the person filing the petition select the first option. If you are an attorney representing the person whom petition is for select the attorney option. → Click Next

Who are you?	★ = required field
First, we want to collect a little information about you, the individual completing this inten-	view.
Which heat describes you?	
Which best describes you? ★ ■ I am a Tenant of the Rental Property.	
I am an Attorney representing a Tenant of the Rental Property.	
Tall all Attorney representing a Terialit of the Kental Property.	
Please select yourself from this list:	
Michael Moore	
Please enter your Date of Birth: ★	
05/20/1975	
Email Address *	
sample@yahoo.com	
Exit Go to Who are you?	Next

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11. Information about the Landlord(s) → Click Next

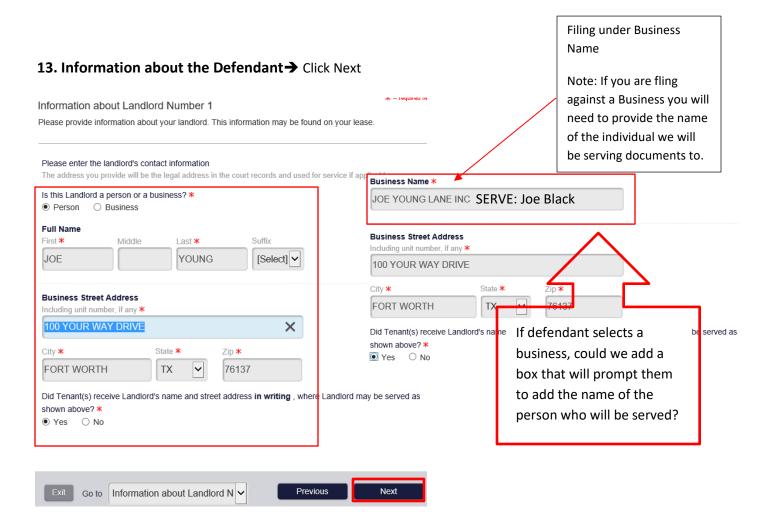


12. Information about the Defendant(s) → Click Next

How many defendants are you filing against? Provide the number here.



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14. Additional Information about the Defendant → Click Next

Additional Information about Landlord Number 1

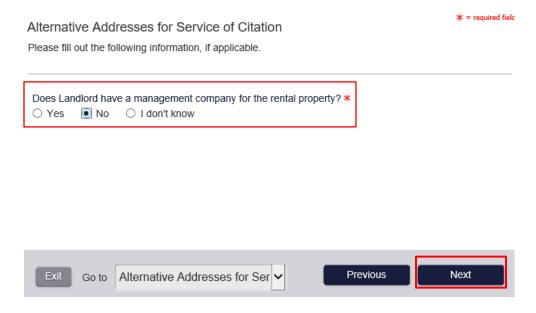
Please provide information about your landlord. This information may be found on your lease.

Enter the Landlord's infor	mation below if known.		
Phone Number	Fax Number	_	
817-455-5555 x	×		
Email Address			
Exit Go to Addition	nal Information about L	Previous	Next

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15. Alternative Addresses for Service of Citation

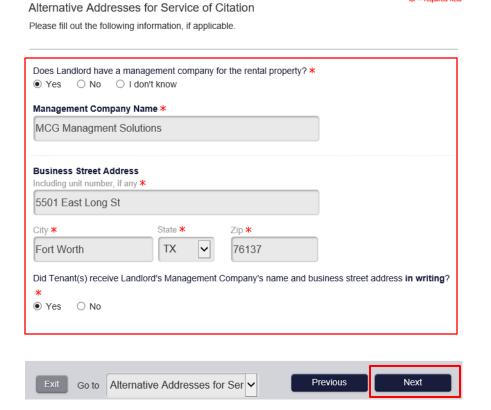
Answer the above question then. → Click Next



*** If there is a management company you will enter the information below.

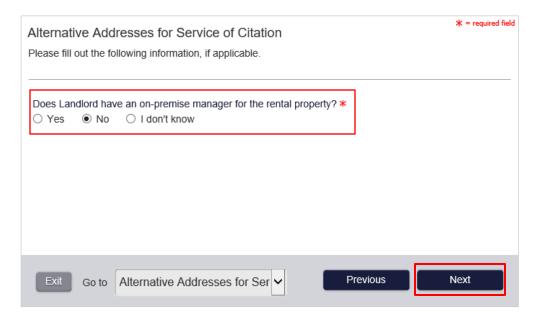
Click Next

* = required field

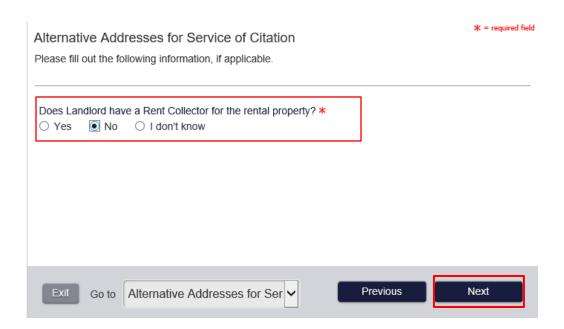


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16. Alternative Addresses For Service of Citation- Continued → Click Next

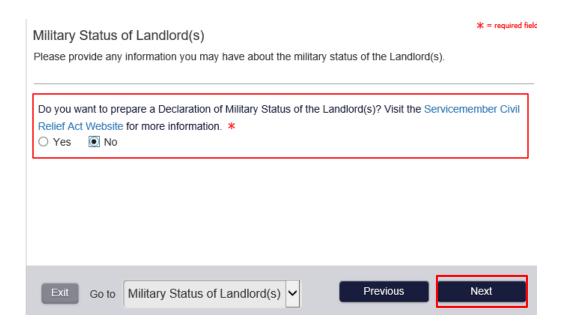


17. Alternative Addresses For Service of Citation- Continued → Click Next

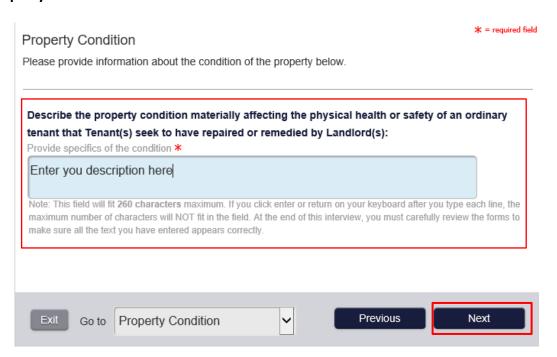


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18. Military Status of Landlord(s) → Click Next



19. Property Condition → Click Next



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20. Information about the Rental Agreement → Click Next

Here you can attach a copy of the Rental agreement by clicking on "Choose File"

* = required field

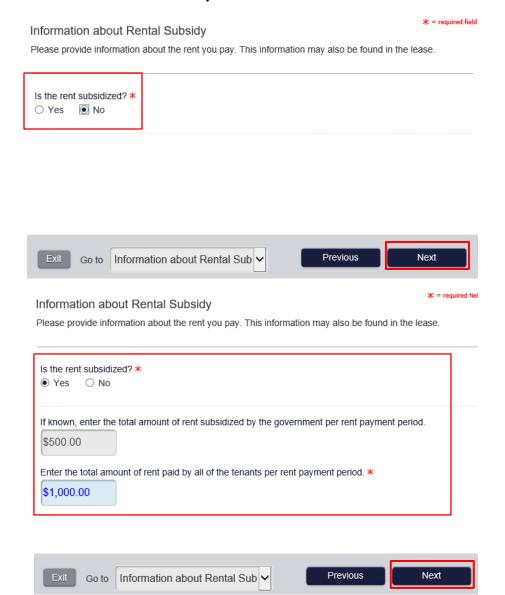
● Written ○ Oral		
Does the rental agreement require a Tenant to provide notice to the Landlord <i>in writing</i> to repair or remedy a condition? Yes No		
either attach a copy when you print out your	f the written rental agreement to your petition. You may forms at the end of this interview, or you can upload an your forms. Do you want to upload a copy of the rental	
Click "Choose file" to locate the file to u	upload.	
Warning: If your uploaded PDF is password special characters (such as & or #), your filin	protected, is landscape oriented or if the file name contains g may be rejected by the court or your E-Filed submission r	
Warning: If your uploaded PDF is password special characters (such as & or #), your filin	protected, is landscape oriented or if the file name contains	
Warning: If your uploaded PDF is password	protected, is landscape oriented or if the file name contains g may be rejected by the court or your E-Filed submission r	

21. Please provide information about the rent amount. → Click Next

Please provide information about the rent you pay. This	* = required field s information may also be found in the lease.
How often is rent due? * • Monthly	
1st Enter the amount of rent due per month. * \$1,500.00	
Exit Go to Information about the Rent	✓ Previous Next

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22. Information about Rental Subsidy → Click Next



23. Information about the Notice to Repair and Remedy → Click Next

Information about the Notice to Repair or Remedy

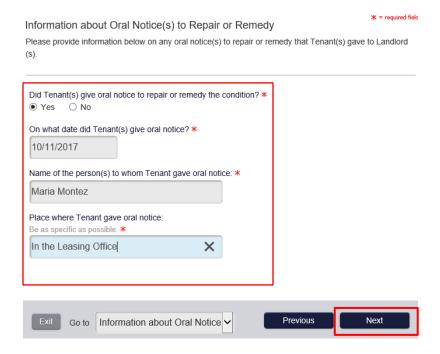
Before filing a Petition for Repair and Remedy, a tenant must give a landlord notice in writing of the condition that needs to be repaired or remedied and allow the landlord reasonable time to repair or remedy the condition.

Texas Property Code, Sec. 92, Subchapter B, sets out the notice requirements for Repair and Remedy petitions. Click here to review that section of the Texas Property Code.

Click "Next" to continue.

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24. Information about Oral Notice(s) to Repair and Remedy → Click Next



25. Information about Oral Notice(s) to Repair and Remedy- Continued → Click Next

Information about Written Notice(s) to Repair or Remedy Please provide information below on any written notice(s) to repair or remedy that Tenant(s) ga Landlord(s).	* = required fie
Did Tenant(s) give written notice to repair or remedy the condition? ★ • Yes O No On what date did Tenant(s) give written notice? ★	
Did Tenant(s) MAIL written notice to repair or remedy the condition? * • Yes O No	
Was the written notice mailed by registered mail OR certified mail, return receipt requested? ★ • Yes ○ No On what date did Tenant(s) mail written notice? ★ 10/19/2017	
Exit Go to Information about Written Not > Previous	Next

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26. Written Notice(s) to Repair and Remedy → Click Next

Here you can attach a copy of the Rental agreement by clicking on "Choose File"

Written Notice(s) to Repair or Remedy If you would like to, you may attach a copy of the written notice(s) to repair or reme provided to the Landlord(s).		required field
You may either attach a copy when you print out your forms at the end of this interupload an electronic copy and it will be printed out with your forms. Do you want to written notice(s)? * Yes O No Click "Choose file" to locate the file to upload. Warning: If your uploaded PDF is password protected, is landscape oriented or if special characters (such as & or #), your filing may be rejected by the court or you fail.	upload a copy of	tains
File must be in PDF format	☎ Choose file	×
Exit Go to Written Notice(s) to Repair or Previous	Next	

27. Rent Current at the Time of Notice to Repair or Remedy → Click Next

	本 = requirea rieia
Rent Current at Time of Notice to Repair or Remedy	yk – required field
Please provide the information requested below.	
At the time Tenant(s) gave notice to repair or remedy the condition, Tenant's rent was: * © Current (no rent owed)	
O Not current, but Tenant(s) offered to pay the rent and Landlord(s) did not accept it	
O Not current and Tenant(s) did not offer to pay the rent owed	
	J
Exit Go to Rent Current at Time of Notic Previous	Next

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28. Relief Requested → Click Next

Relief Requested Please fill out the information below for all of the options for relief that the Tenant(s) would like to request. Do Tenant(s) request a court order to reduce the rent? * Yes No Do Tenant(s) request actual damages? * Yes No No Relief Requested

29. Relief Requested (continued) → Click Next

Relief Requested (Continued)

Do Tenant(s) request a court order to repair or remedy the condition? ★ ② Yes ○ No Do Tenant(s) request a civil penalty of one month's rent plus \$500? ★ ③ Yes ○ No Do Tenant(s) request attorney's fees? ★ ○ Yes ○ No Do Tenant(s) request attorney's fees? ★ ○ Yes ○ No Do Tenant(s) request court costs? ★ ③ Yes ○ No Please Confirm: ★ ☑ The total relief does not exceed \$10,000, excluding interest and court costs, but including attorney's fees.

* = required field

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30. Service of Process → Read over and Answer Question below. (Click Next)

Service of Process

* = required field

The Citation is the legal notice to the landlord(s) that you have filed this Petition for Repair & Remedy.

The Service of Process is the method by which this legal notice is delivered to landlord(s). If the address you provided for a landlord is in Tarrant County, you may use the process service provided by Tarrant County for that defendant, otherwise you will need to hire an authorized private process server. Please note that trials for Repair and Remedy cases are scheduled within 10-21 days from the date this Petition is filed; if you choose to hire an authorized private process server, you must ensure service has been completed.

If any of the landlord(s) added to this case may not be served in Tarrant County; please note that the Court will issue a citation for those landlord(s). The Citation(s) will either be mailed to you or you will need to pick it up from the Court; please contact the Court to determine how you may receive the Citation(s).

However, it is your responsibility to ensure that those landlord(s) are served. You may either:

- Contact the Sheriff's Department or Constable's Office in the County where the landlord may be served and ask them to conduct service or
- · Hire an authorized private process server.

You have added 1 landlord(s) to this case. How many of these landlord(s) may be served in Tarrant County?

Please do not enter a number that exceeds the number of landlords added to this case. *

1 | Exit Go to Service of Process

31. Method of Service → Read over and Answer Question below. (Click Next)

Method of Service

* = required field

Because you have indicated that 1 landlord(s) may be served in Tarrant County, you may choose to have the Sheriffs or Constables of Tarrant County conduct the service of process. If you do not choose to do so, you will be responsible for hiring an authorized private process server.

The fee for Service of Process varies by County. The fee for the service provided by County will be calculated at the end of this interview and added to the filing fees; you will be responsible for the payment of these fees before you may electronically file.

		Sheriff or Constable of T	,	erve the 1 landlord(s) t	hat you indicated
_ ` ') No	so(oo) iii rairaiic ooaiii,			
Exit G	Go to Me	thod of Service	~	Previous	Next

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32. Method of Service (continued) → Read over and Answer Question below. (Click Next)

Method of Service

s = requirea пек

Because you have indicated that 1 landlord(s) may be served in Tarrant County, you may choose to have the Sheriffs or Constables of Tarrant County conduct the service of process. If you do not choose to do so, you will be responsible for hiring an authorized private process server.

The fee for Service of Process varies by County. The fee for the service provided by County will be calculated at the end of this interview and added to the filing fees; you will be responsible for the payment of these fees before you may electronically file.

Do you want to have a Sheriff or Constable of Tarrant County serve the 1 landlord(s) that you indicated have (a) service address(es) in Tarrant County? *

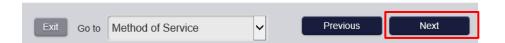
O Yes

No

You have indicated that you do not want to use the service of process provided by the Sheriffs or Constables of Tarrant County.

Please note that the Court will issue (a) Citation(s) for the landlord(s). The Citation(s) will either be mailed to you or you will need to pick it up from the Court; please contact the Court to determine how you may receive the Citation(s).

However, it is *your* responsibility to ensure service of process is conducted for the landlord(s) in a timely manner according Rule 509.4 of the Texas Rules of Civil Procedure.

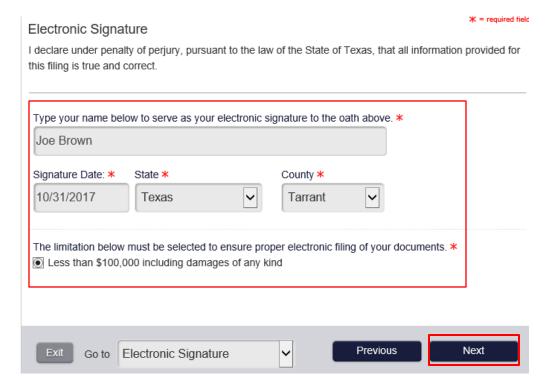


33. Consent to Electronic Service → Click Next

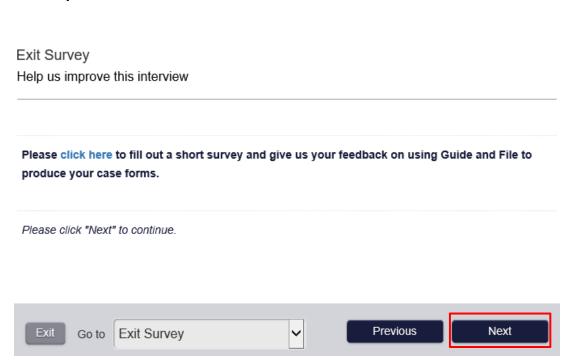
Consent to Electronic Service Please note that the option for Electronic Service is only available if you have provided an email address earlier in this interview.
The E-Mail Address you have provided is: sample@yahoo.com Do you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address? Yes O No
Exit Go to Consent to Electronic Service Previous Next

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34. Electronic Signature → Click Next

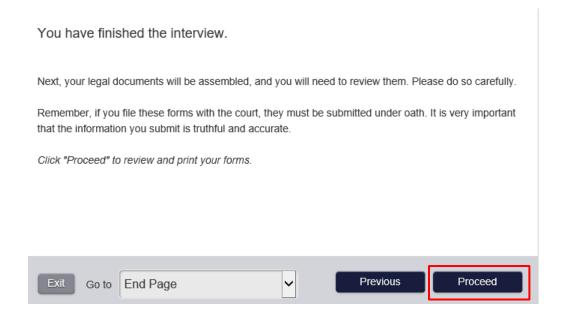


35. Exit Survey → Click Next

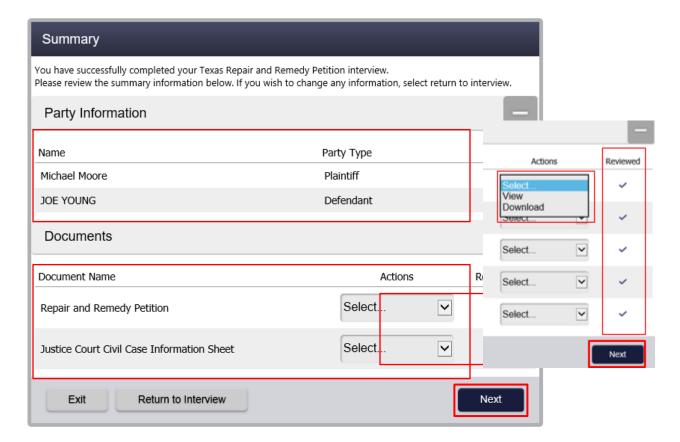


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36. You have finished the interview → Click Next



37. Summary → Here you will verify that all information has been entered correctly and will review your documents by Clicking the Actions Arrow below and opening all the documents to review. Once you have done this a green check mark will appear next to the document as shown belwo. When done reviewing... Click Next

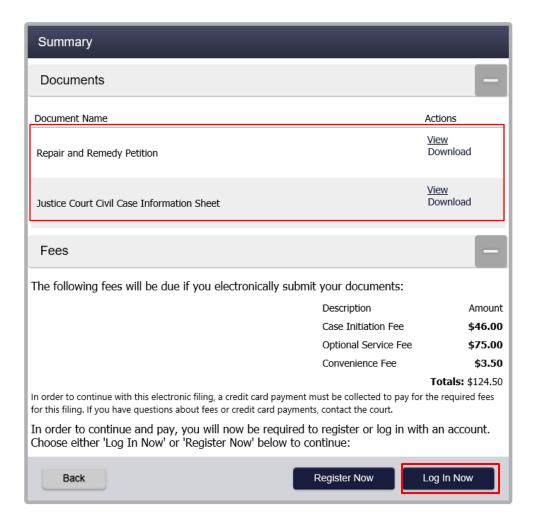


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38. Summary (part 2) → Here you can review your documents again and get a breakdown of the filing fees associated with your case. Once you review everything. "Note: Copy fees will be assessed at time of acceptance. Court reserves the right to correct payment if under or over paid."

NOTE: You will be required at this point to create an account to establish a payment method.

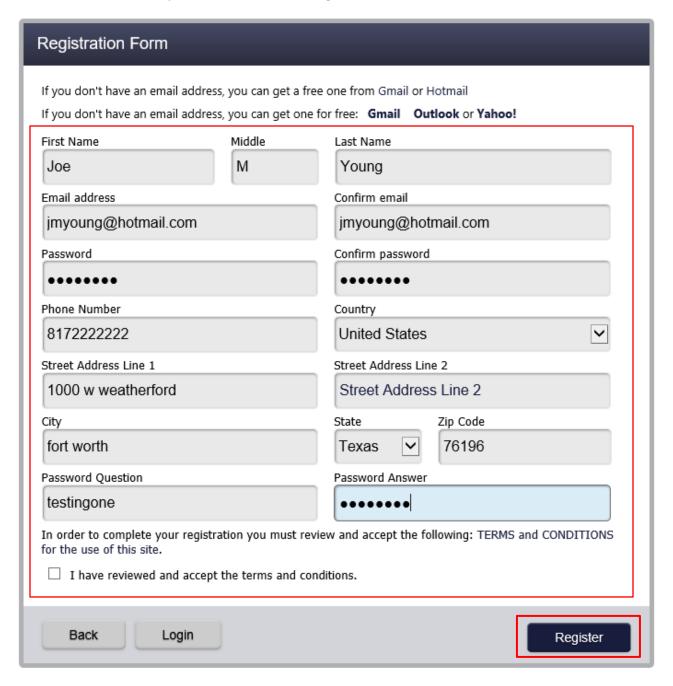
- → Click Register Now (if you do not have an account) Continue to Page 19
- → Click Log In Now (if you already have an account) **Go to Page 20**Here you can view and download the documents you have created and verify the total amount due and proceed to payment...Click Next



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Registration for "Guide and File" Selfhelp

Enter the information requested below and click Register.



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39. Enter Payment Information → Click Continue

Payment Information

Cardholder Informa Enter the information a with a red asterisk (*)	as it appears on the Cardholder Account. The fields marked
Card Type	Visa ▼
Card Number	*
Exp Month	3 ∨ * Exp Year 2020 ∨ *
CVV Code	* CVV Help
Name on Card	Joe Young *
Address Type	● US ○ Foreign
Address Line 1	1000 street drive Street address, P.O. box, company name, c/o
Address Line 2	Apartment, suite, unit, building, floor, etc.
City	Fort Worth *
State	TEXAS
Zip Code	76196
	Continue

Verify Billing Information → Click save Information

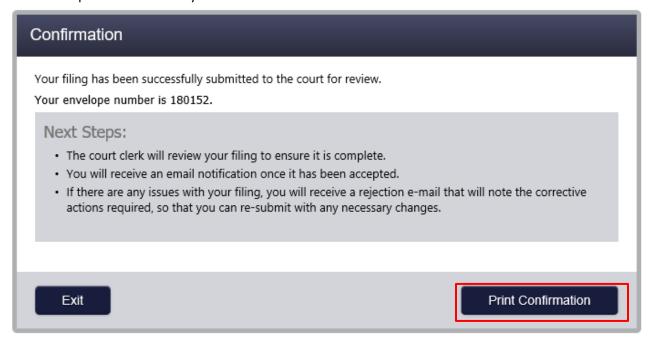
Verify Billing Information



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40. Confirmation

The above step will your card information and will redirect you back to your case and provide you with an envelope number. *Print your Confirmation*



Once your case is accepted you will receive a case number from our court.

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