

Small Claims 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 Court One is currently taking Small Claims and Eviction Claims through EFileTexas “Selfhelp”. 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) Before you file

To start your filing simply select the type of case you want to file from the list provided.

➔ Start Your Legal Process ➔ Select your Type of Case

Start a New Filing Interview

Please select the type of filing you would like to complete.

- [PROD] Texas Small Claims Petition
- [INT] Forms to Start a Divorce Without Children
- [INT] Texas Eviction Petition

This will bring you to the main page for the specific case you want to file and will provide you with a brief description of the case you have selected. ➔ Click Next

The next several screens will give you some good information.

The next screen will explain Self- Representation ➔ Click Next

The next screen will give you a brief overview of what forms will be required with your case ➔ Click Next

The next screen will show you what information you need to file your case ➔ Click Next

2) File your case “Small Claims”

1. Where will you File Your Small Claims Case?

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

Where will you File Your Eviction Case? * = required field

Suit **must** be filed in the county and precinct where the rental property is located.

If you are not sure which county the rental property is located in, [click here](#) and do a search using the rental property's 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 find out which Justice Court has jurisdiction over that location.

Please copy and past the following linking into a new window of your browser to search Tarrant County's website for your JP Court: <http://www.tarrantcounty.com/en/elections/interactive-maps/justice-of-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 Your Evic

Previous Next

2. Information about the Plaintiff(s)

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

Information about the Plaintiff(s) * = required field

The person or business suing is the Plaintiff.

Number of Plaintiffs * ⓘ

1

Exit Go to Information about the Plaintiff

Previous Next

3. Information About the Plaintiff

Provide your personal information → Click Next

Information about the Plaintiff No. 1 * = required field

The person or business suing is the Plaintiff.

Please provide the following information.

Is this plaintiff a person or a business? * ⓘ
 Person Business

Full Name
First * Middle Last * Suffix
Mary [] Joe [Select] [v]

Mailing Address
Street Address *
1000 W weatherford
City * State * Zip *
fort worth TX [v] 76196

Phone Number * Fax Number
817-795-6566 []

Email Address *
test123@yahoo.com [X]

Business Name *
Mary Joe Flowers INC SERVE: Joe Black [X]

Street Address *
1000 W weatherford

City * State * Zip *
fort worth TX [v] 76196

Phone Number *
817-795-6566

Email Address *
test123@yahoo.com

Exit Go to Information about the Plaintiff [v] Previous **Next**

Filing under Business Name

Note: If you are filing against a Business you will need to provide the name of the individual we will be serving documents to.

If defendant selects a business, could we add a box that will prompt them to add the name of the person who will be served?

4. Information about the Defendant(s)

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

Information about the Defendant(s) * = required field

The person or business being sued is the Defendant.

Number of Defendants * ⓘ
1 [v]

Exit Go to Information about the Defend [v] Previous **Next**

The next several screens will ask you information about the person you are filing your case against. Enter the necessary information and → Click Next

5. Information about the Defendant

Information about the Defendant No. 1 * = required field
The person or business being sued is the Defendant.
Please provide the following information.

Is this defendant a person or a business? * ⓘ
 Person Business

Full Name
First * Middle Last * Suffix
JOE [] YOUNG [Select] v

Service Address
Street Address *
100 YOUR WAY DRIVE
City * State * Zip *
FORT WORTH TX 76137 X

Is this defendant a person or a business? * ⓘ
 Person Business

Business Name *
JOE YOUNG LANE INC

Service Address
Street Address *
100 YOUR WAY DRIVE
City * State * Zip *
FORT WORTH TX 76137

Filing under
Business Name

Exit Go to Information about the Defend vPrevious **Next**

6. Additional Information about the Defendant → Click Next

Additional Information about the Defendant No. 1
Please fill out the information below if known.

Phone Number Fax Number
817-455-5555 []

Email Address
[]

Exit Go to Additional Information about t vPrevious **Next**

7. Additional Information about Defendant(s)

Note: We will attempt service the citation at the address provided above 1st. If an additional address is provided, a service fee might apply to service the defendant. → Click Next

Serving the Defendant(s)

SERVICE OF CITATION: Service is requested on defendants by personal service at home or work or by alternative service as allowed by the Texas Justice Court Rules of Court.

Because you added a business as a defendant, please provide the name of a person that should be served on behalf of that business below.

Is there another address where the Defendant(s) may be served?
Please enter the defendant's name followed by a full street address, city, state and zip code.

John Smith, ABC Corp., 1500 Main Street, Austin, Texas 00000

Could something similar to this be added to the Eviction process?

Exit Go to Serving the Defendant(s) Previous **Next**

8. Information about the Claim

Information about the Claim * = required field

Please provide details about your claim below.

COMPLAINT:
The basis for the claim which entitles the plaintiff to seek relief against the defendant is: *

PAYMENT FOR UNPAID INVOICE.]

Note: This field will fit 630 characters maximum. If you click enter or return on your keyboard after you type each line, the maximum number of characters will NOT fit in the field. At the end of this interview, you must carefully review the forms to make sure all the text you have entered appears correctly.

Exit Go to Information about the Claim Previous **Next**

9. Information about the Relief Being Sought

Information about the Relief Being Sought * = required field

Please provide additional details about the Plaintiff's claim below.

RELIEF SOUGHT BY THE PLAINTIFF:
The total value of all relief sought by the plaintiff can be no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.

Is the plaintiff seeking monetary damages? *

Yes No

Please specify the amount of monetary damages the plaintiff is seeking. *

Is the plaintiff seeking the return of any personal property? *

Yes No

Please describe the personal property that you seek to have returned: *

Please enter the value of the personal property that the plaintiff seeks to have returned: *

Exit Go to Previous **Next**

Note: If plaintiff is not seeking any return of personal property select "no".

10. Additional Information about the Relief Being Sought

Additional Information about the Relief Being Sought

Please provide additional details about your claim below.

Please describe any additional relief being sought by the plaintiff.

Note: This field will fit 180 characters maximum. If you click enter or return on your keyboard after you type each line, the maximum number of characters will NOT fit in the field. At the end of this interview, you must carefully review the forms to make sure all the text you have entered appears correctly.

Exit Go to Previous **Next**

11. Information about the Filer

Information about the Filer * = required field

Please provide the contact preference for you as requested below. You, as a person, are the filer because you are entering the information and will file the documents that will be produced at the end of this interview.

Is the filer a plaintiff? *

Yes No

Please select the filer from this list: *

Mary Joe

Please enter your Date of Birth: *

06/22/1981

Do you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address?

Yes No

Note: If filer is the Plaintiff proceed to Step 13

Information about the Filer
Please provide the contact preference you are entering the information and

Exit Go to Information about the Filer v Previous Next

Information about the Filer: Agent * = required field

Please provide the information about yourself, requested below.

You are the filer because you are entering the information and will file the documents that will be produced at the end of this interview.

Please fill out the following information about the filer.

Full Name

First *	Middle	Last *	Suffix
MARIA		MARTINEZ	[Select] v

Mailing Address

Street Address *

500 MONROE PARK

City *	State *	Zip *
FORT WORTH	TX v	76137

Phone Number *

817-888-8888

Fax Number

Email Address *

MMARTINEZ@YAHOO.COM

Your Date of Birth: *

05/31/1985

Do you wish to give your consent for the answer and any other motions or pleadings to be sent to your email address? *

Yes No

←

Exit Go to Information about the Filer: Agent v Previous Next

Note: If filer is not the Plaintiff move to Step 12

12. Information about the Filer: Attorney

Information about the Filer: Attorney

Please provide the information about yourself, requested below. You are the filer because you are entering the information and will file the documents that will be produced at then end of this interview.

Information about the Filer: Attorney

Please provide the information about yourself, requested below. You are the filer because you are entering the information and will file the documents that will be produced at then end of this interview.

Is the filer an attorney?
 Yes No

Please enter your State Bar Number:

Is the filer an attorney?
 Yes No

Exit Go to Information about the Filer: A |

Exit Go to Information about the Filer: A | Previous **Next**

13. Service of Process

Note: If defendant lives outside Tarrant County you will need to hire an authorized process server or provide the court with an authorized method for service.

Service of Process * - Required field

The Citation is the legal notice to the defendant(s) that you have filed this Small Claims Complaint.

The Service of Process is the method by which this legal notice is delivered to defendant(s). If the address you provided for a defendant 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.

If any of the defendant(s) added to this case may not be served in Tarrant County; please note that the Court will issue a citation for those defendants. 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 defendants are served. You may either:

- Contact the Sheriff's Department or Constable's Office in the County where the defendant may be served and ask them to conduct service (the agency that conducts service of process may differ by county) *or*
- Hire an authorized private process server.

You have added 1 defendant(s) to this case. How many of these defendant(s) may be served in Tarrant County?
Please do not enter a number that exceeds the number of defendants added to this case. *

Exit Go to Service of Process Previous **Next**

14. Method of Service

If you choose not to use a Tarrant County Sheriff or Constable “Click No”.

Justice Court One: Please note if you choose not to use a Tarrant County or Constable:

Please note that the Court will issue (a) Citation(s) for the defendant(s). The Citation(s) will be mailed to you at the mailing address provided in (Step11). It is *your* responsibility to ensure service of process is conducted for the defendant(s), refer to Texas Rules of Civil Procedure Section 501.2 (service of citation).

* = required field

Method of Service

Because you have indicated that 1 defendant(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.

Note: The agency that conducts service of process may differ by county.

The fee for Service of Process varies by County. The fee for the service provided by Tarrant 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 defendant(s) that you indicated have service addresses in Tarrant County? *

Yes No

Exit Go to Method of Service ▼ Previous Next

15. Electronic Signature → Click Next

* = required field

Electronic Signature

I declare under penalty of perjury, pursuant to the law of the State of Texas, that all information provided for this filing is true and correct.

Type your name below to serve as your electronic signature to the oath above. *

Signature Date: * State * County *

The limitation below must be selected to ensure proper electronic filing of your documents. *

Less than \$100,000 including damages of any kind

Damages Exceed 10,000

Exit Go to Electronic Signature ▼ Previous Next

16. Exit Survey (Optional) → Click Next

Exit Survey
Help us improve this interview

Please [click here](#) to fill out a short survey and give us your feedback on using Guide and File to produce your case forms.

Please click "Next" to continue.

Exit Go to Exit Survey

17. You have finished the interview → Click Next

You have finished the interview.

Next, your legal documents will be assembled, and you will need to review them. Please do so carefully.

Remember, if you file these forms with the court, they must be submitted under oath. It is very important that the information you submit is truthful and accurate.

Please click "Proceed" to review and print your forms.

Exit Go to End Page

18. Summary Page (part 1)

The summary page will allow you to view information entered as well as the documents generated for your case. In order to move forward you have to review all your filings by selecting the arrow next to each document and either choosing view or download. Once you have reviewed all documents → Click Next

The screenshot shows the 'Summary' page with a dark header. Below the header, a message states: 'You have successfully completed your [PROD] Texas Small Claims Petition interview.' The page is divided into two main sections: 'Party Information' and 'Documents'. The 'Party Information' section contains a table with two columns: 'Name' and 'Party Type'. The 'Documents' section contains a table with three columns: 'Document Name', 'Actions', and 'Reviewed'. A dropdown menu is open over the 'Actions' column for the 'Small Claims Case Petition' document, showing options: 'Select...', 'View', and 'Download'. The 'Reviewed' column for both documents shows a checkmark. At the bottom, there are three buttons: 'Exit', 'Return to Interview', and 'Next'.

Party Information	
Name	Party Type
Mary Joe	Plaintiff
JOE YOUNG LANE INC	Defendant

Document Name	Actions	Reviewed
Small Claims Case Petition	Select... View Download	✓
Justice Court Civil Case Information Sheet		✓

19. Summary Page (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 12**

→ Click Log In Now (if you already have an account) **Go to Page 13**

The screenshot shows the 'Summary' page with a dark header. Below the header, the 'Documents' section is visible. The 'Fees' section is highlighted with a red border and contains the following information:

The following fees will be due if you electronically submit your documents:

Description	
Case Initiation Fee	\$46.00
Optional Service Fee	\$75.00
Convenience Fee	\$3.63
Totals	\$121

In order to continue with this electronic filing, a credit card payment must be collected to pay for the required fees for this filing. If you have questions about fees or credit card payments, contact the court.

In order to continue and pay, you will now be required to register or log in with an account. Choose either 'Log In Now' or 'Register Now' below to continue:

At the bottom, there are three buttons: 'Back', 'Register Now', and 'Log In Now'.

Registration for "Guide and File" Selfhelp

Enter the information requested below and click Register.

Registration Form

If you don't have an email address, you can get a free one from Gmail or Hotmail
If you don't have an email address, you can get one for free: **Gmail Outlook or Yahoo!**

First Name	Middle	Last Name
Joe	M	Young
Email address	Confirm email	
jmyoung@hotmail.com	jmyoung@hotmail.com	
Password	Confirm password	
●●●●●●●●	●●●●●●●●	
Phone Number	Country	
8172222222	United States	
Street Address Line 1	Street Address Line 2	
1000 w weatherford	Street Address Line 2	
City	State	Zip Code
fort worth	Texas	76196
Password Question	Password Answer	
testingone	●●●●●●●●	

In order to complete your registration you must review and accept the following: **TERMS and CONDITIONS** for the use of this site.

I have reviewed and accept the terms and conditions.

[Back](#) [Login](#) [Register](#)

20. Summary Page (part 3)

Once you've logged in or registered → Click on Pay Now

Summary

Documents

Document Name	Actions
Small Claims Case Petition	View Download
Justice Court Civil Case Information Sheet	View Download

Fees

The following fees will be due if you electronically submit your documents:

Description	Amount
Case Initiation Fee	\$46.00
Optional Service Fee	\$75.00
Convenience Fee	\$3.63
Totals:	€121

In order to continue with this electronic filing, a credit card payment must be collected to pay for the required fees for this filing. If you have questions about fees or credit card payments, contact the court.

Once you have reviewed all of the information, click the 'Pay Now' button below to electronically submit your documents:

[Back](#) [Pay Now](#)

21. Payment

Select an option below and → Click Continue

Payment

Choose an option for payment.

Allowed credit card types for this location are: MASTERCARD VISA AMEX DISCOVER CHECKING

Create a one-time account
 Create a reusable account

[Return to Interview](#) [Continue](#)

Enter Payment Information → Click Continue

Payment Information

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type	Visa	*
Card Number	4342580046161522	*
Exp Month	3	*
Exp Year	2020	*
CVV Code	061	* CVV Help
Name on Card	Joe Young	*
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign	
Address Line 1	1000 street drive	*
	<small>Street address, P.O. box, company name, c/o</small>	
Address Line 2		
	<small>Apartment, suite, unit, building, floor, etc.</small>	
City	Fort Worth	*
State	TEXAS	
Zip Code	76196	

Verify Billing Information → Click save Information

Verify Billing Information

Billing Detail

Card Type	VISA
Card #	*****1555
Exp Date	03/20
CVV Code	***
Name on Card	Joe Young
Address Type	US
Address Line 1	1000 street drive
Address Line 2	
City	Fort Worth
State	TX
ZIP Code	76196

Terms and Conditions
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

22. 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***

Confirmation

Your filing has been successfully submitted to the court for review.
Your envelope number is 180152.

Next Steps:

- The court clerk will review your filing to ensure it is complete.
- You will receive an email notification once it has been accepted.
- If there are any issues with your filing, you will receive a rejection e-mail that will note the corrective actions required, so that you can re-submit with any necessary changes.

[Exit](#) [Print Confirmation](#)

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