

# EFILE TEXAS STEP-BY-STEP CORRECT REJECTED FILING

1. Under Filing History, select the Envelope number you want to correct.

The screenshot shows the EFILE TEXAS interface. The 'Filing history' section is highlighted with a red box. It contains three entries:

- Envelope # 241623**  
Envelope # 241623 Submitted at 09/22/2022 11:43 AM  
Filings: Rejected (1)
- Envelope # 241622**  
Envelope # 241622 Submitted at 09/22/2022 11:37 AM  
Filings: Rejected (1)
- Envelope # 241617**  
Envelope # 241617 Submitted at 09/22/2022 11:09 AM  
Filings: Rejected (1)

Below the entries is a 'View filing history' link. To the right, the 'Drafts' section shows three draft entries:

- Draft # 23766**  
Draft # 23766 Started at 07/21/2023 6:06 PM
- Draft # 23267**  
Draft # 23267 Started at 06/28/2023 8:42 AM
- Draft # 23264**  
Draft # 23264 Started at 06/27/2023 7:40 PM

Below the drafts is a 'View my drafts' link. On the left, the 'Start filing' section has a 'Start filing' button.

2. Click on Actions.

The screenshot shows the EFILE TEXAS interface. The 'Actions' dropdown menu is highlighted with a red box. The dropdown menu is open, showing the following options:

- Envelope details
- File Into Case With Template
- View Service Contacts
- Bookmark case
- Copy Envelope**

The 'Copy Envelope' option is highlighted with a red box. The background shows the 'Submitted: Sep 22, 2022 4:43:26 PM' and 'Envelope # 241623' information.

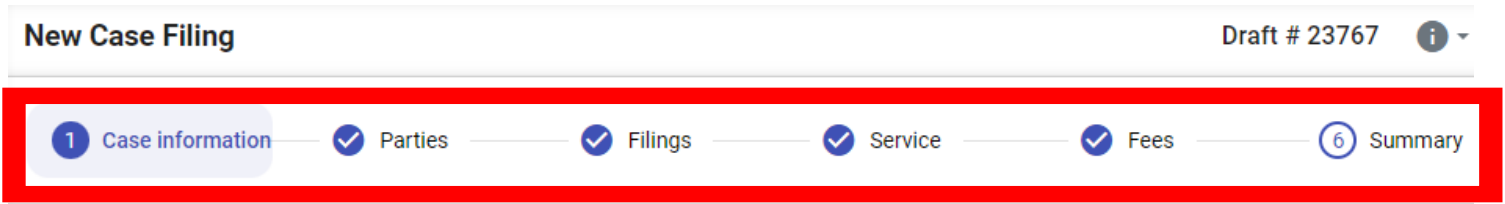
3. Click on Copy Envelope. *This will open the case filing information.*

The screenshot shows the EFILE TEXAS interface. The 'Actions' dropdown menu is open, showing the following options:

- Envelope details
- File Into Case With Template
- View Service Contacts
- Bookmark case
- Copy Envelope**

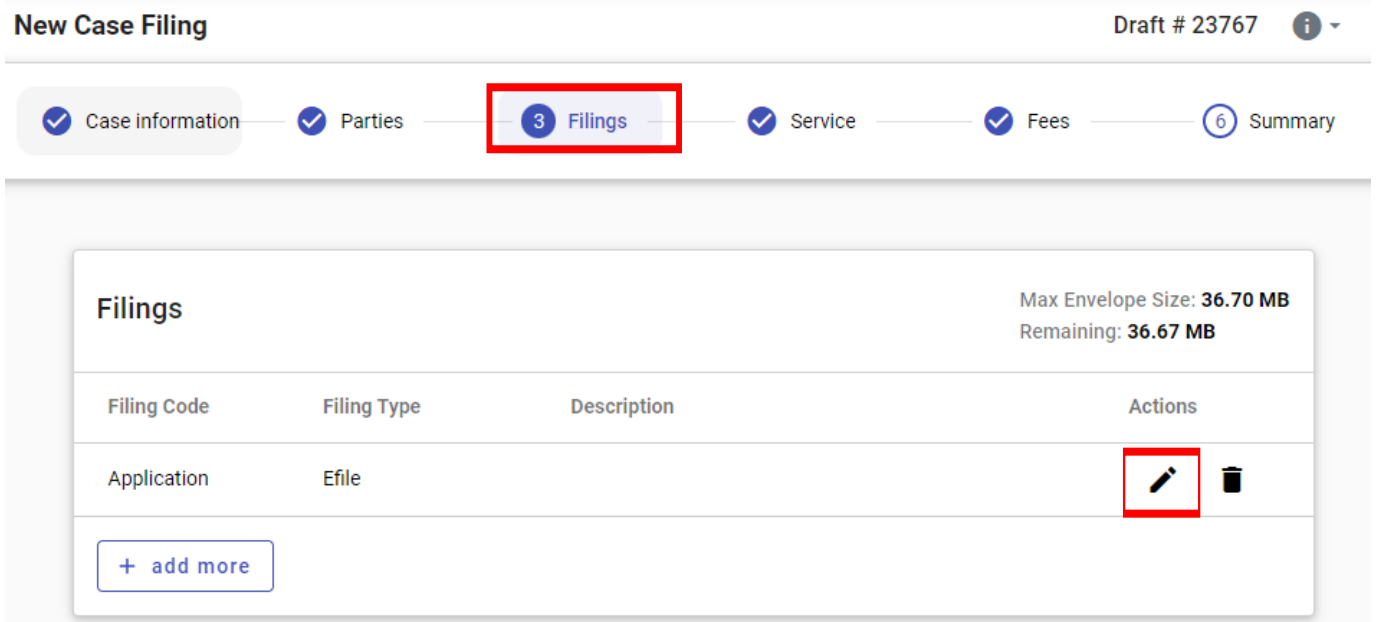
The 'Copy Envelope' option is highlighted with a red box. The background shows the 'Submitted: Sep 22, 2022 4:43:26 PM' and 'Envelope # 241623' information.

4. Click on a section from the top of the page to make a change to that section.

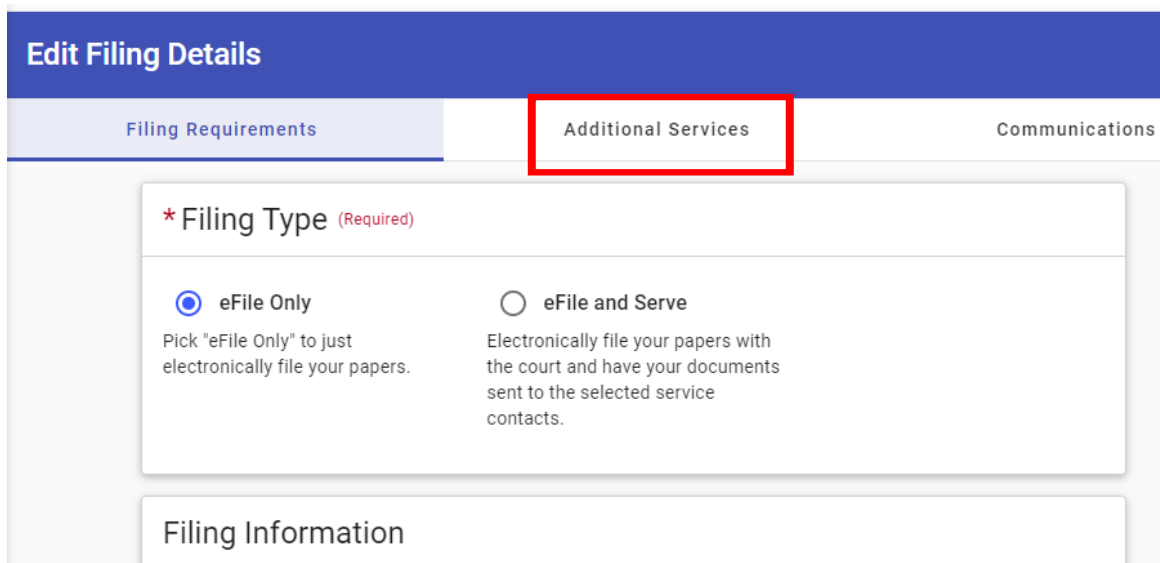


### EXAMPLE of correction: Add service fees

- a. Click on Filings
- b. Click on Edit icon.



- c. Click Additional Services (for example: constable service fees)



d. Select an Additional Service and Save.

<input type="checkbox"/>	Service - Certified Mail	\$18.91	<input type="text"/>	
<input type="checkbox"/>	Service - Constable - Personal Service	\$80	<input type="text"/>	
<input type="checkbox"/>	Service - Constable - Writ	\$150	<input type="text"/>	
<input type="checkbox"/>	Service - Publication	\$65	<input type="text"/>	
<input checked="" type="checkbox"/>	Service - Constable - Writ (Possession)	\$170	<input type="text" value="1"/>	\$170

**\*\*END OF EXAMPLE\*\***

5. Click on other sections if other changes needed. Click Save.

6. Once finished, click on Summary.

New Case Filing Draft # 23767

1 Case information —  Parties —  Filings —  Service —  Fees —  Summary

7. Review final summary, then select submit.

**NOTE REGARDING FEES:**

Your account is never charged until your filing is accepted. If you see any pending charges on your account prior to acceptance, the pending charges are an authorization hold to ensure that the funds are available so your filing can be accepted without delay. \*\*If the filing is canceled or rejected, the funds will be released and will return to your account according to your financial institution's policies (typically three (3) to ten (10) business days).