

EFILE TEXAS STEP-BY-STEP FILE INTO EXISTING CASE

1. Click Start Filing

The screenshot shows the EFILE TEXAS dashboard with six main sections: Start Filing, Filing History, Drafts, Case Search, Bookmarks, and Templates. The 'Start Filing' button is highlighted with a red border. The 'Drafts' section shows a draft titled 'Draft # 2302100' with a timestamp of 'Draft # 2302100 Started at 06/17/2022 3:19 PM'. The 'Case Search' section has a 'Search cases' button. The 'Bookmarks' section has a 'View my bookmarks' button. The 'Templates' section has a 'View my templates' button.

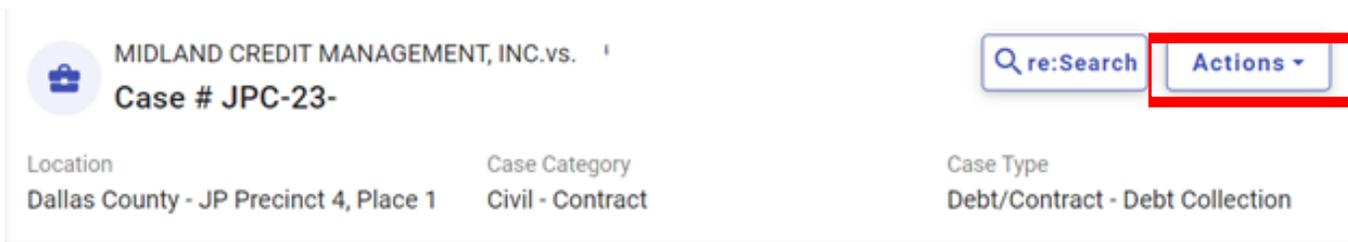
2. Click File into Existing Case

The screenshot shows two options for filing a case. The 'File New Case' option is on the left, with a blue button labeled 'Start new case'. The 'File Into Existing Case' option is on the right, with a blue button labeled 'File into existing case' highlighted with a red border. The 'File Into Existing Case' option includes a camera icon and a magnifying glass icon, and a description: 'If the case was started by you or someone else and you have the case number or names of the parties to find the case.'

3. Type Dallas County into Court Location box and choose Dallas County – JP Precinct 4, Place 1. -> Select "Case number" -> Write Case number

The screenshot shows the case search interface. The 'Location' dropdown menu is highlighted with a red border and contains the text 'Dallas County - JP Precinct 4, Place 1'. Below the dropdown, there are radio buttons for 'Case Number' (selected) and 'Party Name'. A light blue box contains instructions: 'Type your case number exactly as you see it on your case documents. If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click here for more case search tips.' Below this box, the '* Case Number' input field is highlighted with a red border. At the bottom, there is a 'Sort Results By' dropdown menu set to 'Newest to Oldest', and two buttons: 'Cancel' and 'Search' (highlighted with a red border).

4. On case, select Actions. Under drop down, select "File into Case".



MIDLAND CREDIT MANAGEMENT, INC. vs.
 Case # JPC-23-
 re:Search **Actions**
 Location: Dallas County - JP Precinct 4, Place 1
 Case Category: Civil - Contract
 Case Type: Debt/Contract - Debt Collection

5. Select Parties button on bottom right (Select + Add More if adding parties)

6. Click on Add Filings



7. Select eFile Only or eFile and Serve.

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.

8. Enter Filing Information

a. Click down arrow for Filing Code

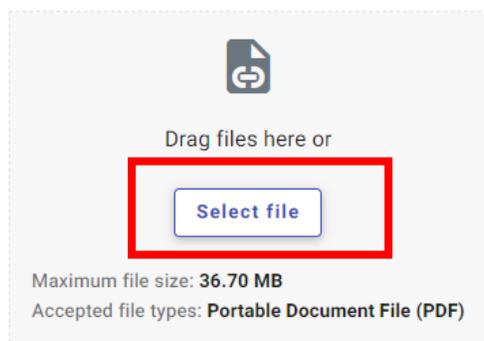
b. Add Filing Description



Filing Code is Required.

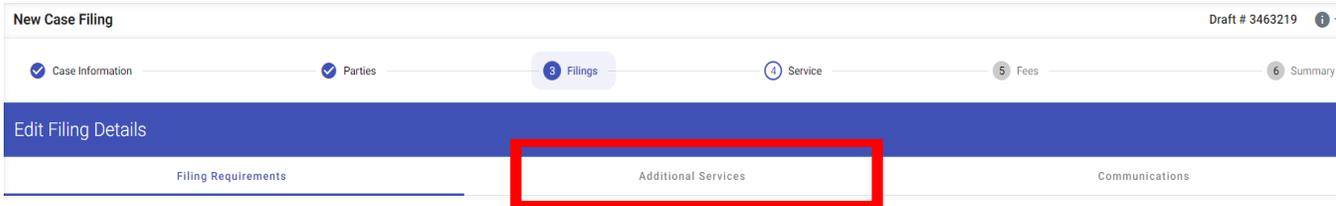
9. Add Lead Document and Any Attachments

Lead Document * Required



Drag files here or
 Select file
 Maximum file size: 36.70 MB
 Accepted file types: Portable Document File (PDF)

10. On SAME page, Click Additional Services at the top of the page



11. Click box for option below and use arrow to adjust number of each service.
(Types of services are attached to guide.)

12. Click Save

13. Click Service in bottom right corner



14. Click Fees in bottom right corner



15. Choose Payment Account

16. Click down arrow for Party Responsible for Fees and choose plaintiff name

17. Click down arrow for Filer Type and choose Not Applicable

18. a. Click Summary in bottom right corner -> b. Verify Information and click Submit



Additional services

The additional services you see below are based on the filing code you picked.

<input type="checkbox"/>	Type	Fee Amount	Quantity	Total
<input type="checkbox"/>	Copies - Certified	\$2	<input type="text"/>	
<input type="checkbox"/>	Copies - Certified each additional page	\$0.25	<input type="text"/>	
<input type="checkbox"/>	Copies - Exemplified	\$1	<input type="text"/>	
<input type="checkbox"/>	Issue Abstract of Judgment	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Citation	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Attachment	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Execution	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Garnishment	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Scire Facias	\$5	<input type="text"/>	
<input type="checkbox"/>	Issue Writ of Sequestration	\$5	<input type="text"/>	
<input type="checkbox"/>	Jury Fee	\$22	<input type="text"/>	
<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 type="checkbox"/>	Service Document	\$0		
<input type="checkbox"/>	Serve - Constable - Writ (Possession)	\$170	<input type="text"/>	

****If filing a Writ, please select type of Writ and and Service type.**

To use Constable Service verify the address is in Dallas County.
<https://www.dallascounty.org/government/jpcourts/what-precinct.php>