

# EFILE TEXAS STEP-BY-STEP SMALL CLAIMS FILING GUIDE

## 1. Click Start Filing

The screenshot shows a dashboard with six panels. The 'Start Filing' panel is highlighted with a red border and contains the text 'Click the START FILING button below to get started.' and a blue button labeled 'Start filing'. Other panels include 'Filing History' with a 'View filing history' link, 'Drafts' with a draft entry and a 'View my drafts' link, 'Case Search' with a 'Search cases' link, 'Bookmarks' with a 'View my bookmarks' link, and 'Templates' with a 'View my templates' link.

## 2. Click Start New Case

The screenshot shows two side-by-side panels. The left panel, 'File New Case', has an envelope icon and the text 'If you do not have a case number and you want to start a new case for the first time.' Below it is a blue button labeled 'Start new case', which is highlighted with a red border. The right panel, 'File Into Existing Case', has a magnifying glass icon and the text '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.' Below it is a blue button labeled 'File into existing case'.

## 3. Type Dallas County into Court Location box and choose Dallas County – JP Precinct 4, Place 1.

The screenshot shows a dropdown menu for 'Court Location'. The selected option is 'Dallas County - JP Precinct 4, Place 1'. Below the dropdown is the text 'This is the court where you are filing your case.'

## 4. Click down arrow for Case Category → Choose Civil – Other Civil

The screenshot shows a dropdown menu for 'Case category \*'. The selected option is 'Civil - Other Civil'. Below the dropdown is the text 'This is the type of case you are filing (Family, Probate, or Civil).'

5. Click down arrow for Case Type → Choose Small Claims

Case type \*  
Small Claims - \$54.00 x ▼

If you can't find your case type, change the case category to see other case types.

6. Click down arrow for Damage Amount → Choose **ONE** of the following: Monetary relief of \$250,000 or less and non-monetary relief **OR** Only Monetary relief of \$250,000 or less **OR** Only non-monetary relief

Damage Amount \*  
Monetary relief of \$250,000 or less and non-monetary relief ▼

**OR**

Damage Amount \*  
Only Monetary relief of \$250,000 or less ▼

**OR**

Damage Amount \*  
Only non-monetary relief ▼

*Optional: if applicable. Bill of Review (for example)*

#### Procedure/Remedies

Select all that apply

Select...

7. Click + Add Party Details (Plaintiff)

#### Parties

Party Type	Party Name	Actions
▲ Plaintiff *	+ Add party details	
▲ Defendant *	+ Add party details	

+ Add More

8. Click Person or Entity button to choose plaintiff type → Click I Am This Party if you are an individual filing on behalf of yourself → Type plaintiff's name in boxes if different than desired party.

Person Entity  I Am This Party

First Name \* Jane Middle Name Last Name \* Doe Suffix Select... ▼

9. Enter plaintiff information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

Address Line 1 \*  
123 MAIN STREET

Address Line 2

City \* ARLINGTON State \* Texas Zip Code \* 76010

Email Example: someone@domain.com Phone Number Cell Phone

10. Enter Attorney Information ONLY if the plaintiff is being represented by one

Attorney information

Lead Attorney

11. Click SAVE

12. Click + Add Party Details (Defendant)

Parties

Party Type	Party Name	Actions
Plaintiff *	+ Add party details	
Defendant *	+ Add party details	

+ Add More

13. Click Person if you are suing an individual or Entity if you are suing a business → Enter defendant's name information or entity's name information

Person Entity I Am This Party

First Name \* Middle Name Last Name \* Suffix Select...

Person Entity

Entity Name \*

14. Enter additional information for individual(s), if known. Only enter LAST 3 digits of driver license number and/or social security number. If you enter 4 or more digits, your envelope will be rejected

<input type="text" value="Driver License Type"/> Select... ▼	<input type="text" value="Driver License State"/> Select... ▼	<input type="text" value="Driver License Number"/>
<input type="text" value="Social Security Number"/>		

15. Enter defendant information (Information typed into eFile MUST match information on petition EXACTLY; otherwise, your envelope WILL BE rejected)

<input type="text" value="Address Line 1 *"/> 123 MAIN STREET		
<input type="text" value="Address Line 2"/>		
<input type="text" value="City *"/> ARLINGTON	<input type="text" value="State *"/> Texas ▼	<input type="text" value="Zip Code *"/> 76010
<input type="text" value="Email"/> Example: someone@domain.com	<input type="text" value="Phone Number"/> Cell Phone	

16. Enter Attorney Information ONLY if the defendant is being represented by one

**Attorney information**

▼

17. Click SAVE

18. Click Filings in bottom right corner

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← Case Information

Filings →

## 19. Click Add Filing



## 20. Select eFile Only

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.

## 21. Click down arrow for Filing Code and choose Petition

Filing Code\*  
Petition x ▼

## 22. Click Select File for Lead Document

Lead Document \* Required



Drag files here or

[Select file](#)

Maximum file size: **36.70 MB**  
Accepted file types: **Portable Document File (PDF)**

## 23. Choose the file that has your eviction petition and military affidavit in one document → Click down arrow and choose Security Type (contains **OR** does not contain sensitive data).

Lead Document

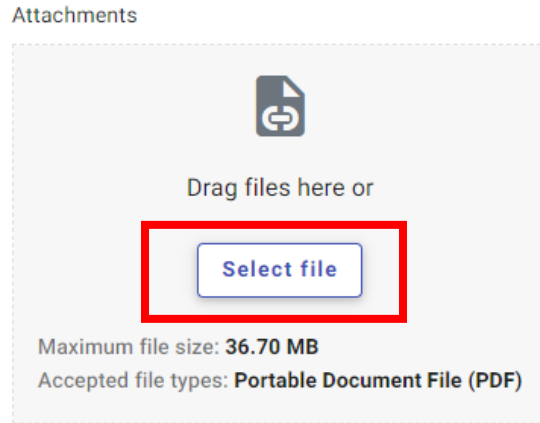
SMALL CLAIMS PETITION  
(TEST).docx



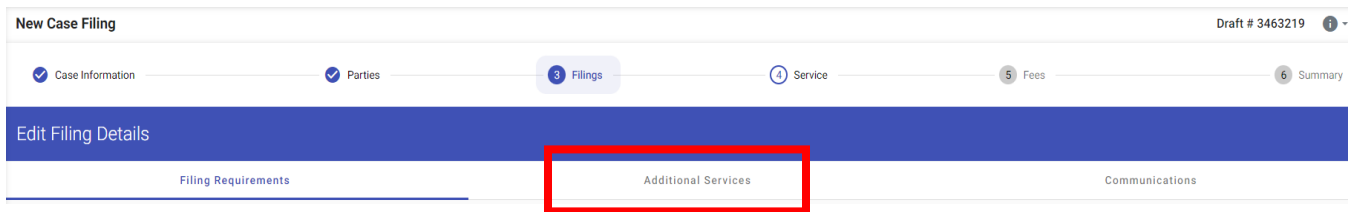
\* File Description  
SMALL CLAIMS PETITION  
(TEST).docx

\* Security  
Contains sensitive data ▼

24. If you have additional documents to attach (other than the petition), click Select File for Attachments and follow same steps as Step 23 for your attachments



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



26. Click box for correct service type and enter Quantity (# of defendants).

Service may be executed by one of the following

- 1) Constable Service (defendant/s **must** be in Dallas County)
- 2) Certified Mail
- 3) Private Process Server (\*citation and attachments will be emailed to you to provide service documents to appropriate serving agency). **(NO service option in Efile)**

<input checked="" type="checkbox"/>	Service - Constable - Personal Service	\$80	<input type="text" value="1"/>	\$80
<b>OR</b>				
<input checked="" type="checkbox"/>	Service - Certified Mail	\$18.91	<input type="text" value="1"/>	\$18.91



To verify the address is in Dallas County.

<https://www.dallascounty.org/government/jpcourts/what-precinct.php>

27. Click SAVE

28. Click Add More IF you are filing multiple cases for the same plaintiff.

**Filings** Max Envelope Size: 36.70 MB  
Remaining: 36.64 MB

Filing Code	Filing Type	Description	Actions
Petition	Efile		 

+ Add More

29. Click Service in bottom right corner



30. Click Fees in bottom right corner



31. Choose Payment Account

\* Payment Account  
Filing Account ✕ ▼

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

Party Responsible for Fees  
Jane Doe ▼

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

Filer Type\*  
Not Applicable ▼

34. Click Summary in bottom right corner



35. Verify that all information is correct and click Submit in bottom right corner

