

# EFile Texas/Subsequent Filings Guide

## 1) Log in to your EFile Texas Account

- A. Click on "Filings" **FILINGS**
- B. Look for the case you want to add additional (subsequent) filings to.
- C. On the right hand side click on the "File" Icon



## 2) Parties- Enter the Details for the Parties involved in this Case

In this section you can either review the parties on your case or add additional parties as needed. To add a party "click" on **ADD PARTY** . If you wish to continue without making any changes "click" on **Filings** .

Case JP01-16-DC00004141 Midland Funding LLC vs. Sherry Hecox ( Swearingin, Ralph, JR ) Tarrant County - JP Precinct 1 - Debt Claims

1 Parties 2 Filings 3 Service Contacts 4 Summary

### Enter the Details for the Parties Involved in this Case

Required fields are bold and have an asterisk (\*).

Party Type	Name ^	Attorney(s)
Plaintiff	Midland Funding LLC	Kristy Gabrielova (L)
Defendant	Sherry Hecox	

**ADD PARTY**

**Party Type:** Defendant Lead Attorney

**Party Name:** Sherry Hecox

**Address:** 2316 Dawn Ct  
Fort Worth, TX 76133

**\*\*Since this is a Subsequent Filing Sample, we will click on "Filings"\*\***

### 3) Filings –Enter Filing Details

This section will allow you to add your filing information and up load attachments. Filer will have to select **Add Another Filing** if multiple filings are being submitted for one particular case.

1. Scroll down the Select Filing Codes to choose the one that best meets your needs.
2. Add a Filing Description Optional Services
  - a. Select Services that apply to your case (IE: service, copy fees, etc)
3. Documents
  - a. To attach the lead document simply click on the box that says (Click to Browse)
  - b. Additional attachments can be added by clicking on the box next to attachments that says (Click to Browse)
4. Filing Comments (if any)
  - a. You can add any comments that you would like the court to know. For example: if you would like to pick up your citation when ready, you can add a comment “please call me when citation is ready for pick-up”

Case JP01-16-DC00004141 Midland Funding LLC vs. Sherry Hecox (Swearingin, Ralph, JR) Tarrant County - JP Precinct 1 - Debt Claims

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#### Enter Filing Details

**Add Another Filing**

The screenshot shows the 'Enter Filing Details' form with several sections highlighted by red boxes:

- Select Filing Code\*:** A dropdown menu set to 'Affidavit/Proof of Service Filed'.
- Filing Description:** A text field containing 'Proof Of Service for Defendant Michael Moore'.
- Optional Services:** A list of services including 'Copies - Certified Copies (\$2.00)', 'Copies - Non- Certified (\$0.25)', 'Issue Writ (\$5.00)', 'Service - Constable - Personal Service (\$75.00)', 'Service - Constable - Writ (\$150.00)', and 'Service by Certified Mail (\$11.00)'. An 'Add →' button is visible.
- Selected Optional Services:** A list containing 'Copies - Service (\$1.00)'.
- Documents:** A section for 'Lead Document\*' showing a file named 'Guide and File Sample SM Case Sample.pdf' (213.6 kb) with a description of the same name. A 'Click to Browse' button is present.
- Security\*:** A dropdown menu set to 'Non-Public'.

Other visible elements include 'E-File' and 'Service' checkboxes, a 'Reference Number' field, a 'Firm client re-bill or case tracking #' field, an 'Attachments' section with a 'Click to Browse' button, and a 'Filing Comments' text area. At the bottom, there is a 'Courtesy Copies' field with email addresses 'sample@efiletxas.gov, sample2@efiletxas.gov'.

5. Fees
  - a. Any fees will be reflected under this section
6. Payment
  - a. Payment account can be selected as well as Filer Type
7. Filing Attorney
  - a. Select the Attorney that's filing- If applicable

\*\*Once Done Click on **Service**

**Fees**

Affidavit/Proof of Service Filed

	Filing Fee	\$0.00
	Copies - Service	\$0.00
	Total this Filing	\$0.00
<b>Envelope Total</b>		<b>\$0.00</b>

**Payment**

**Payment Account\*** ⓘ

Waiver ?

**Filer Type\***

Not Applicable

**Filing Attorney**

Filing Attorney

#### 4) Service Contacts

Select Contact whom will receive service for this envelope. Then "Click" **Summary** to continue.

#### 5) Summary

On the summary you can review all your information. If any changes need to be made you can select the edit button on the particular area and make the necessary changes. If no Changes need to be made, Click Submit.

\*\*A box will appear with your Envelope Number (Keep it for your records) also Click on View Receipt and Print.

\*\*Note: Keep in mind that once the court reviews your case there might be additional charges depending on what needs to be added or removed.

### Envelope and Filing Summary ?

#### Case Information Edit

Location: Tarrant County - JP... Filing Attorney:  
 Case Category: Civil - Real Property Payment Account: Waiver  
 Case Type: Evictions  
 Date Filed:

#### Parties Edit

Party Type	Name	Address	Phone	Attorney
Plaintiff	MARIA...	3100 MICHAEL ST FORT WORTH, TX 76137	817-722-5...	
Defendant	APEX...	3100 MONTAIN ST HALTOM CITY, TX 76138	8175692055	

#### Filings Edit

Filing Code	Filing Description	Reference Nu	Filing Type						
Petition	ORIGINAL PETITION		EFile						
Lead...	<table border="1"> <thead> <tr> <th>File Name</th> <th>Status</th> <th>Security</th> </tr> </thead> <tbody> <tr> <td>CODE OF CRIMINAL PROCEDURE CHAP</td> <td>Ok</td> <td>Non-Public</td> </tr> </tbody> </table>	File Name	Status	Security	CODE OF CRIMINAL PROCEDURE CHAP	Ok	Non-Public		
File Name	Status	Security							
CODE OF CRIMINAL PROCEDURE CHAP	Ok	Non-Public							

#### Fees

Petition	
Filing Fee	\$0.00
Copies - Service	\$0.00
zConstable 1 Citat	\$0.00
Copies - Non- Cert	\$0.00
<b>Total this Filing</b>	<b>\$0.00</b>
<hr/>	
Case Initiation Fee	\$0.00
<hr/>	
<b>Envelope Total</b>	<b>\$0.00</b>

#### Payment

Payment Account\* ?  
 Waiver ?  
 Filer Type\*  
 Not Applicable

#### Filing Attorney

Filing Attorney

We would appreciate your feedback. Please let us know your thoughts by emailing us at [Jp4court@tarrantcounty.com](mailto:Jp4court@tarrantcounty.com).

Thank You,  
 Justice Court Four