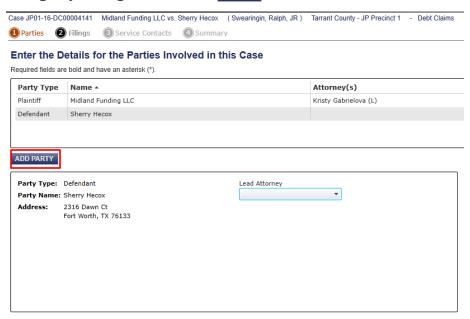
# EFile Texas/Subsequent Filings Guide

## 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.

### 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 .



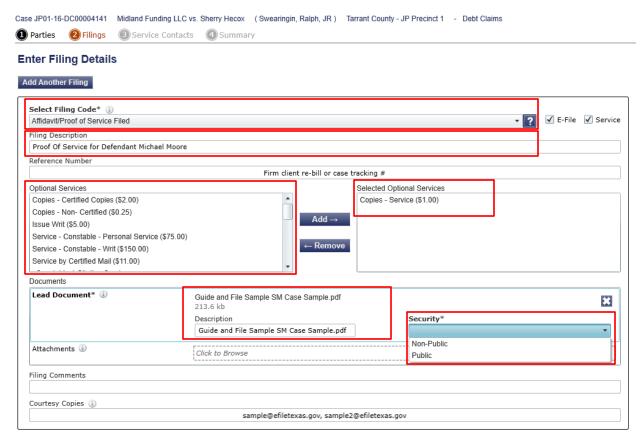
\*\*Since this is a Subsequent Filing Sample, we will click on "Filings"\*\*

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#### 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
  - 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"



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- 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



## 4) Service Contacts

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

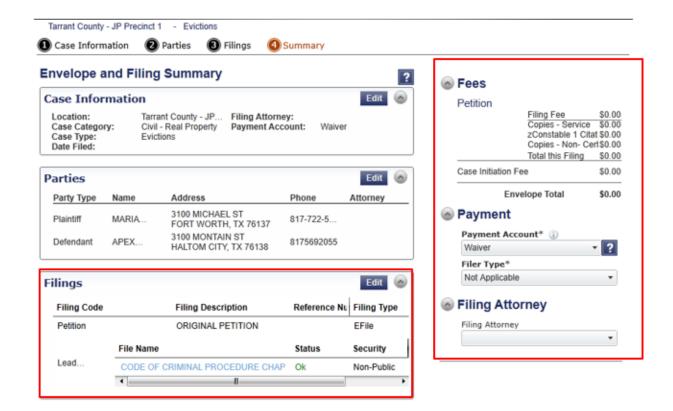
## 5) Summary

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.

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We would appreciate your feedback. Please let us know your thoughts by emailing us at Jp4court@tarrantcounty.com.

Thank You, Justice Court Four

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