

# E-file Instructions


Website address: [www.efile.txcourts.gov](http://www.efile.txcourts.gov)

E-file Help: (855) 839-3453

***If you have any questions on how to use the E-file website, please call the above. The District Clerk's office will not be able to assist you with the E-filing process.***

For Videos on how to file, click on the **Training Videos for eFile.TXCourts.gov** while on the site, located at the bottom of the page:

**Self-study Online Training**

 [Training Videos for eFile.TXCourts.gov](#)



The screenshot shows the homepage of eFile.TXCourts.gov. On the left is a dark blue login box with fields for Email Address and Password, a 'Keep me logged in' checkbox, a 'LOGIN' button, and links for 'Forgot Password?' and 'Register Now' (the latter is highlighted with a red box). The main content area features a 'MESSAGE OF THE DAY' with a 'Welcome to eFile.TXCourts.gov!' heading. Below this is a red announcement: 'Re:Search TX is now available!' with a sub-heading 'Start re:Searching Now!'. Another red announcement follows: '\*NEW\* Filer Portal Available Now', stating that eFileTexas has launched a new and improved eFiling portal. Below these are links for the latest news and information about Texas e-filing. At the bottom, there is an 'Important Information When Registering' section with two bullet points. The footer is divided into three columns: 'LEARN' with links for 'Get Started - PCs', 'Get Started - Macs', and 'Filer: Quick Reference Guide'; 'TRAIN' with links for 'Free Training Sessions' and 'Web Training Sessions', and a highlighted 'Self-study Online Training' link with a video icon; and 'SUPPORT' with links for 'Need Help?' and 'Share your screen with GoToAssist'.

- If you do not already have an E-file account, click the **Register Now** button below the Login.

## I want to Register as a

Firm Administrator

Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

User with an Existing Firm

Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

An Independent User

You are a single user, not associated with or represented by a law firm.

All required fields are indicated by an "\*". There is no registration fee for eFileTexas.

Cancel

Next

- When you click Register Now, a small window will open up titled “eFile Texas Registration”.
- Choose that you want to Register as an **Independent User** and click Next.
- It will then proceed to the **User Agreement Page** that you must agree to before continuing.
- Fill in your **Contact Information**. (Including a Debit or Credit Card for payment)
- Fill in your **User Information**. (Note, your **E-mail Address** and the **Password** you make for the site will be your **Login** information.)

Email Address

Password

Keep me logged in ⓘ

[Forgot Password?](#) | [Register Now](#)

**FILINGS**

BOOKMARKS

TEMPLATES

REVIEW QUEUE

REVIEW HISTORY

SERVICE CONTACTS

My Filings

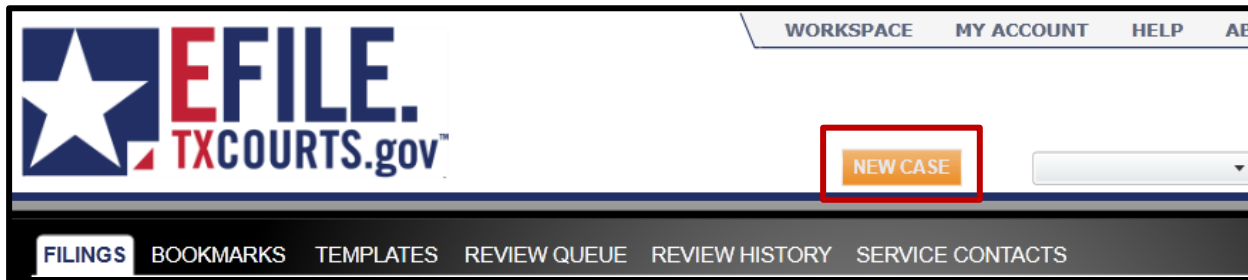
All Statuses

All Locations

No filings found. Start a new case or search for an existing case to begin a new filing.

- Once you are logged in, you will be taken to your **Filings Tab**  
*(If you are not automatically taken to it, please click on the tab.)*
- This page will show you all of your **pending** submissions, **accepted** submissions and **rejected** submissions. If you're curious if your document has been accepted, you can find this information out on this page.  
*(Documents still being reviewed by either the Clerk or the Judge will show as "**Under Review**". Due to the volume of documents we get daily, please allow us a 72 hour window to get your documents either accepted, or forwarded to the Judge. We will contact you if there is anything wrong with your documents.)*

To File a [New Case](#):



- Click on the orange [New Case](#) button to begin filing a New Case.

## Case Information

- You will be greeted with a screen similar to the above. Each of the **Bold\*** items will need to be filled in.  
**Select Location\***: *Orange County – District Clerk*  
**Select Category\***: *Family – Marriage Relationship*  
**Select Case Type\***: *Divorce No Children (\$278.00) or Divorce with Children (\$278.00).*  
**Filing Attorney\***: *N/A (Can leave blank).*  
**Filer Type\***: *Not Applicable*  
**Payment Account\***: *The Credit Card you have registered to your account.*
- Once you have all you information entered, click the [Parties](#) button to proceed.

# Example: No Children

Orange County - District Clerk - Divorce No Children

- ① Case Information    ② Parties    ③ Filings    ④ Summary

## Enter the Details for the New Case



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

**Select Location\***

Orange County - District Clerk

**Select Category\***

Family - Marriage Relationship

**Select Case Type\***

Divorce No Children (\$278.00)

Filing Attorney

**Filer Type\***

Not Applicable

**Payment Account\***



Exit

Parties

## Example: With Children

Orange County - District Clerk - Divorce with Children

① Case Information    ② Parties    ③ Filings    ④ Summary

### Enter the Details for the New Case



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

**Select Location\***

Orange County - District Clerk

**Select Category\***

Family - Marriage Relationship

**Select Case Type\***

Divorce with Children (\$278.00)

Filing Attorney

**Filer Type\***

Not Applicable

**Payment Account\***



Exit

Parties

# Parties

Orange County - District Clerk - Divorce with Children

① Case Information ② Parties ③ Filings ④ Summary

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



Party Type	Name	Attorney(s)
Petitioner		
Respondent		

### ADD PARTY

**Party Type\***  
Petitioner  Person  Business

**Lead Attorney**

**First Name\***  **Middle**  **Last Name\***  **Suffix**

**Email Address**

**Country**  
United States of America

**Address Line 1**

**Address Line 2**

**City**

**State**  **Zip Code**

**Phone**

**Social Security Number**

Case Information

Filings

- On the Parties screen, you will need to enter your Information as well as the other party.

**Party Type:** *Petitioner*

**Lead Attorney:** *Pro Se*

**First, Middle, Last Name:** *Your Full name*

**E-mail Address:** *A good E-mail to contact you by.*

**Address Line 1 & 2:** *Current Living/Mailing Address*

**City:** *Current City*

**State:** *Current State*

**Zip Code:** *Current Zip Code*

**Phone:** *A good Phone Number to contact you by.*

# Example: Petitioner

Orange County - District Clerk - Divorce with Children

① Case Information ② Parties ③ Filings ④ Summary

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



Party Type	Name	Attorney(s)
Petitioner	Jane Doe	Pro Se (L)
Respondent		

ADD PARTY

**Party Type\***  
Petitioner  Person  Business Lead Attorney: Pro Se

**First Name\*** Jane **Middle** **Last Name\*** Doe **Suffix**

**Email Address** Example: someone@domain.com

**Country\*** United States of America

**Address Line 1\*** 123 4th Street  
**Address Line 2**

**City\*** Orange  
**State\*** Texas **Zip Code\*** 77630

**Phone** 409 123-4567

**Social Security Number**

Case Information

Filings

- When you are sure the above information is correct click on the Respondent at the top of the page and enter their information.



# Example: Respondent

Orange County - District Clerk - Divorce with Children

1 Case Information 2 Parties 3 Filings 4 Summary

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

Party Type	Name	Attorney(s)
Petitioner	Jane Doe	Pro Se (L)
Respondent	John Maurice Doe	

### ADD PARTY

**Party Type\***  
Respondent  Person  Business **Lead Attorney**

**First Name\*** John **Middle** Maurice **Last Name\*** Doe **Suffix**

**Email Address**

**Country\***  
United States of America

**Address Line 1\***

**Address Line 2**

**City\***

**State\*** Texas **Zip Code\*** 77630

**Phone**

**Social Security Number**

Case Information

Filings

- With the Respondent entered, click on **Filings** in the bottom right hand to continue.

# Filings

There is a completed Example on Page 12.

Orange County - District Clerk - Divorce with Children

1 Case Information 2 Parties 3 Filings 4 Service Contacts 5 Summary

## Enter Filing Details

[Add Another Filing](#)

**Select Filing Code\*** ?

?  E-File  Service

Filing Description

Reference Number  
 Firm client re-bill or case tracking #

Documents

Filing Comments

Courtesy Copies ?

### Fees

Case Initiation Fee  
Party Fees  
E-File Fee  
Court Transaction Fee  
Payment Service Fee  
Taxes (for non-court fees)  
Provider Service Fee  
Provider Tax Fee

---

Envelope Total

### Payment

**Payment Account\*** ?

**Filer Type\***  
Not Applicable

**Party Responsible for Fees\***

### Filing Attorney

Filing Attorney

[Parties](#) [Service](#)

- The Filings Page will appear like the above. This is where you will upload your document.

**Select Filing Code:** *Petition*

(When you select your Filing Code, an additional section will appear under **Reference Number** containing the new sections:

**Optional Services** and a new section under **Documents**.)

**Uncheck the Service box:**  E-File  Service

**Filing Description:** *Petition for Divorce*

**Reference Number:** *Your Last Name*

**Add Another Filing**

**Select Filing Code\*** ?  
 Petition ?  E-File  Service

Filing Description  
 Petition for Divorce

Reference Number  
 Doe

Optional Services

- Additional Plaintiffs (1001+) (\$200.00)
- Additional Plaintiffs (101-500) (\$125.00)
- Additional Plaintiffs (11-25) (\$75.00)
- Additional Plaintiffs (26-100) (\$100.00)
- Additional Plaintiffs (501-1000) (\$150.00)
- Certificate of Name Change (\$10.00)

**Add →**

**← Remove**

Selected Optional Services

Documents

**Lead Document\*** ? Click to Browse

Attachments ? Click to Browse

Filing Comments

Courtesy Copies ?

- To add your Document to the submission, click on the *Click to Browse* section beside Lead Document. It will pop up a Search Folder to find your document. Locate your PDF and select it:

Name	Date modified	Type	Size
Petition for Divorce	7/12/2021 1:45 PM	Adobe Acrobat D...	869 KB
VS 165 Report form- for SAPCR AND DIV...	7/12/2021 1:44 PM	Adobe Acrobat D...	869 KB

It will begin uploading your document:

**Lead Document\*** ? **Petition for Divorce.pdf**

54

When it is fully uploaded, under the Security tab you will need to select “Does Not Contain Sensitive Data”:

**Lead Document\*** ? **Petition for Divorce.pdf** 868.4 kb ✕

**Description\***  
 Petition for Divorce.pdf

**Security\***  
 Contains Sensitive Data  
**Does Not Contain Sensitive Data**

Attachments ? Click to Browse

- This will complete your uploading of the Petition for Divorce.

**Please note, that all documents filed with the District Clerk’s Office need to be **Lead Documents** not as Attachments.**

# Example: Petition for Divorce

Orange County - District Clerk - Divorce No Children

- 1 Case Information 2 Parties 3 Filings 4 Service Contacts 5 Summary

## Enter Filing Details



Add Another Filing

### Select Filing Code\*

Petition  E-File  Service

### Filing Description

Petition for Divorce

### Reference Number

Doe

### Optional Services

- Additional Plaintiffs (1001+) (\$200.00)
- Additional Plaintiffs (101-500) (\$125.00)
- Additional Plaintiffs (11-25) (\$75.00)
- Additional Plaintiffs (26-100) (\$100.00)
- Additional Plaintiffs (501-1000) (\$150.00)
- Certificate of Name Change (\$10.00)

Add →

← Remove

### Selected Optional Services

### Documents

Lead Document\* Petition for Divorce.pdf 868.4 kb

Description\* Petition for Divorce.pdf Security\* Does Not Contain Sensitive Data

### Attachments

Click to Browse

### Filing Comments

### Courtesy Copies

## Fees

Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Case Initiation Fee		\$0.00
Envelope Total		\$0.00

## Payment

Payment Account\*

Filer Type\* Not Applicable

## Filing Attorney

Filing Attorney

Parties

Service

**Add Another Filing**

**Select Filing Code\*** ?  
 Petition ?  E-File  Service

Filing Description  
 Petition for Divorce

Reference Number  
 Doe

Optional Services

- Additional Plaintiffs (1001+) (\$200.00)
- Additional Plaintiffs (101-500) (\$125.00)
- Additional Plaintiffs (11-25) (\$75.00)
- Additional Plaintiffs (26-100) (\$100.00)
- Additional Plaintiffs (501-1000) (\$150.00)
- Certificate of Name Change (\$10.00)

**Add →**

**← Remove**

Selected Optional Services

Documents

**Lead Document\*** ? Petition for Divorce.pdf  
 868.4 kb

**Description\*** Petition for Divorce.pdf

**Security\*** Does Not Contain Sensitive Data

Attachments ? *Click to Browse*

- To upload another Document, such as the required BVS Form, you will need to click on **Add Another Filing** at the top left of the page.

① Case Information   ② Parties   ③ Filings   ④ Service Contacts   ⑤ Summary

**Enter Filing Details** ?

Code	Type	Description	Reference Number
Petition	EFile	Petition for Divorce	Doe
	EFileAndServe		

**Add Another Filing**

**Select Filing Code\*** ?  
 ?  E-File  Service

Filing Description

Reference Number  
 Firm client re-bill or case tracking #

Documents

Filing Comments

Courtesy Copies ?

- Repeat the same steps as before, only changing the information to the BVS portion instead.

# Example: BVS Form

Orange County - District Clerk - Divorce No Children

1 Case Information 2 Parties 3 Filings 4 Summary

## Enter Filing Details

Code	Type	Description	Reference Number	
Petition	EFile	Petition for Divorce	Doe	X
Petition	EFile	BVS Form	Doe	X

Add Another Filing

Select Filing Code\*  ?  E-File  Service

Filing Description

Reference Number

Optional Services

- Additional Plaintiffs (1001+) (\$200.00)
- Additional Plaintiffs (101-500) (\$125.00)
- Additional Plaintiffs (11-25) (\$75.00)
- Additional Plaintiffs (26-100) (\$100.00)
- Additional Plaintiffs (501-1000) (\$150.00)
- Certificate of Name Change (\$10.00)

Selected Optional Services

Documents

Lead Document\*  868.4 kb

Attachments

Filing Comments

Courtesy Copies

## Fees

Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Case Initiation Fee		\$0.00
Envelope Total		\$0.00

## Payment

Payment Account\*

Filer Type\*

## Filing Attorney

Filing Attorney

Parties

Summary

- With your information filled in, and your documents uploaded, click on the Summary button on the bottom right hand of the page.

# Summary

1 Case Information 2 Parties 3 Filings 4 Summary

## Envelope and Filing Summary

### Case Information

Location: Orange County - District Clerk  
 Case Category: Family - Marriage Relationship  
 Case Type: Divorce No Children  
 Date Filed:   
 Filing Attorney:   
 Payment Account: waiver

### Parties

Party Type	Name	Address	Phone	Email	Date of Bir	SSN	Attorney
Petitioner	Jane Doe	123 4th Street Orange, TX 77630	409...				Pro Se
Respon...	John...	456 7th Street Orange, TX 77630	409321-...				

### Filings

Filing Code	Filing Description	Motion Type	Reference Nu	Filing Type
Petition	Petition for Divorce		Doe	EFile
Lead Document	<b>File Name</b> Petition for Divorce.pdf	<b>Status</b> Ok		<b>Security</b> Does Not...
Petition	BVS Form		Doe	EFile
Lead Document	<b>File Name</b> VS 165 Report form- for SAPCR AND DIVORCE REV 07	<b>Status</b> Ok		<b>Security</b> Does Not...

### Fees

Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Case Initiation Fee		\$0.00
<b>Envelope Total</b>		<b>\$0.00</b>

### Payment

Payment Account\*

Filer Type\*  
Not Applicable

### Filing Attorney

Filing Attorney

- You will then be brought to the Summary Page. This will outline everything you have entered thus far, allowing you to review everything on one page. When you are sure the information is accurate, click on the Submit button on the bottom right side of the screen.

**55253590**

53590 started 7/12/2021 at 1:41 PM by Justin Rhodes

Filing Code	Filing Type	Filing Description	Reference Number
Petition	EFile	Petition for Divorce	Doe
Petition	EFile	BVS Form	Doe

- Once you have submitted your Petition, your Filings page should now contain the item you submitted like above. To the left of the Filing Code will be a Status section that, like stated at the beginning of this guide, will allow you to monitor your new case.
- You have now successfully submitted your Petition.

## Other Case Type Examples

Case Category Code	Case Type Code
<b>Family - Marriage Relationship</b>	Annulment with Children
	Annulment without Children
	Declare Marriage Void
	Divorce with Children
	Divorce without Children
<b>Family - Other Family Law</b>	Adult Adoption
	Register Foreign Judgment
	Garnishment
	Habeas Corpus
	Name Change
	Protective Order
	Removal of Disabilities of Minority
	Temporary Authorization for Care of Child
	Unaccompanied Alien Child
	Other
<b>Family - Parent-Child Relationship</b>	Adoption/ Adoption with Termination
	Child Protection
	Child Protection <i>[Gov. Code 24.620)</i>
	Child Support
	Custody or Visitation
	Gestational Parenting
	Grandparent Access
	Parentage/Paternity /Voluntary
	Legitimation
	Termination of Parental Rights
	Other Parent-Child
<b>Family - Post-judgment Actions</b>	Enforcement
	Modification – Custody
	Modification - Other