

## eFiling for Courts is:

### Convenient

eFile 24/7 from any location with Internet access.

### Flexible

Accepts standard word processing document formats.

### Real-time

Receive immediate confirmations and file-stamped copies upon the clerk's acceptance.

### Cost Effective

Often less expensive than producing, processing, and routing paper filings.

### Secure

Adheres to state and federal security regulations and standards.



Register today – it's fast!  
[www.texas.gov/eFiling](http://www.texas.gov/eFiling)

## Frequently Asked Questions



Take it online, Texas.

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# Frequently Asked Questions

## General Information

### What is Texas.gov eFiling for Courts?

eFiling for Courts is the statewide electronic filing solution for the State of Texas. It is provided by Texas.gov, the official website of the State of Texas. With eFiling for Courts, filers can submit documents online to participating courts and clerks can receive and process the documents and associated fees.

## Registration

### How do I register to eFile?

Visit [www.texas.gov/eFiling](http://www.texas.gov/eFiling) and click "Get Started". Once you have registered with a certified Electronic Filing Service Provider (EFSP), you are automatically registered with Texas.gov eFiling for Courts. Now you can begin eFiling and eServing documents in new and active cases.

## eFiling

### How do I file documents with eFiling for Courts?

Once you have registered, log on to your EFSP's website. Select the applicable jurisdiction for your case and complete the filing information online. Add your document and attachments. Click the "Submit" button and you're done!

### What do I need to eFile?

All you need is a computer with Internet access, word processing software, and free Adobe Reader software to read PDF documents.

### What documents can I eFile?

eFiling for Courts accepts filings in civil, family, probate, and justice of the peace cases. You can file original petitions, pleadings, and motions in new and established cases, even if the case was initiated with traditional paper filings.

### What document formats are accepted?

Standard word processing document formats are accepted. The documents are automatically converted to PDF files by the eFiling for Courts system in order to maintain formatting and remove the editing history.

### Can I eFile a document that requires a physical signature or that exists only in paper format?

Yes. You may submit these documents as scanned images.

## eService

### What is eService?

eService is a feature of eFiling for Courts that allows filers to electronically serve other case parties. You can also choose to be served electronically in your cases via eService.

### How do I receive eService?

To receive eService, follow these steps:

1. Log on to your EFSP's website (or register with an EFSP if you haven't already).
2. Select the eService profile option
3. Update your eService profile to accept eService in all cases or in selected cases.

*\*Please note: If your email address changes, make sure to update your eService profile with the EFSP so you continue to receive confirmation and eService notices.*

### Can I eServe discovery without eFiling?

Yes. You can electronically serve discovery, letters, and other documents that are not filed with the court.

## Confirmation and Acceptance

### How will I know my eFiling was received?

You will receive an immediate email acknowledgement message when you submit a document. Once your eFiling is accepted by the clerk, you will receive a confirmation message and file-stamped copy via email.

### What time and date stamp are applied to my eFiling?

The time and date applied to your accepted filing is the exact time and date you submitted the document.

## Fees and Payment

### What are the fees for eFiling and eService?

eFiling fees average \$10 per filing depending on the EFSP you have selected and the jurisdiction where you file. eService is a flat rate of \$4.50 per transaction for any number of parties and documents. Your EFSP may collect an additional fee for eService.

### How do I pay to eFile?

You may pay by credit card or monthly billing, depending on the payment options that are offered by your selected EFSP.

## Security

### Is the eFiling for Courts system secure?

Yes. eFiling for Courts adheres to state and federal security regulations and meets Payment Card Industry Security Standards to protect filer and transaction information.

For more information about Texas.gov eFiling for Courts, visit [www.texas.gov/eFiling](http://www.texas.gov/eFiling).

