

# How to e-File your Travis County case

Petitioner filing Divorce in District Court  
New Case  
Payment by Credit Card

1

You can file your Travis County case *online*

*Do you have?*



Access to the Internet  
and a computer or  
cell phone?



An **email** address?



Your **credit card**?



Your court **forms**:

- Filled out?
- Signed?
- Saved as PDFs?

*Then you can . . .*

Register as a  
eFile user



Set up  
payment



Add case & party  
information



Upload your  
forms



Send the forms &  
payment to the  
court

2



Pause! Before you file the divorce petition --

***Has there been  
domestic  
violence  
between you  
and your  
spouse?***

**If so, you may want to consider:**

Talking with SAFE to develop a safety plan for you to leave your spouse. SAFE is an agency that helps survivors of abuse and their families.

[www.safeaustin.org](http://www.safeaustin.org)

512-267-7233

Applying for a protective order through the Travis County Attorney's Office.

512-854-9415

Applying for free legal assistance through Texas Rio Grande Legal Aide.

[www.TRLA.org](http://www.TRLA.org)

1-888-988-9996

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Register as an e-File user.

1 Go to the Texas eFiling website: <https://eFile.txcourts.gov/ofswb>

Several companies can help you eFile your court forms. We will use eFile.txcourts.gov as an example.

Click the green Register button to get started.

4

Register as an e-File user.

2 Fill in your contact information, then click “Next.”

The screenshot shows the EFILE registration page for TXCOURTS.gov. The page title is "re:SearchTX". The main heading is "Register". Below the heading, there is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form contains several input fields: "First Name", "Middle", "Last Name", "Email Address", "Password", "Security Question" (with a placeholder example: "Enter a simple question that can only be answered by you. Example: High School Mascot"), and "Security Answer". A "Next" button is located at the bottom right of the form.

Write down your password. You will need it to log in again.

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3 Select “Register for Self-Represented Account.”

The screenshot shows the EFILE registration page for TXCOURTS.gov. The page title is "re:SearchTX". The main heading is "Register". Below the heading, there is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The page is titled "Registration Options". There are two main options: "Register for a Firm Account" and "Register for a Self-Represented Account". The "Register for a Self-Represented Account" option is highlighted with a green circle and a green arrow pointing to its radio button. The "Perfect for:" list for the self-represented account includes: "Pro Se Filers", "Process Servers", and "Landlords / Tenants". A "Next" button is located at the bottom right of the form.

Click the circle.

You are a “Pro Se” filer. This means you do not have an attorney.

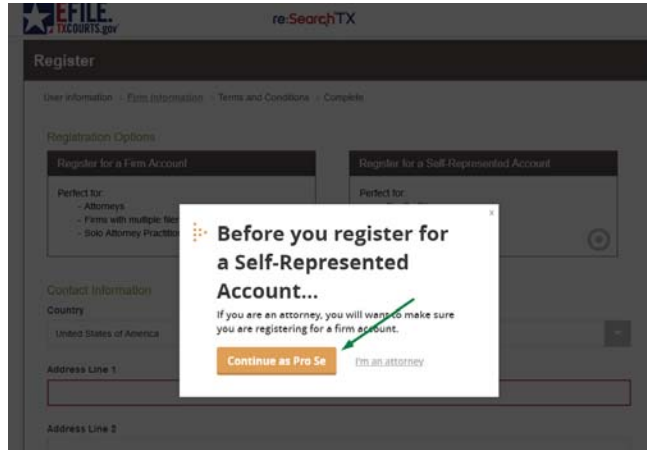
6

Register as an e-File user.

## 4 Select "Continue as Pro Se."

Click "Continue as Pro Se" button.

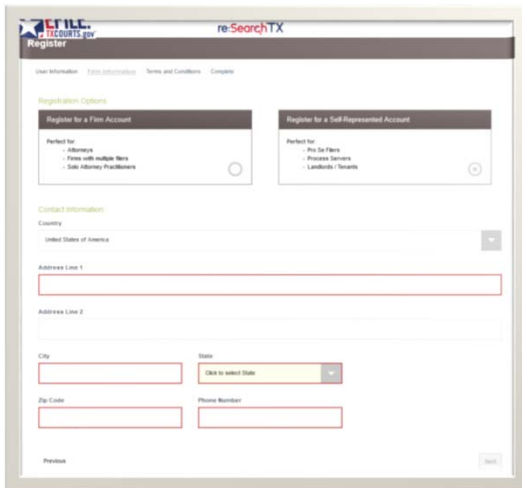
"Pro se" means you are representing yourself in this court case.



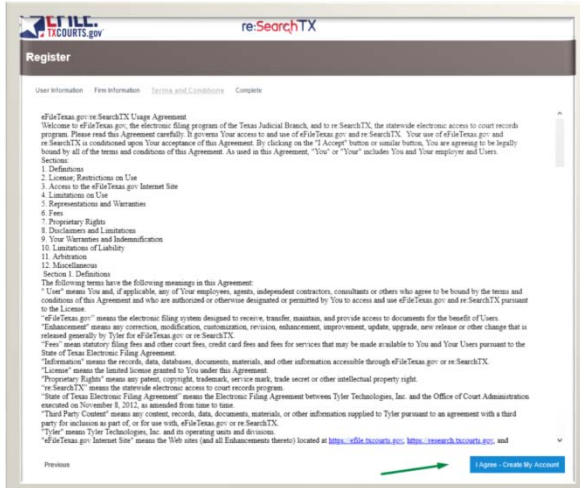
7

Register as an e-File user.

## 5 Add your address.



## 6 Terms & Conditions



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## 7 Verify your email address.

Register as an e-File user.

**EFILE TXCOURTS.gov** re:SearchTX

**Register**

User Information > Firm Information > Terms and Conditions > **Complete**

Congratulations, you have successfully registered!

**Email Address:**

A verification email has been sent to you. Click on the link inside your email to complete the verification process.

- Check your email account for a verification email.
- Click on the link in the email to verify your email address.

You are now registered!

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## 8 Go to payment account page.

Set up your payment method.

**EFILE TXCOURTS.gov** re:SearchTX

**Filer Dashboard**

You will be able to submit filings after you complete the following:

- Add a Payment Account

Click on the Actions Menu above to add a Payment Account.

**My Filing Activity**

Pending  
Accepted  
Returned  
Drafts  
Served

[View All](#)

**New Filing**

Start a New Case  
Use a Template  
File into Existing Case

Need help getting started?

**REMINDER!**

You need to add a Payment Account!  
Click below for guidance.

Add Payment Account

Remind me later

**EFILE TXCOURTS.gov** re:SearchTX

**Filer Dashboard**

You will be able to submit filings after you complete the following:

- Add a Payment Account

Click on the Actions Menu above to add a Payment Account.

**My Filing Activity**

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[View All](#)

**New Filing**

Start a New Case  
Use a Template  
File into Existing Case

Need help getting started?

Click Payment Accounts

Dashboard  
Start a New Case  
File into Existing Case  
Filing History  
Templates  
Firm Service Contacts  
Bookmarks  
Reports  
Firm Information  
Payment Accounts  
Help

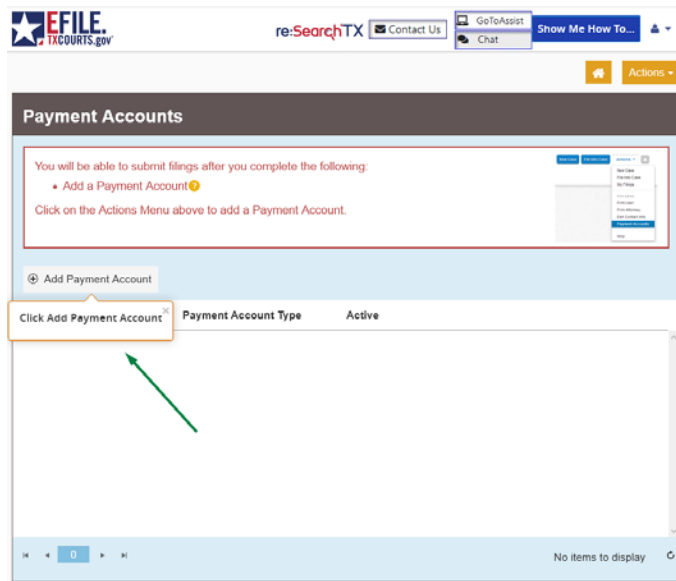
You will be prompted to add a payment account until you add one.

You can click the pop-up reminder or select "Payment Account" from the Actions menu to go to the payment account page

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Set up your payment method.

## 9 Click "Add a payment account."



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Set up your payment method.

## 10 Name your payment account &amp; select account type.

The screenshot shows the "Add Payment Account" form. The form has a title "Add Payment Account" and a subtitle "Click Add Payment Account". Below the subtitle, there is a text input field for "Payment Account Name" with the placeholder text "The name of my account". Below this, there is a dropdown menu for "Payment Account Type" with the placeholder text "Click to select Payment Account Type". A callout box with a green background points to the dropdown menu and contains the text "Select **Credit Card** as your *Payment Account Type*". Below the dropdown menu, there is a search bar with the placeholder text "Click to select Payment Account Type" and a list of options: "Credit Card", "eCheck", and "Waiver".

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Set up your payment method.

## 11 Add and save your credit card information.

The screenshot shows a web form titled "Enter Account Information" with a close button in the top right corner. Under the "Method of Payment" section, "Credit Card" is selected with a radio button, and "e-Check" is unselected. The "Cardholder Information" section includes a note: "Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields." The form contains the following fields: "Card Type" (dropdown), "Card Number" (text input), "Exp Month" (MM) and "Exp Year" (YYYY) (date pickers), "CVV Code" (text input with a "CVV Help" link), "Name on Card" (text input with a "Maximum of 30 characters" note), "Address Type" (radio buttons for "US" and "Foreign"), "Address Line 1" (text input with a "Street address, P.O. box, company name, etc." note), "Address Line 2" (text input with an "Apartment, suite, unit, building, floor, etc." note), "City" (text input), "State" (dropdown), and "Zip Code" (text input). Red asterisks are placed to the right of the "Card Type", "Card Number", "Exp Year", "CVV Code", "Name on Card", "Address Line 1", "Address Line 2", "City", "State", and "Zip Code" fields.

*You are ready to file!*

13

Identify your case &amp; parties.

*You are ready to file!*

## 12 Click "Start a New Case."

You can click **Start a New Case** from the dashboard or the Actions menu.

The screenshot displays the "re:SearchTX" Filer Dashboard. At the top, there are navigation links for "Contact Us", "GoToAssist", "Chat", and "Show Me How To...". The main content area is divided into "My Filing Activity" (with a table for Pending, Accepted, Returned, Drafts, and Served) and "New Filing". The "New Filing" section contains a "Start a New Case" button (highlighted with a blue arrow), a "Use a Template" link, and a "File into Existing Case" button. Below these is a link for "Need help getting started?". On the right side, an "Actions" menu is open, showing options like "Dashboard", "Start a New Case" (highlighted with a green arrow), "File into Existing Case", "Filing History", "Templates", "Firm Service Contacts", "Ebookmarks", "Reports", "Firm Information", "Payment Accounts", and "Help". A pagination bar at the bottom indicates "1 - 2 of 2 items".

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## 13 Click “File into Existing Case” or “Continue.”

You will be asked if you already have a case number.



Do you already have a Case Number?

If you already have a Case Number, Click "File into Existing Case".

Otherwise, Click "Continue"

File into Existing Case Continue

Identify your case & parties.

If you have a *protective order* case number, use the case number from the protective order case. Click **File into Existing Case**.

If you DON'T have a protective order case number click **Continue**.

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## 14 Select a location from the dropdown menu

Identify your case & parties.

Start a New Case

Case Information [Need Help?](#)

Location

travis

- Travis County - County Clerk (Criminal)
- Travis County - County Clerk (Probate Cases)
- Travis County - District Clerk
- Travis County - District Clerk (Criminal)
- Travis County - JP Precinct 1

Case Type

File your divorce case in the Travis County District Clerk's Office.

Choose  
**Travis County – District Clerk**

Be careful not to pick the criminal option or another location.

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## 15 Select a case category and case type.

Identify your case & parties.

### Start a New Case

- Select **Category Family – Marriage Relationship**
- Under **Case Type**, select **Divorce No Children**
- Click **Save Changes**

Case Information

Location  
Travis County - District Clerk

Category ?  
Click to select Category

Case Type  
Click to select Case Type

Civil - Tax

Family - Marriage Relationship

Family - Other Family Law

Family - Parent Child Relationship

Family - Post Judgment Actions

Family - Title IV-D (OAG Use Only)

Annulment No Children - \$313.00

Annulment with Children - \$328.00

Declare Marriage Void - \$313.00

Divorce No Children - \$313.00

Divorce with Children - \$328.00

Undo Save Changes

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## 16 Identify yourself as a party.

Identify your case & parties.

Party Information Need Help?

Party Type	Party Name	Lead Attorney
Petitioner		
Respondent		

Enter details for this Party

I am this party

Click **I am this party** to open the fields to add your contact information. Make sure the information is correct.

Lead Attorney  
Pro Se

Social Security Number

Undo Save Changes

The Petitioner is the person filing the case.

The Respondent is the other party.

Click **Save Changes**

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## 17a Identify the other party.

Identify your case & parties.

Party Information
Need Help?

Party Type	Party Name	Lead Attorney
Petitioner	First Name Last Name	Pro Se
Respondent		

+ Add Another Party

Enter details for this Party

I am this party

Party is a Business/Agency

First Name

Middle Name

Last Name

Suffix  
Click to select ▼

Email Address

Now add your spouse's contact information. If you are the Petitioner (the spouse filing the divorce), then your spouse is the Respondent.

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## 17b Identify the other party.

Identify your case & parties.

Lead Attorney

Click to select Lead Attorney

Pro Se ←

Undo
Save Changes

Under *Lead Attorney*, select **"Pro Se."**

Click **Save Changes**.

20

## 18 Select *Filing Type* "Efile," *Filing Code* "Petition"

Upload your forms.

The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form has several sections: "Enter the details for this filing", "Filing Type" (dropdown menu set to "EFile"), "Filing Code" (dropdown menu open showing options: "(Title IV-D OAG Use Only) Paternity", "(Title IV-D OAG Use Only) Service Documents", "Application", "Petition" (highlighted with a red box and a green arrow), and "Statement of Inability to Afford Costs"), "Filing Description" (text input), "Client Reference Number" (text input with label "Firm client re-bill or case tracking #"), and "Courtesy Copies" (text input). There are also information and help icons.

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## 19 Upload your divorce **Petition**.

Upload your forms.

The screenshot shows the same "Filings" form as in slide 18, but now with "EFile" selected for Filing Type and "Petition" selected for Filing Code. The "Filing Description", "Client Reference Number", and "Comments to Court" fields are empty. The "Courtesy Copies" field is also empty. The "Lead Document (Required)" section is highlighted with a green box and contains a "Click to upload petition" button with an up arrow icon and a "Cloud" button with a cloud icon. A green arrow points to the up arrow icon.

Leave these blanks empty:

- Filing Description
- Client Reference Number
- Comments to Court

If you want to send your spouse a copy of the petition you file, add your spouse's email address to the Courtesy Copy box. This is not required.

Click the up arrow icon or the cloud box icon. A window will open that shows some documents on your computer.

Select your filled-out petition from where you saved it.

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## 20 Select security for your Petition.

**Lead Document** (Required)

Example - My Petition.pdf 6.97 kB

**Description**

Example - My Petition.pdf

**Security**

Click to select Security

Click to select Security

Contains sensitive data

Does not contain sensitive data

**Auto-Redaction**

Auto-Redaction

**Attachments**

**Computer**

Click the drop down box under Security.

Select **“Contains Sensitive Data.”** This tells the court that your form contains personal information.

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## 21 Select services (if needed).

**Optional Services and Fees**

Optional Services and Fees	Fee Amount	Quantity	Fee Total
		1	

Actions

+ Add Optional Services and Fees

**Optional Services and Fees**

Click to select Optional Service and Fee

\$115.00 each

Service - Constable - Certified Mail - \$80.00 each

Service - Constable - Personal Service - \$80.00 each

Undo Save Changes

If you need to serve citation or have a constable serve your spouse, click **Add Optional Services and Fees**.

Select the service you need from the drop down menu.

Click **Save Changes**.

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## 22 Pay using a *credit card*.

- Under *Payment Account* select **your credit card** from the drop down menu.
- Under *Party Responsible for Fees* select **your name**.
- Under Filer Type, select **Not Applicable**.
- Click **Save Changes**.
- Click **Summary**.

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>
<hr/>	
Total Filing Fee	\$0.00
Court Case Fee	\$313.00
Payment Service Fee	\$9.05
<b>Envelope Total:</b>	<b>\$322.05</b>

Payment Account: My credit card

Party Responsible for Fees: Click to select Party Responsible for Fees

Search: Click to select Party Responsible for Fees

Fields: First Name Last Name, Spouse first name Spouse last name

Buttons: Undo, Save Changes

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## 23a Review the “envelope” (summary)

Review and submit your envelope

Case Information		
Location	Category	Case Type
Travis County - District Clerk	Family - Marriage Relationship	Divorce No Children

Is the case information correct?

Party Information		
Party Type	Party Name	Lead Attorney
Petitioner	First Name Last Name	Pro Se
Respondent	Spouse first name Spouse last name	Pro Se

Is your name correct?  
Is your spouse's name correct?

Filings		
Filing Code	Client Ref #	Filing Description
Petition		

Is your **Petition** listed under Filings?

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## 23b Review the “envelope” (summary)

Fees
—

▼ Petition

Review the Fees section.

You should see:

- Court case/filing fee
- Service fees (if any)
- Payment Service Fee.

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	
Total Filing Fee	\$0.00
Court Case Fee	\$313.00
Payment Service Fee	\$9.05
<b>Envelope Total: \$322.05</b>	

<b>Payment Account</b>	My credit card
<b>Filer Type</b>	Not Applicable

Back
Submit

←

If this is all correct, click **Submit.**

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## 24 Check your email.

Once the envelope is submitted, the District Clerk’s Office will: \*

- Process the petition,
- Assign a case number and court, and
- Send an acceptance email to you.

**Check your email!** Sometimes filings are returned. If this happens, you will get an email with more information. Any holds placed on your credit card will be removed and the filing fees will not be charged. How long that takes depends on your financial institution.



\*This process may take a week or longer due to the COVID-19 emergency declaration. We ask for patience.

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## Questions?

Filing returned?

### **I got an email that that said my filing is returned. What does this mean?**

The eFiling provider may send you an email that says your filing has been returned. This means there is something that needs to be corrected before your filing will can be accepted and filed with the court.

### **What do I do?**

Read the email carefully. It should tell you why your filing has been returned. The District Clerk's Office usually writes comments to help you.

If the District Clerk's Office returns the filing *envelope* you can copy the envelope and make your changes to the copy. If you do, be sure to use the same envelope number. If you use a new envelope (file as a new case), you will have to pay twice.

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Filing returned?

### **My filing was returned. Will I be charged?**

You do not have to pay for a returned filing. Any holds placed on your credit card will be removed and the filing fees will not be charged. How long that takes depends on your financial institution.

### **My filing was accepted. Can I make changes to it?**

No. Once the court clerk accepts the forms you filed, you cannot go back and change what is on file.

### **Who do I call for help?**

If you have an eFiling technical question, contact the eFiling provider using the contact information on their website.

If you have a question about your filing, email the Travis County District Clerk at [DistrictClerkHelp@traviscountytexas.gov](mailto:DistrictClerkHelp@traviscountytexas.gov)

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