

How to e-File your Travis County case

Petitioner filing Divorce in District Court

New Case

Payment by Fee Waiver

(the *Statement of Inability to Afford Payment of Court Cost* form)

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 payment ready?

- Fee **Wavier** form?
- Credit Card (optional)?



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
 - 512-267-7233
- Applying for a protective order.
- Applying for free legal assistance through Texas Rio Grande Legal Aide.

3

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 a user. At the top, there are logos for EFILE.TXCOURTS.gov and re:SearchTX. Below the logos is a dark header with the word "Register". Underneath the header is a progress bar with four steps: "User Information", "Firm Information", "Terms and Conditions", and "Complete". The "User Information" step is currently active. The form contains several input fields: "First Name", "Middle", "Last Name", "Email Address", "Password", "Security Question", 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.

5

3 Select “Register for Self-Represented Account.”

The screenshot shows the EFILE registration page with two 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 it. The "Perfect for:" section for the self-represented account lists: "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.

The screenshot shows the 're:SearchTX' registration page. A modal window titled 'Before you register for a Self-Represented Account...' is displayed. It contains the text: 'If you are an attorney, you will want to make sure you are registering for a firm account.' Below this text are two buttons: 'Continue as Pro Se' (highlighted with a green arrow) and 'I'm an attorney'.

7

Register as an e-File user.

5 Add your address.

The screenshot shows the 're:SearchTX' registration page with the 'Contact Information' section. It includes fields for 'Country' (United States of America), 'Address Line 1', 'Address Line 2', 'City', 'State' (with a dropdown menu), 'Zip Code', and 'Phone Number'. A 'Next' button is at the bottom right.

6 Terms & Conditions

The screenshot shows the 're:SearchTX' registration page with the 'Terms and Conditions' section. It displays the 'eFileTexas.gov re:SearchTX Usage Agreement'. The text includes a list of sections (1. Definitions, 2. License, Restrictions on Use, 3. Access to the eFileTexas.gov Internet Site, 4. Limitations on Use, 5. Representations and Warranties, 6. Fees, 7. Proprietary Rights, 8. Disclosures and Limitations, 9. Your Warranties and Indemnification, 10. Limitations of Liability, 11. Arbitration, 12. Miscellaneous) and a 'Previous' button at the bottom left. A green arrow points to the 'Agree - Create My Account' button at the bottom right.

8

Register as an e-File user.

7 Verify your email address.

The screenshot shows the EFILE TXCOURTS.gov registration page. At the top, there are logos for EFILE TXCOURTS.gov and re:SearchTX. Below the logos is a dark header with the word "Register". Underneath the header is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The main content area has a blue border and contains the following text:

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!

9

Set up your payment method.

8 Go to payment account page.

The screenshot shows the EFILE TXCOURTS.gov Filer Dashboard. At the top, there are logos for EFILE TXCOURTS.gov and re:SearchTX. Below the logos is a dark header with the word "Filer Dashboard". Underneath the header is a message: "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." Below this message are two sections: "My Filing Activity" and "New Filing". The "My Filing Activity" section has a list of filing statuses: Pending, Accepted, Returned, Drafts, and Served. The "New Filing" section has buttons for "Start a New Case" and "File into Existing Case". A pop-up reminder box is visible, titled "REMINDER!" and containing the text: "You need to add a Payment Account! Click below for guidance. Add Payment Account. Remind me later." An arrow points from the "Add Payment Account" button in the reminder box to the "Add Payment Account" button in the dashboard. Another arrow points from the "Actions" menu in the dashboard to the "Payment Accounts" option in the dropdown menu.

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

10

Set up your payment method.

9 Click “Add a payment account.”

Payment Accounts

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.

+ Add Payment Account

Payment Account Type	Active
No items to display	

11

Set up your payment method.

10 Name your payment account & select account type.

+ Add Payment Account

Click Add Payment Account

Payment Account Type	Active
No items to display	

Payment Account Name

The name of my account

Payment Account Type

Click to select Payment Account Type

Click to select Payment Account Type

Credit Card

eCheck

Waiver

Undo Save Changes

Do you have your fee waiver form ready?

The fee waiver form is also called the “Statement of Inability to Afford Payment of Court Cost.”

You will upload your fee waiver form in a later step.

You can get a copy of the form here:

www.TravisCountyLawLibrary.org

Select **Waiver** as your
Payment Account Type.

12

Set up your payment method.

11 Add a credit card account (optional)

Why add a credit card if you are using a fee waiver?
Sometimes courts do not accept a fee waiver. If this happens, you will have to re-file. It makes the re-file process easier for you if you have credit card already set up as a payment account.

Select **Credit Card** as your **Payment Account Type**.

You will add your credit card info on the next screen.

13

Identify your case & 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.

Filer Dashboard

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?](#)

re:SearchTX | [Contact Us](#) | [GoToAssist](#) | [Chat](#) | [Show Me How To...](#)

Actions

- Dashboard
- [Start a New Case](#)
- [File into Existing Case](#)
- [Filing History](#)
- [Templates](#)
- [Firm Service Contacts](#)
- [Bookmarks](#)
- [Reports](#)
- [Firm Information](#)
- [Payment Accounts](#)
- [Help](#)

14

Identify your case & parties.

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

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



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

There are no parties

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

15

Identify your case & parties.

14 Select a location from the dropdown menu

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.

16

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

17

16 Identify yourself as a party.

Identify your case & parties.

Party Information Need Help?

Party Type	Party Name	Lead Attorney
Petitioner		Required Party
Respondent		Required Party

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**

18

Identify your case & parties.

17a Identify the other party.

Party Information Need Help?

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

Enter details for this Party

☐ I am this party

Party is a Business/Agency ☐

First Name Middle Name Last Name Suffix

Email Address

Example: someone@domain.com

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

19

Identify your case & parties.

17b Identify the other party.

Lead Attorney

Click to select Lead Attorney

Click to select Lead Attorney

Pro Se

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

Click **Save Changes**.

Undo Save Changes

20

Upload your forms.

18 Select *Filing Type* “Efile,” *Filing Code* “Petition”

Filings Need Help?

Enter the details for this filing

Filing Type ?
EFile

Filing Code
 (Title IV-D OAG Use Only) Paternity
 (Title IV-D OAG Use Only) Service Documents
 Application
Petition
 Statement of Inability to Afford Costs

Filing Description

Client Reference Number ?
 Firm client re-bill or case tracking #

Courtesy Copies

21

Upload your forms.

19a Upload your divorce Petition.

Filing Type ?
EFile

Filing Code
Petition

Filing Description

Client Reference Number ?
 Firm client re-bill or case tracking #

Comments to Court ?

Courtesy Copies

Lead Document (Required)

Computer Click to upload petition

Cloud

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.

22

19b 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

Auto-Redaction
Auto-Redaction

Attachments

Computer

Click to select Security

Contains sensitive data

Does not contain sensitive data

Click the drop down box under Security.

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

23

20a Upload your Fee Waiver as a Another Filing.

Lead Document (Required)

Example - My Petition.pdf 6.97 kB

Description
Example - My Petition.pdf

Security
Contains sensitive data

Auto-Redaction
Auto-Redaction

Attachments

Proposed Order.pdf 6.97 kB

Description
Proposed Order.pdf

Security
Contains sensitive data

Auto-Redaction
Auto-Redaction

Computer

Cloud

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
<div> <div>+</div> Add Optional Services and Fees </div> <div> <div>+</div> Add Another Filing </div> <div> Undo </div> <div> Save Changes </div>			

Click **Add Another Filing**

24

20b Upload your Fee Waiver as a Another Filing.

Filing Code Client Ref # Filing Description

Petition Actions ▾

Enter the details for this filing

Filing Type ? Filing Code

EFile [Dropdown Menu]

Filing Description

Client Reference Number ?

Firm client re-bill or case tracking #

Courtesy Copies

(Title IV-D OAG Use Only) Intervention
(Title IV-D OAG Use Only) Other - Billed
(Title IV-D OAG Use Only) Other - Not Billed
(Title IV-D OAG Use Only) Paternity
(Title IV-D OAG Use Only) Service Documents
Application
Petition
Statement of Inability to Afford Costs

Select **Statement of Inability to Afford Costs**. (This is another name for the fee waiver form.)

Leave these blanks empty:

- Filing Description
- Client Reference Number
- Comments to Court
- Courtesy Copies

25

20c Upload your Fee Waiver as a Another Filing.

Lead Document (Required)

Waiver.pdf 164.75 KB

Description: Waiver.pdf

Security: Contains sensitive data

Auto-Redaction: Auto-Redaction

Attachments

Computer

Cloud

Optional Services

Optional Service:

Quantity Fee Total

+ Add Optional Services and Fees

+ Add Another Filing

Undo Save Changes

Upload the Waiver under Lead Document just like you did for the Petition. Set the security as Contains Sensitive Data.

26

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 *Waiver*.

Fees

Need Help?

▼ Petition

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

▼ Statement of Inability to Afford Costs

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00

Envelope Total: \$0.00

Waiver selected

Payment Account

Filing Fee Waiver

Filer Type

Not Applicable

Undo Save Changes

- Under *Payment Account* select **Waiver** from the drop down menu.
- Under *Filer Type*, select **Not Applicable**.
- Click **Save Changes**.
- Click **Summary**.

28

23a Review the “envelope” (summary)

Review and submit your envelope

Case Information		
Location Travis County - District Clerk	Category Family - Marriage Relationship	Case Type 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		
Statement of Inability to Afford Costs		

Are your **Petition** and **Statement of Inability to Afford Cost** included under Filings?

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23b Review the “envelope” (summary)

Fees		
▼ Petition		
Description	Filing Fee	Amount \$0.00
		Filing Total: \$0.00
▼ Statement of Inability to Afford Costs		
Description	Filing Fee	Amount \$0.00
		Filing Total: \$0.00
Total Filing Fee		\$0.00
		Envelope Total: \$0.00
		Waiver selected
Payment Account	Filing Fee Waiver	
Filer Type	Not Applicable	

Review the Fees section.

The Filing Fee amount should be \$0.00

Back Submit

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

30

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.

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

31

Questions?

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 envelop and make your changes to the copy. If you do, be sure to use the same envelop number. If you use a new envelope (file as a new case), you will have to pay twice.

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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