

How to e-File your Travis County case

Petitioner filing for **Divorce with Children** in District Court
New Case
Payment by Credit Card

Divorce forms are available at www.TravisCountyLawLibrary.org.

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

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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 through the Travis County Attorney's Office.

512-854-9415

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

www.TRLA.org

1-888-988-9996

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

Register as an e-File user.

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 registration form for a firm account. At the top left is the EFILE logo with 'TXCOURTS.gov' and 're:SearchTX' at the top right. Below the logo is a dark header with the word 'Register'. Underneath is a breadcrumb trail: 'User Information > Firm Information > Terms and Conditions > Complete'. The form contains several input fields: 'First Name', 'Middle', and 'Last Name' (with a small square icon between Middle and Last Name); 'Email Address' and 'Password'; 'Security Question' (with a placeholder text: '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 registration options page. At the top left is the EFILE logo with 'TXCOURTS.gov' and 're:SearchTX' at the top right. Below the logo is a dark header with the word 'Register'. Underneath is a breadcrumb trail: 'User Information > Firm Information > Terms and Conditions > Complete'. The page is titled 'Registration Options' and has two main sections: 'Register for a Firm Account' and 'Register for a Self-Represented Account'. Each section lists 'Perfect for:' categories and has a radio button. The 'Register for a Self-Represented Account' section is circled in green, and a green arrow points to its radio button. 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.

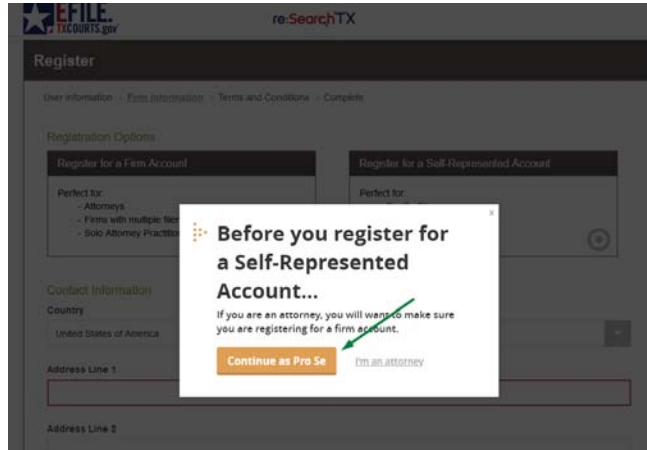
6

Register as an e-File user.

4 Select "Continue as Pro Se."

Click "Continue as Pro Se" button.

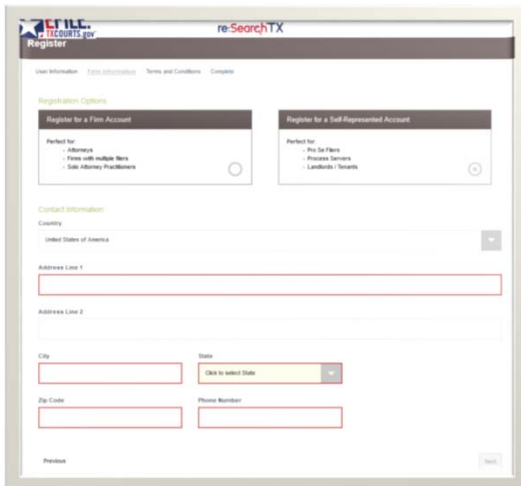
"Pro se" means you are representing yourself in this court case.



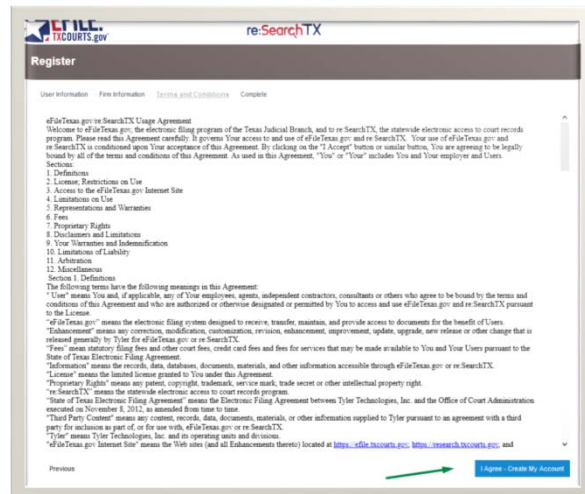
7

Register as an e-File user.

5 Add your address.



6 Terms & Conditions



8

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

Contact Us

GoToAssist

Show Me How To...

Chat

REMINDER!

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

Add Payment Account

Remind me later

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?

Actions

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

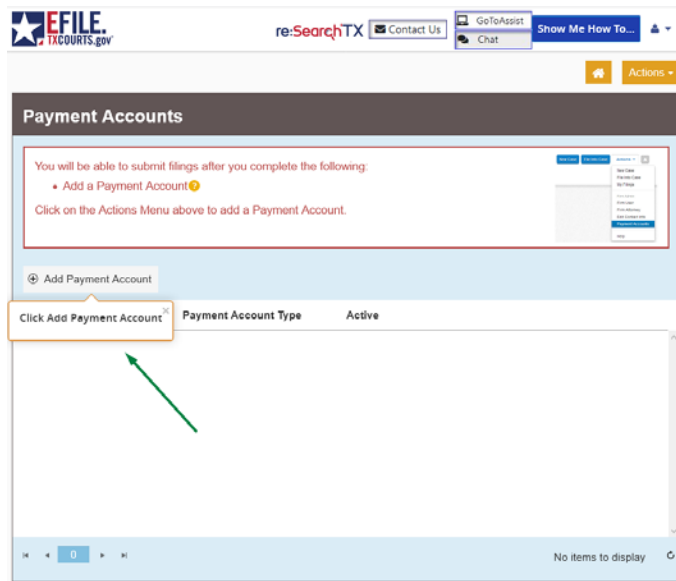
You will be prompted to add a payment account until you add one.

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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9 Click "Add a payment account."

Set up your payment method.



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10 Name your payment account & select account type.

Set up your payment method.

The screenshot shows the 'Add Payment Account' form on the EFILE TX COURTS.gov website. The form has two main sections: 'Payment Account Name' and 'Payment Account Type'. The 'Payment Account Name' field has a placeholder text 'The name of my account'. The 'Payment Account Type' field is a dropdown menu with a callout box pointing to the 'Credit Card' option. A callout box with a green arrow points to the 'Add Payment Account' button at the top of the form.

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Set up your payment method.

11 Add and save your credit card information.

You are ready to file!

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.

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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**.

If you have an Attorney General *child support* case pending in court about the same children, use the case number from the AG child support case. Click **File into Existing Case**.

If you DON'T have a protective order case number or an AG child support case number (about the same children) then click **Continue**.

Identify your case & parties.

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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.

Identify your case & parties.

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15 Select a case category and case type.

Identify your case & parties.

Start a New Case

Case Information Need Help?

Location
Travis County - District Clerk

Category ?

Click to select Category

Civil - Tax

Family - Marriage Relationship

Family - Other Family Law

Family - Parent Child Relationship

Family - Post Judgment Actions

Family - Title IV-D (OAG Use Only)

Case Type

Click to select Case Type

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

- Select **Category Family – Marriage Relationship**
- Under **Case Type**, select **Divorce with Children**
- Click **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		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

Click **Save Changes**

Undo Save Changes

The Petitioner is the person filing the case.

The Respondent is the other party.

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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
▼

Click to select Lead Attorney
🔍

Pro Se
←

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

Click **Save Changes.**

Undo
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 is titled 'Enter the details for this filing'. It has several fields: 'Filing Type' (set to 'EFile'), 'Filing Code' (dropdown menu open with 'Petition' selected), 'Filing Description' (empty), 'Client Reference Number' (with a hint 'Firm client re-bill or case tracking #'), and 'Courtesy Copies' (empty). The 'Filing Code' dropdown menu is 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'.

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19 Upload your divorce Petition.

Upload your forms.

The screenshot shows the 'Filings' form with 'Filing Type' set to 'EFile' and 'Filing Code' set to 'Petition'. The 'Filing Description', 'Client Reference Number', and 'Comments to Court' fields are empty. The 'Courtesy Copies' field is empty. The 'Lead Document (Required)' section is highlighted, showing 'Computer' and 'Cloud' options. A green arrow points to the 'Computer' upload button with the text 'Click to upload petition'.

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 Copies box. This is not required.

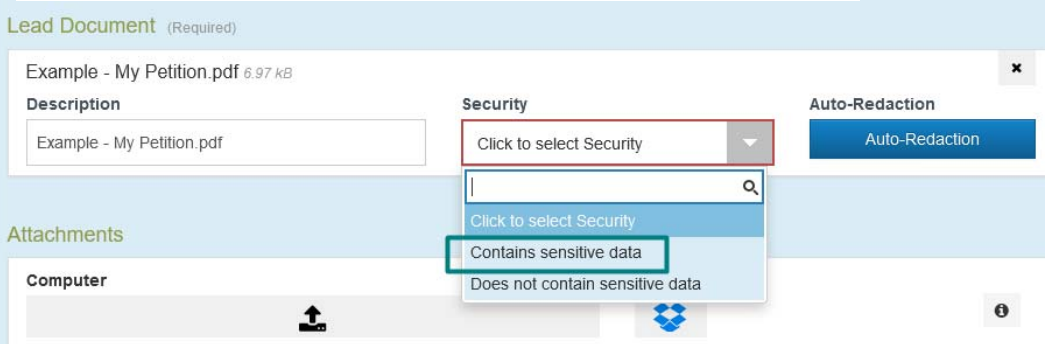
Click the up arrow icon or the cloud box icon. A window will open that shows some documents on your computer.

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

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Filing your court forms.

20 Select security for your Petition.



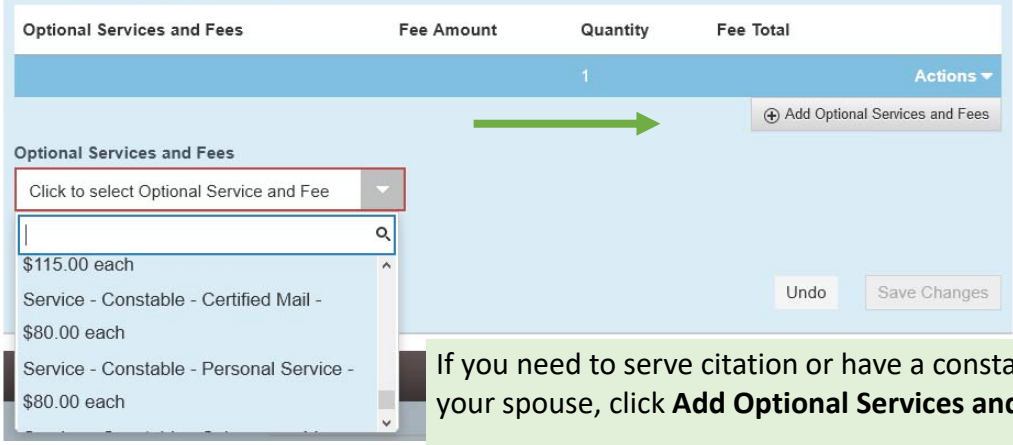
Click the drop down box under Security.

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

23

Filing your court forms.

21 Select services (if needed).



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
Filing Total: \$0.00	

Total Filing Fee	\$0.00
Court Case Fee	\$328.00
Payment Service Fee	\$9.48
Envelope Total:	\$337.48

Payment Account: My credit card

Party Responsible for Fees: First Name Last Name

Filer Type: Not Applicable

Buttons: Save as Draft, Summary, Undo, Save Changes

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23a Review the “envelope” (summary)

Case Information		
Location	Category	Case Type
Travis County - District Clerk	Family - Marriage Relationship	Divorce with 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
Filing Total: \$0.00	
Total Filing Fee	\$0.00
Court Case Fee	\$328.00
Payment Service Fee	\$9.48
Envelope Total: \$337.48	

Payment Account My credit card

Filer Type 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.

*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

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