

# How to e-File your Travis County case

Petitioner filing **Divorce with Children** in District Court  
 New Case  
 Payment by Fee Waiver  
 (the *Statement of Inability to Afford Payment of Court Cost* form)

Divorce forms are available at [www.TravisCountyLawLibrary.org](http://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 payment ready?  
 • Fee **Waiver** 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](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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1 Go to the Texas eFiling website: <https://efile.txcourts.gov/ofswb>

Register as an e-File user.



**Court Information**

Welcome to the eFile.TXCOURTS.gov filing portal!

re:SearchTX is now available!

[Start re:Searching Now!](#)

[eFile Texas.gov](#)  
[Frequently Asked Questions](#)  
[Active Courts](#)

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

**Actions**



Sign In



Register

**Self Help**

[Need Help?](#)  
[Chat for Assistance](#)  
[FAQ's](#)  
[Web Training Sessions](#)  
[Training Videos](#)  
[User Guides](#)

Phone voice support with CoTo Assist

Click the green Register button to get started.

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## Register as an e-File user.

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

**EFILE.**  
TXCOURTS.gov

re:SearchTX

**Register**

User Information » Firm Information » Terms and Conditions » Complete

First Name  Middle  Last Name

Email Address  Password

Security Question  
Enter a simple question that can only be answered by you. Example: High School Mascot

Security Answer

Next

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

5

3 Select “Register for Self-Represented Account.”

**EFILE.**  
TXCOURTS.gov

re:SearchTX

**Register**

User Information » Firm Information » Terms and Conditions » Complete

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

☐

Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants

☐

Previous

Next

Click the circle.

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

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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.

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Register as an e-File user.

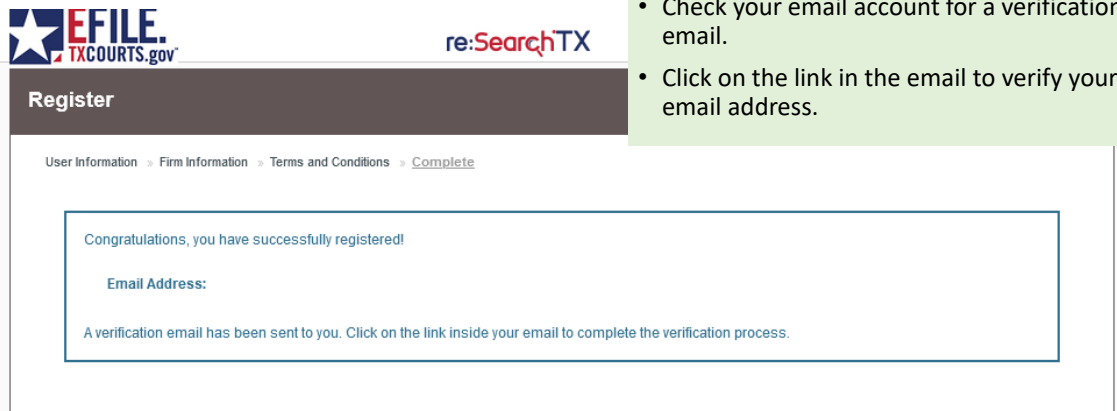
## 5 Add your address.

## 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.

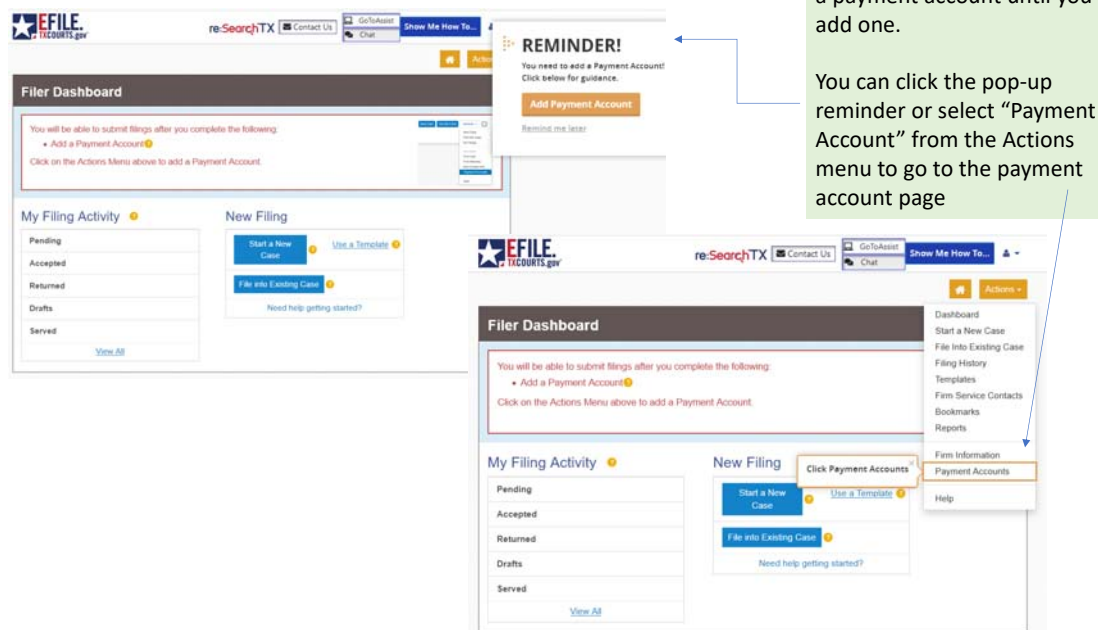
- Check your email account for a verification email.
- Click on the link in the email to verify your email address.

You are now registered!

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## 8 Go to payment account page.

Set up your payment method.



**EFILE TXCOURTS.gov** re:SearchTX Contact Us GoToAssist Show Me How To... Chat

**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

**Filer Dashboard**

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

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**My Filing Activity**

Pending  
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Returned  
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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

10

Set up your payment method.

## 9 Click “Add a payment account.”

11

Set up your payment method.

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

**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](http://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.**

The screenshot shows the 'Add Payment Account' form. A green arrow points to the 'Add Payment Account' button. The 'Payment Account Type' dropdown is set to 'Credit Card'. The 'Cardholder Information' section is visible on the right, showing fields for Card Type, Card Number, Exp Month, Exp Year, CVV Code, Name on Card, Address Type, Address Line, City, State, and Zip Code.

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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 shows the 'Filer Dashboard' with a 'My Filing Activity' section on the left and a 'New Filing' section on the right. The 'New Filing' section has a 'Start a New Case' button and a 'File into Existing Case' button. A green arrow points to the 'Start a New Case' button. The 'Actions' menu is open on the right, showing options like 'Start a New Case', 'File into Existing Case', 'Filing History', 'Reminders', 'Firm Service Contacts', 'Bookmarks', 'Reports', 'Firm Information', 'Payment Accounts', and 'Help'. A green arrow points to the 'Start a New Case' option in the Actions menu.

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Identify your case &amp; 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**.

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**.

15

Identify your case &amp; 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.

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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

Case Type  
Click to select Case Type

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

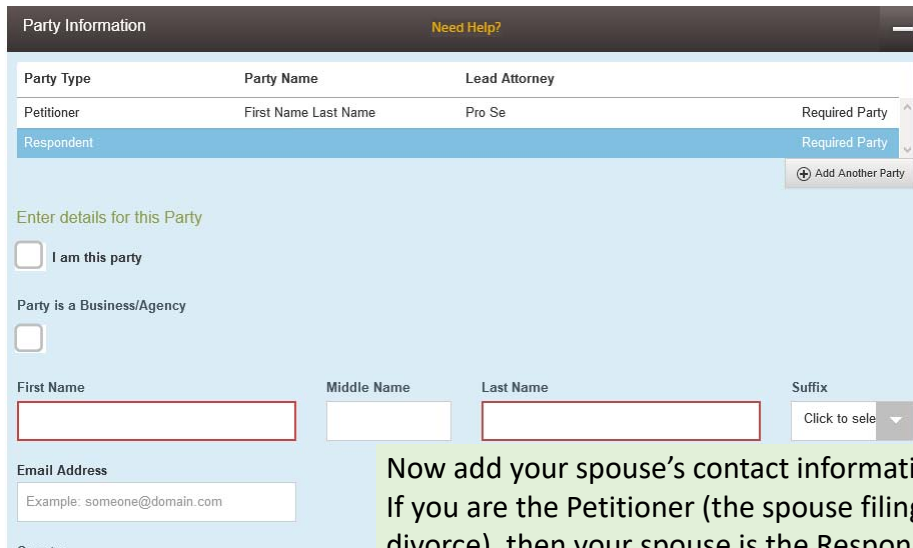
The Petitioner is the person filing the case.

The Respondent is the other party.

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Identify your case &amp; parties.

## 17a Identify the other party.



Party Information [Need Help?](#)

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

[Add Another Party](#)

Enter details for this Party

☐ I am this party

Party is a Business/Agency ☐

First Name  Middle Name  Last Name  Suffix

Email Address

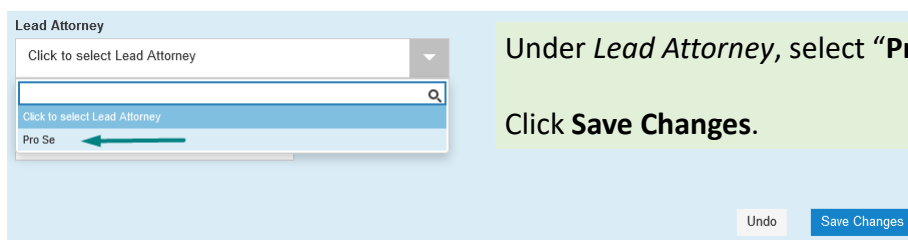
Example: someone@domain.com

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

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Identify your case &amp; parties.

## 17b Identify the other party.



Lead Attorney

Click to select Lead Attorney

Click to select Lead Attorney

Pro Se

Undo [Save Changes](#)

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

Click **Save Changes**.

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

Upload your forms.

**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**  
[Empty text box]

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

**Courtesy Copies**  
[Empty text box]

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## 19a Upload your divorce Petition.

Upload your forms.

**Filing Type** ?  
EFile

**Filing Code**  
Petition

**Filing Description**  
[Empty text box]

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

**Comments to Court** ?  
[Empty text box]

**Courtesy Copies**  
[Empty text box]

**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.

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## 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.

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## 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> <div>↩</div> Undo </div> <div> <div>Save Changes</div> </div>			

Click **Add Another Filing**

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## 20b Upload your Fee Waiver as a Another Filing.

Enter the details for this filing

Filing Type: EFile

Filing Code: **Statement of Inability to Afford Costs**

Filing Description:

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

Courtesy Copies:

**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

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## 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

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

**Attachments**

Computer

Cloud

**Optional Services**

Optional Service:

Quantity Fee Total

+ Add Optional Services and Fees

+ Add Another Filing

Undo Save Changes

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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 *Waiver*.

Fees

Need Help?

▼ Petition

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>

▼ Statement of Inability to Afford Costs

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>

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**.

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

Case Information		
<b>Location</b> Travis County - District Clerk	<b>Category</b> Family - Marriage Relationship	<b>Case Type</b> Divorce with Children

Is the case information correct?

Party Information		
<b>Party Type</b>	<b>Party Name</b>	<b>Lead Attorney</b>
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		
<b>Filing Code</b>	<b>Client Ref #</b>	<b>Filing Description</b>
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		
<b>▼ Petition</b>		
	<b>Description</b> Filing Fee	<b>Amount</b> \$0.00
		<b>Filing Total:</b> \$0.00
<b>▼ Statement of Inability to Afford Costs</b>		
	<b>Description</b> Filing Fee	<b>Amount</b> \$0.00
		<b>Filing Total:</b> \$0.00
<b>Total Filing Fee</b>		\$0.00
		<b>Envelope Total:</b> \$0.00
		<i>Waiver selected</i>
<b>Payment Account</b>	Filing Fee Waiver	
<b>Filer Type</b>	Not Applicable	

Review the Fees section.  
The Filing Fee amount should be \$0.00

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?

### **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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**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)