

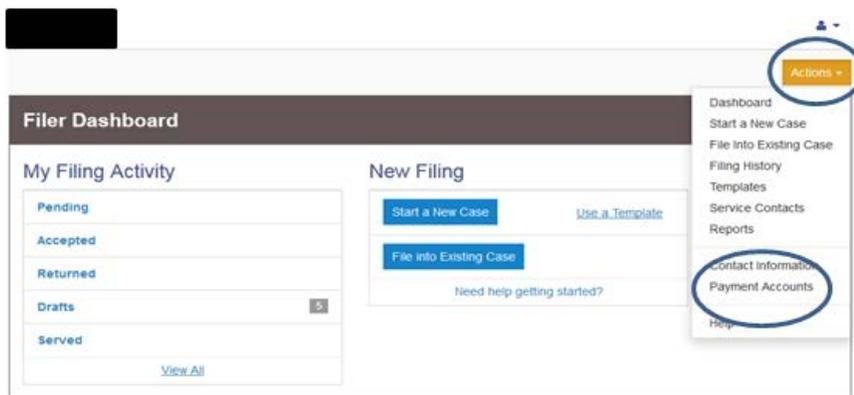
## Criminal E-Filing Frequently Asked Questions

The below FAQs are based on the state's provided Electronic Filing Service Provider(EFSP). If you are filing through an EFSP other than eFile.TXCourts.gov, please visit <https://efiletexas.gov>, for instructions/FAQs.

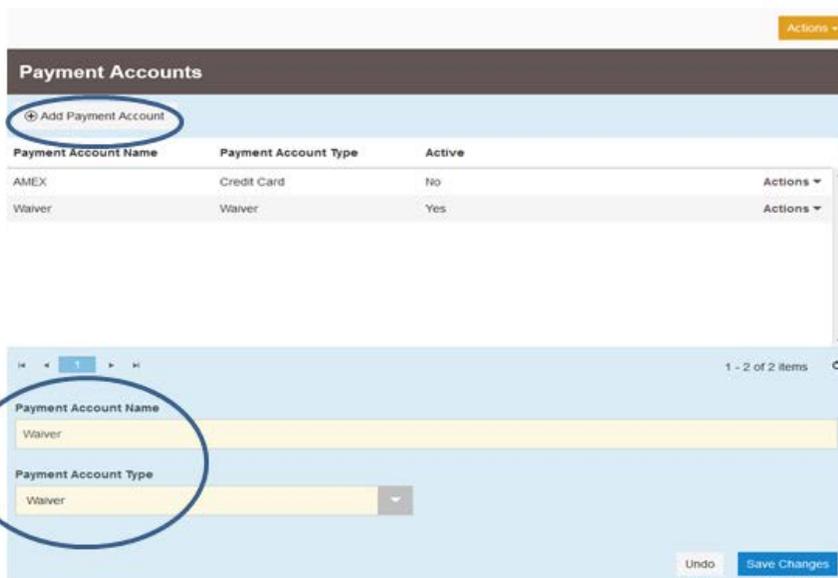
**Please Note:** If you already have a waiver account established for civil, this account can also be used for criminal e-filings. If not the user must create one.

Setting up a waiver account for criminal e-filing.

Setup Waiver Account-Sample



The screenshot shows the 'Filer Dashboard' with a 'My Filing Activity' section on the left and a 'New Filing' section on the right. A dropdown menu is open from the top right, with 'Actions' circled in blue. The menu items include: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Service Contacts, Reports, Contact Information, Payment Accounts, and Help. 'Payment Accounts' is also circled in blue.



The screenshot shows the 'Payment Accounts' page. At the top, there is a '+ Add Payment Account' button circled in blue. Below it is a table with the following data:

Payment Account Name	Payment Account Type	Active	Actions
AMEX	Credit Card	No	Actions
Waiver	Waiver	Yes	Actions

Below the table is a form to add a new account. The 'Payment Account Name' field contains 'Waiver' and the 'Payment Account Type' dropdown is set to 'Waiver'. Both fields are circled in blue. At the bottom right of the form are 'Undo' and 'Save Changes' buttons.

## How do I file a subsequent criminal filing into an existing case?

E-File subsequent Criminal filings by selecting Fort Bend County – District Clerk – Criminal as your location and by typing the case number (i.e. 15-DCR-062841).

The screenshot shows a search interface titled "File Into Existing Case". It includes a dropdown menu for "Location" set to "Fort Bend County - District Clerk - Criminal", a text input field for "Case Number" containing "15-DCR-062841", a "Case Type" dropdown, and a "Sort results by" dropdown set to "Case Number". There are "Search" and "Clear Search" buttons at the bottom.

The screenshot shows a table with the following columns: Case Number, Location, Description, and Case Type. The first row contains: 15-DCR-068945, Fort Bend County - 2681..., State of TexasvsGarry C..., and Felony Indictment. An "Actions" dropdown menu is open over the first row, showing options: "File Into Case" and "File Into Case With Template". A red callout box with an arrow pointing to the "File Into Case" option contains the text: "Under the Actions Drop Down; select File into Case".

## How do I file identical documents into multiple criminal cases?

Each document will need to be e-filed into each case separately.

The screenshot shows a legal document with the following text: "CAUSE NO. 15-DCR-068799" and "15-DCR-068800" (the latter is underlined). Below this is "THE STATE OF TEXAS" and "VS." on the left, and "IN THE 434<sup>TH</sup> DISTRICT COURT" and "FORT BEND COUNTY, TEXAS" on the right. The text "ROUTED TO COURT HT'D TO D. CLERK" is visible in the upper right. At the bottom, it says "MOTION FOR THE COURT TO DIRECT THE COURT REPORTER TO RECORD SPECIFIED TESTIMONY". A red callout box with an arrow pointing to the case numbers contains the text: "The document will need to be filed in each case separately".

## How do I file a Motion with a Proposed Order attached?

File the Motion by using filing code Motion and under the same envelope add another filing code by using filing code Proposed Order. See Example Below.

Enter the details for this filing

Filing Type: EFile

Filing Code: Motion

Filing Description: Motion to Withdraw as Counsel of Record

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

Filing Comments: Motion to Withdraw as Counsel of Record

**Choose Motion under Filing Code**

**Type the proper title of the document in Proper Case Type in the Filing Description field and the Filing Comments field**

Success  
Filing Information saved successfully

Filing Code	Reference Number	Filing Description	Actions
Motion		to Withdraw as Counsel	⊕ Add Another Filing

Enter the details for this filing

Filing Type: EFile

Filing Code: Proposed Order

Filing Description: Order on Motion to Withdraw as Counsel

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

Filing Comments: Order on Motion to Withdraw as Counsel

**To File the Order select the Add Another Filing option**

Enter the details for this filing

Filing Type: EFile

Filing Code: Proposed Order

Filing Description: Order on Motion to Withdraw as Counsel

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

Filing Comments: Order on Motion to Withdraw as Counsel

**To File the Order Choose Proposed Order under Filing Code**

**Type the proper title of the document in Proper Case Type in the Filing Description field and the Filing Comments field**

## How Do I file a Motion and Order that is on the same page?

Use filing code Motion and the Filing Description and Filing Comments will have the title of the document followed by with Proposed Order in Proper case Type. See example below.

Enter the details for this filing

Filing Type: EFile

Filing Code: Motion

Filing Description: Motion to Withdraw as Counsel with Proposed Order

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

Filing Comments: Motion to Withdraw as Counsel with Proposed Order

**Choose Motion under Filing Code**

**In the Filing Description and Filing Comments Fields type the title of the Motion followed by with Proposed Order.**

## Which Filing Code do I use for my document?

Once the correct Filing Code is determined, the title of the document will go in the Filing Description **and** Filing Comments in Proper Case Type format. If the document has an attached Order it will be filed separately as a Proposed Order in the same envelope. See below examples.

Filing Code	Document Examples
<b>Affidavit</b>	Affidavit of Surety to Surrender Affidavit Filings
<b>Amended Filing</b>	Any Amended Filing
<b>Answer/Contest/Response/Waiver</b>	Answer/Contest/Response to any document filed Any Waivers
<b>Application</b>	Applications for Subpoenas, Bench Warrants, Probation Any Application Filings
<b>Copy Request</b>	Any Filing Requesting Copies
<b>Election as to Punishment</b>	Election as to Punishment
<b>Letters</b>	Any letters Cover Letters

<b>Motion</b>	Any Filing that is a Motion (some exceptions apply)
<b>Motion to Revoke Probation/Adjudicate Guilt</b>	Motion to Adjudicate Guilt and Motion to Revoke Probation
<b>Notice</b>	Any Filing that is a Notice
<b>Notice of Appeal</b>	Notice of Appeal
<b>Officers Return</b>	Capias, Subpoenas, Bench Warrants, Precepts, or Summons
<b>Other Proceedings Filed</b>	If no Filing Code can be found for the document
<b>Proposed Order</b>	Any Order that needs to be signed by the Judge
<b>Psychological Evaluations/Mental Evaluations/Social Study</b>	Psychological Evaluations
<b>Report/Return</b>	Probation Violation Reports Amended Violation Reports (type the title in the filing description and filing comments)
<b>Request</b>	Any filing that is a Request
<b>Writ of Habeas Corpus Pre-Judgment</b>	All Pre-Judgment Writs, any Motions to Reduce or Modify Bond Amounts, and any Motions to Modify Bond Conditions and/or bond restrictions