

Travis County e-Filing Instructions

1. Registration

The filer must first register with an eFiling service provider at the following website:

<https://efiletexas.gov/>

2. Payment Account

During the registration process, you will need to set up a payment account. There are two types: credit card and waiver. The cost without a waiver is **\$297**.

If you are using a fee waiver: Set up a Waiver Account.

If you are not using a fee waiver: You just need to have a card on file.

3. Case Information

Location: Travis County – District Clerk
Category: Family/Juvenile – Other Family Law
Case Type: Other - \$297.00

Click Save Changes

4. Party Information

Petitioner: Filer's information
Name, Address, Phone number
Lead Attorney: Pro Se

Click Save Changes

5. Filings

Filing Type: EFile
Filing Code: Petition
Filing Desc.: Optional (skip)
Ref. Number: Optional (skip)
Filing Cmts.: Optional (skip)
Courtesy Copies: Optional (skip)
Lead Document: Upload the Petition.
(The petition and exhibits should be uploaded all as one document with the petition first and any attachments—letters, fingerprints, etc.—scanned behind.)
Security: Contains Sensitive Data
Attachments: **PROPOSED ORDER! Do not forget this!**
Security: Contains Sensitive Data

Click Save Changes

6. Fee Waiver (Statement of Inability to Pay Court Costs)

Scroll back to the top of the FILINGS box and **click +Add Another Filing**

Filing Type: EFile
Filing Code: Affidavit of Indigency
Filing Desc.: Optional (skip)
Ref. Number: Optional (skip)
Filing Cmts.: Optional (skip)
Courtesy Copies: Optional (skip)
Lead Document: Upload the Affidavit/statement of Inability to Pay Court Costs.
Security: Contains Sensitive Data

Click Save Changes

7. Optional Services (Skip)

8. Fees

Payment Account: Select account set up during registration (credit card or waiver)
Filing Attorney: Optional (skip)
Filer Type: Optional (Skip)

Click Save Changes

Click SUMMARY button. DO NOT Save as Draft

Review your Envelope

Click SUBMIT

9. After Submission

Once the Envelope is submitted, it will come to our office for review. We will process the petition, assign a case number and court, and send an acceptance email to the filer with a link to retrieve their file stamped copy. This is usually done within 24 hours. Once you've received your acceptance email with the assigned cause number and court, it can be submitted up to the judge for approval. Any questions on this can be directed to:

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