How to create an account, add a payment account and file a request for copies on eFile.

Go to this website to file into a case- https://efiletx.tylertech.cloud/OfsEfsp/ui/landing

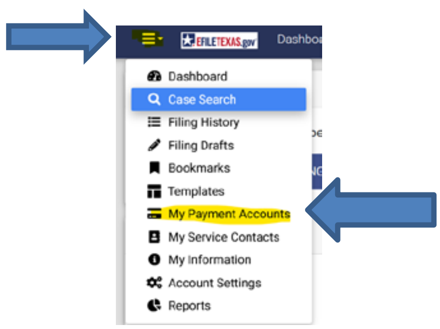
Click register to create an account

If private party select Individual

Complete forms to create an account.

Creating Payment Account

You must create a payment account to finish your request. You can do so by selecting the 3 bars in the upper left corner and selecting my payment accounts



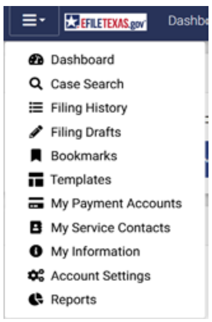
Click Add Account

Name your account and select credit or bank account, then click enter information

Select credit or e-check and enter your payment account information then press continue

Verify that your information is correct.

Go back to your dashboard by clicking the 3 lines in the upper left corner again and selecting dashboard.



Fees for copies are-

Mailed paper copies - $1 per page

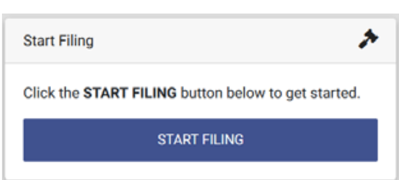
Electronic copies Pages 1-10 - $1 per page

Electronic copies Pages 11 + .10 per page

If you wish your copies to be certified (paper or electronic) $5 certification fee.

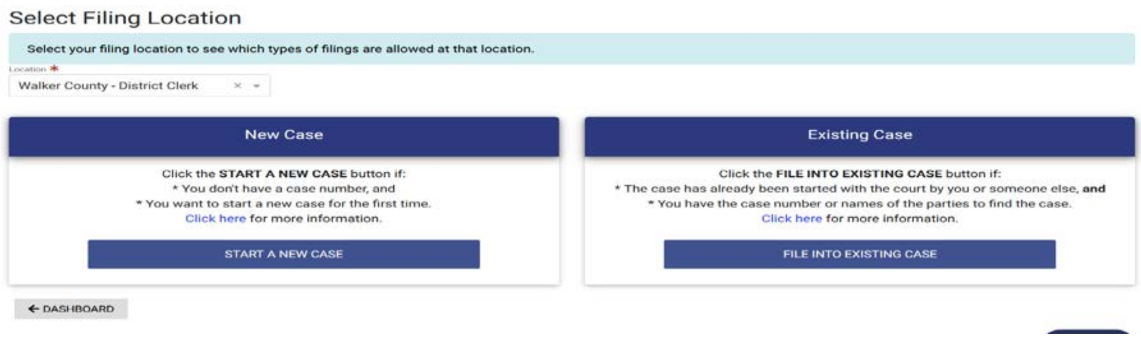
Uploading your request for copies- You will need to have a request prepared and in PDF format to upload into the case you are requesting copies from.

Select

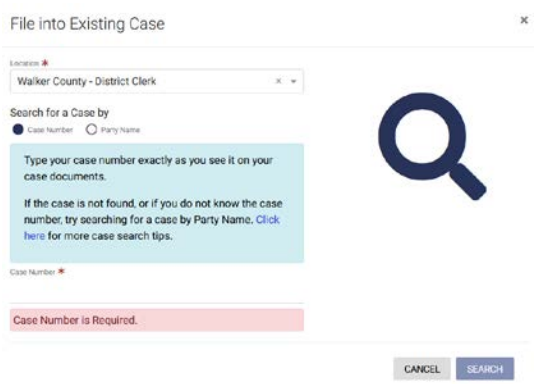


Select your filing location, if you know the specific court in Walker County, you can select that or just select Walker County-District Clerk

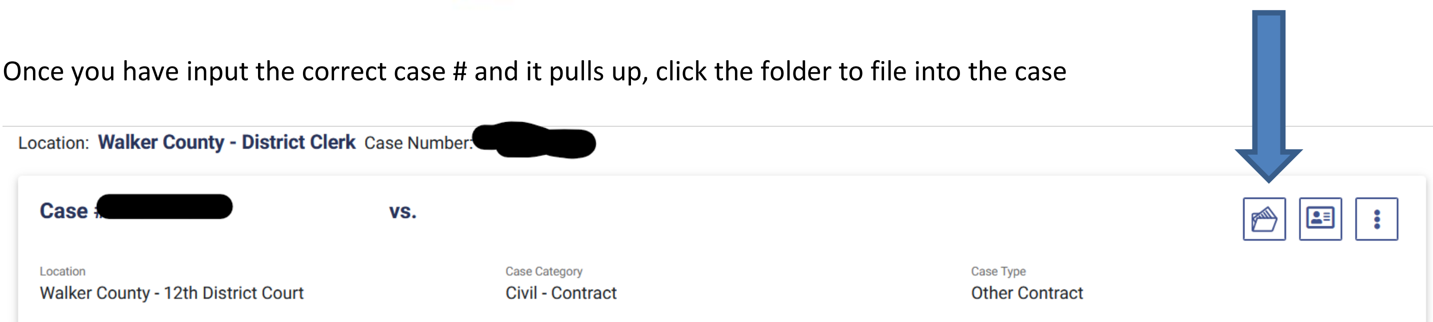
Select file into existing case



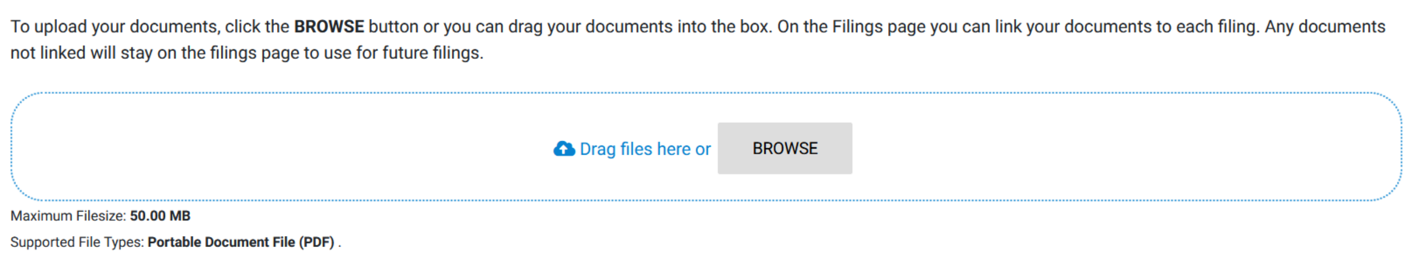
Be sure to select by Case # and put the Case # in the space provided



Once you have input the correct case # and it pulls up, click the folder to file into the case



You will now select the PDF file of your request to upload. Select Browse to search your file or drag the file here.



Click Case information

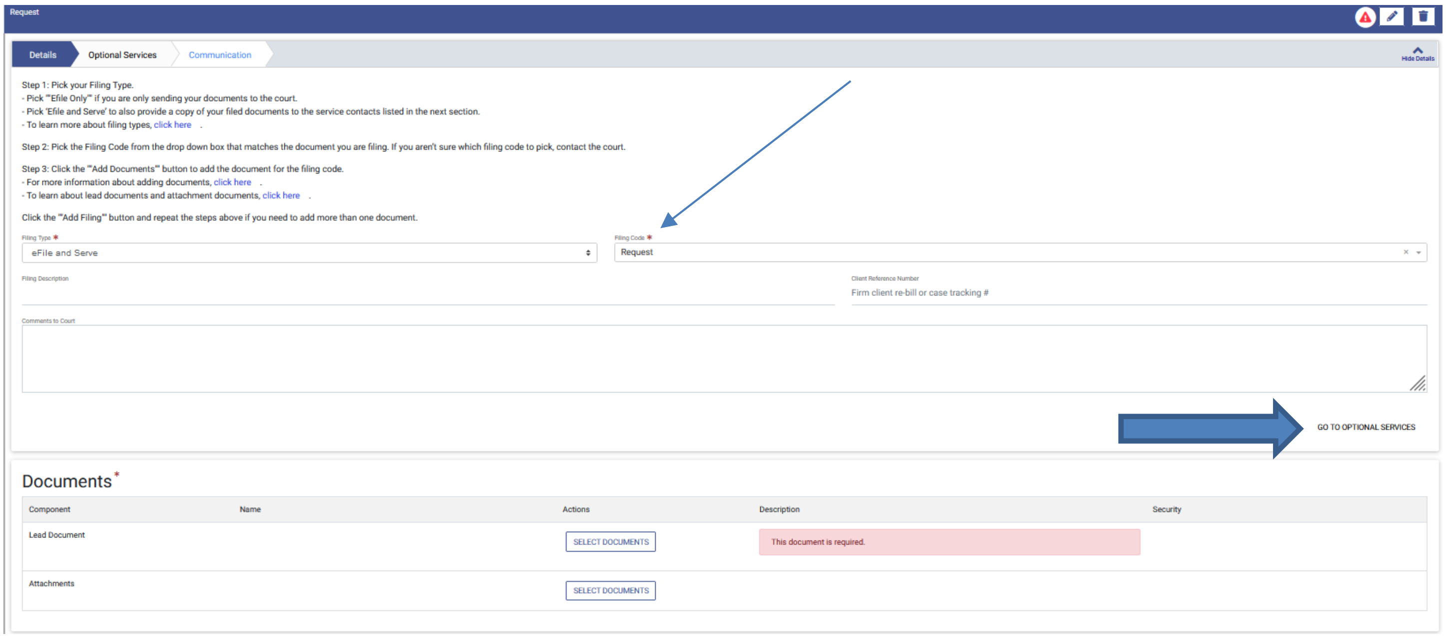
Click Parties

Make sure your parties are correct and select Filings

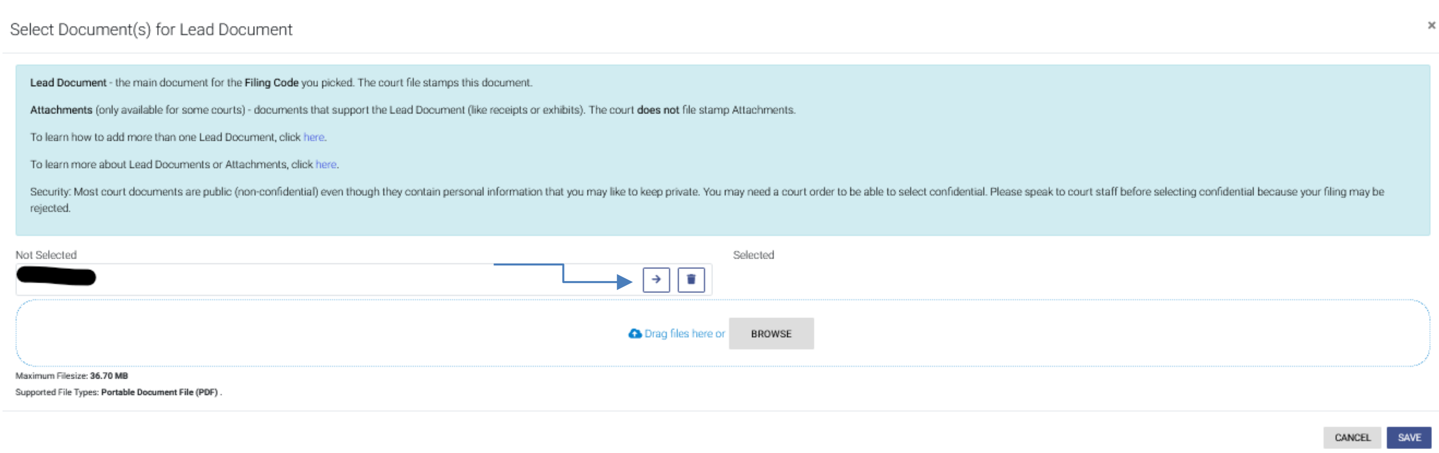
Make sure that your filing code is request

Documents at the bottom of the screen, click select documents and add the document you added on the first screen. Be sure to select if the document contains sensitive dates.

Then click go to optional services



Click the arrow beside the document to add it then click save.



Click the arrow beside the options your need, if you want certified, click certification and seal

If you want a document mailed or emailed that is less than 11 pages, select Copies-Non Certified and put the amount of pages.

If you want a document emailed is more than 10 pages you will need to select Copies –Non Certified and put 10 in the box then select Copies-Electronic for the remainder of pages and put the amount of pages that are 11+

Click Service

You will have to select a service contact, generally yourself, if you are not there, add yourself as a contact.

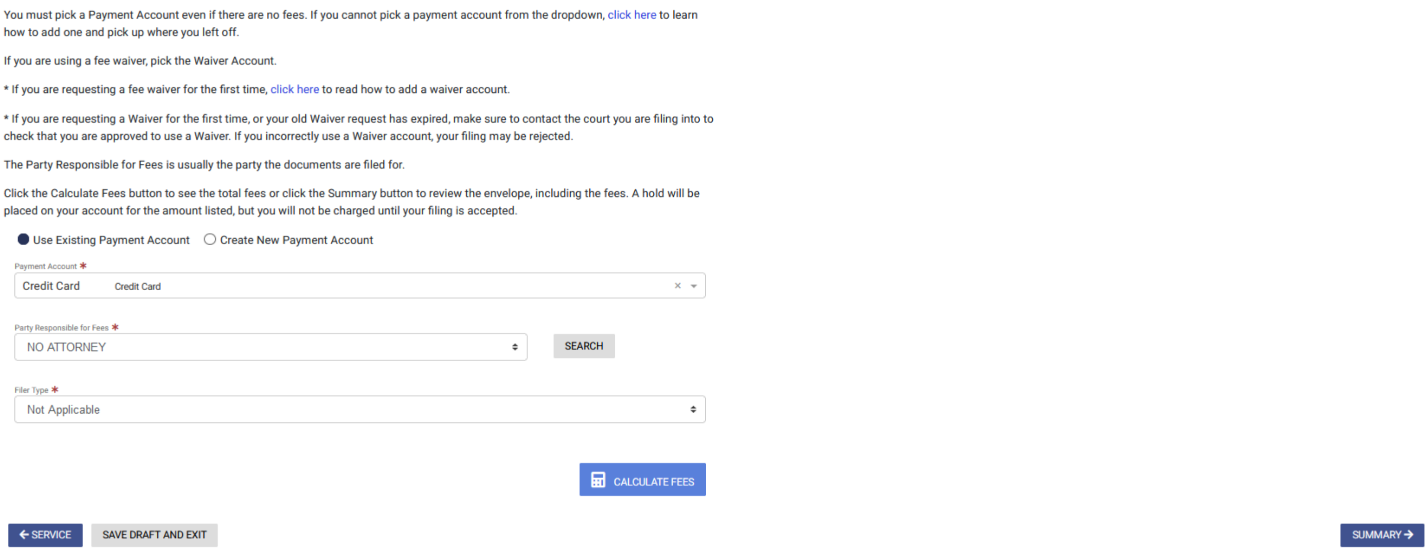
Once you have added or selected the contact, click fees.

Select use existing payment account and select the account that you just created

Select person responsible

Select not applicable for filer type.

You can click calculate fees for it to show you what your fees will be. If everything looks right, click summary in the bottom right corner.



You must pick a Payment Account even if there are no fees. If you cannot pick a payment account from the dropdown, click here to learn how to add one and pick up where you left off.

If you are using a fee waiver, pick the Waiver Account.

* If you are requesting a fee waiver for the first time, click here to read how to add a waiver account.

* If you are requesting a Waiver for the first time, or your old Waiver request has expired, make sure to contact the court you are filing into to check that you are approved to use a Waiver. If you incorrectly use a Waiver account, your filing may be rejected.

The Party Responsible for Fees is usually the party the documents are filed for.

Click the Calculate Fees button to see the total fees or click the Summary button to review the envelope, including the fees. A hold will be placed on your account for the amount listed, but you will not be charged until your filing is accepted.

Use Existing Payment Account Create New Payment Account

Payment Account *

Credit Card Credit Card

Party Responsible for Fees *

NO ATTORNEY

SEARCH

Filer Type *

Not Applicable

CALCULATE FEES

SERVICE SAVE DRAFT AND EXIT SUMMARY

This will take you to a summary of what you have filed, if everything looks correct click submit and then filing will be sent to the clerk's office for review.

If we have any questions or issues, we will contact you.