

# 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

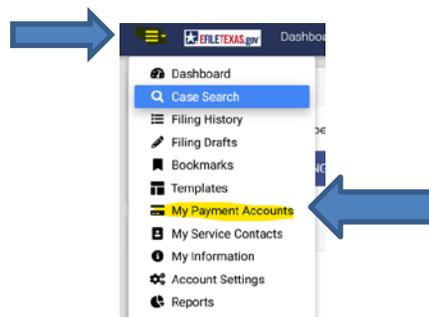


If private party select Individual

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

**Payment Information**

**Method of Payment**  
 Credit Card  
 e-Check

**Cardholder Information**  
 Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type

Card Number

Exp Month  Exp Year

CVV Code

Name on Card   
Maximum of 30 characters

Address Type  US  Foreign

Address Line 1   
Street address, P.O. box, company name, etc.

Address Line 2   
Apartment, suite, unit, building, floor, etc.

City

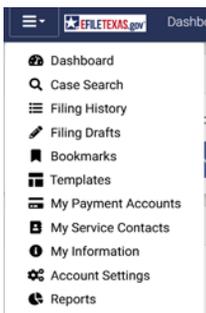
State

Zip Code

[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

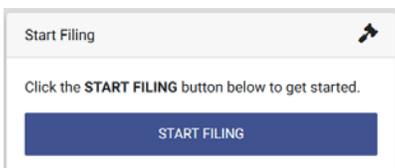
Electronic copies Pages 1-10 - \$1 per page

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

## Select Filing Location

Select your filing location to see which types of filings are allowed at that location.

Location \*  
Walker County - District Clerk

### New Case

Click the **START A NEW CASE** button if:  
\* You don't have a case number, and  
\* You want to start a new case for the first time.  
[Click here](#) for more information.

**START A NEW CASE**

### Existing Case

Click the **FILE INTO EXISTING CASE** button if:  
\* The case has already been started with the court by you or someone else, **and**  
\* You have the case number or names of the parties to find the case.  
[Click here](#) for more information.

**FILE INTO EXISTING CASE**

[← DASH BOARD](#)

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

### File into Existing Case

Location \*  
Walker County - District Clerk

Search for a Case by  
 Case Number  Party Name

Type your case number exactly as you see it on your case documents.  
If the case is not found, or if you do not know the case number, try searching for a case by Party Name. [Click here](#) for more case search tips.

Case Number \*

Case Number is Required.

[CANCEL](#) [SEARCH](#)

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

Location: **Walker County - District Clerk** Case Number: [REDACTED]

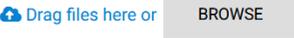
**Case # [REDACTED] vs.**

Location: Walker County - 12th District Court Case Category: Civil - Contract Case Type: Other Contract

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

To upload your documents, click the **BROWSE** button or you can drag your documents into the box. On the Filings page you can link your documents to each filing. Any documents not linked will stay on the filings page to use for future filings.



Maximum Filesize: **50.00 MB**  
Supported File Types: **Portable Document File (PDF)**.

## Click Case information

Maximum Filesize: **50.00 MB**  
Supported File Types: **Portable Document File (PDF)**.

[SAVE DRAFT AND EXIT](#)

[SKIP TO FILINGS →](#)

[CASE INFORMATION →](#)

## Click Parties

[← PRELOAD DOCUMENTS](#)

[SAVE DRAFT AND EXIT](#)

[PARTIES →](#)

## Make sure your parties are correct and select Filings

← CASE INFORMATION

SAVE DRAFT AND EXIT

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

Request

Details Optional Services Communication

Step 1: Pick your Filing Type.  
- Pick "Efile Only" if you are only sending your documents to the court.  
- Pick "Efile and Serve" to also provide a copy of your filed documents to the service contacts listed in the next section.  
- To learn more about filing types, [click here](#).

Step 2: Pick the Filing Code from the drop down box that matches the document you are filing. If you aren't sure which filing code to pick, contact the court.

Step 3: Click the "Add Documents" button to add the document for the filing code.  
- For more information about adding documents, [click here](#).  
- To learn about lead documents and attachment documents, [click here](#).

Click the "Add Filing" button and repeat the steps above if you need to add more than one document.

Filing Type \*  
eFile and Serve

Filing Code \*  
Request

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

Comments to Court

GO TO OPTIONAL SERVICES

Documents \*

Component	Name	Actions	Description	Security
Lead Document		<a href="#">SELECT DOCUMENTS</a>	This document is required.	
Attachments		<a href="#">SELECT DOCUMENTS</a>		

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

Select Document(s) for Lead Document

Lead Document - the main document for the Filing Code you picked. The court file stamps this document.

Attachments (only available for some courts) - documents that support the Lead Document (like receipts or exhibits). The court **does not** file stamp Attachments.

To learn how to add more than one Lead Document, [click here](#).

To learn more about Lead Documents or Attachments, [click here](#).

Security: Most court documents are public (non-confidential) even though they contain personal information that you may like to keep private. You may need a court order to be able to select confidential. Please speak to court staff before selecting confidential because your filing may be rejected.

Not Selected

Selected

Drag files here or BROWSE

Maximum Filesize: 36.70 MB  
Supported File Types: Portable Document File (PDF)

CANCEL SAVE

## Click the arrow beside the options you 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+

#### Not Selected

		€
Bond Approval Fee	?? x \$5	<a href="#">→</a>
Certification and Seal	\$5	<a href="#">→</a> ←
Copies – Electronic	?? x \$0.1	<a href="#">→</a> ←
Issue Abstract of Judgment	?? x \$8	<a href="#">→</a>
Issue Citation	?? x \$8	<a href="#">→</a>
Issue Exemption - Certified Mail	?? x \$15	<a href="#">→</a>
Issue Exemption - Electronic	?? x \$3	<a href="#">→</a>
Issue Precept/Notice	?? x \$8	<a href="#">→</a>
Issue Subpoena	?? x \$8	<a href="#">→</a>
Issue Writ	?? x \$8	<a href="#">→</a>
Issue Writ of Withholding	?? x \$15	<a href="#">→</a>
Jury Fee	?? x \$40	<a href="#">→</a>
Service - Certified Mail	?? x \$75	<a href="#">→</a>
Service - Constable - All Other	?? x \$100	<a href="#">→</a>
Service - Sheriff - All Other	?? x \$100	<a href="#">→</a>
Copies - Non-Certified	?? x \$1	<a href="#">→</a> ←

#### Click Service

← PARTIES SAVE DRAFT AND EXIT

FILED

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.

← FILINGS SAVE DRAFT AND EXIT

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 x v

Party Responsible for Fees \*

NO ATTORNEY o

SEARCH

Filer Type \*

Not Applicable d

 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.