

Help e-filing in Travis County Misdemeanors

- This guide is prepared by CAPDS to assist attorneys, but should not be considered authoritative. We did not develop, nor do we control electronic filing.
- This guide is based on the State free e-filing portal, efile.txcourts.gov. If you choose another provider then this guide may not be of any assistance.
- **We strongly recommend you used the newest efile portal**
at: <https://efile.txcourts.gov/OfsWeb/>
 - This version is compatible with Windows and Mac. It is also simpler to use. If you use the prior portal at <https://efile.txcourts.gov/> you must use Windows and Silverlight.
- This guide is based on the NEWEST version. Go here: <https://efile.txcourts.gov/ofsweb>

Begin by going to <https://efile.txcourts.gov/ofsweb>. You will need to register an account by clicking on “Register”.


Court Information


Welcome to the new version of the eFile.TXCourts.gov filing portal!

eFileTXCourts.gov has launched our *new* version of the filing portal. This can be utilized to submit filings to the eFileTXCourts.gov filing manager. This new filing portal is designed in HTML5 and offers a number of added benefits including the ability to access eFileTXCourts.gov on your tablet or phone, enabling copy, paste, sorting and filtering features, single screen data entry, keyboard shortcut navigation, modern web browser support and more!

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

Actions

 Sign In

 Register

Self Help

[Need Help?](#)
[FAQ's](#)
[Web Training Sessions](#)
[Training Videos](#)
[User Guides](#)
Share your screen with [GoToAssist](#)

Complete the registration process by entering your biographical information.

You should choose to “Register a Firm Account”. Enter your information and accept the terms and conditions.

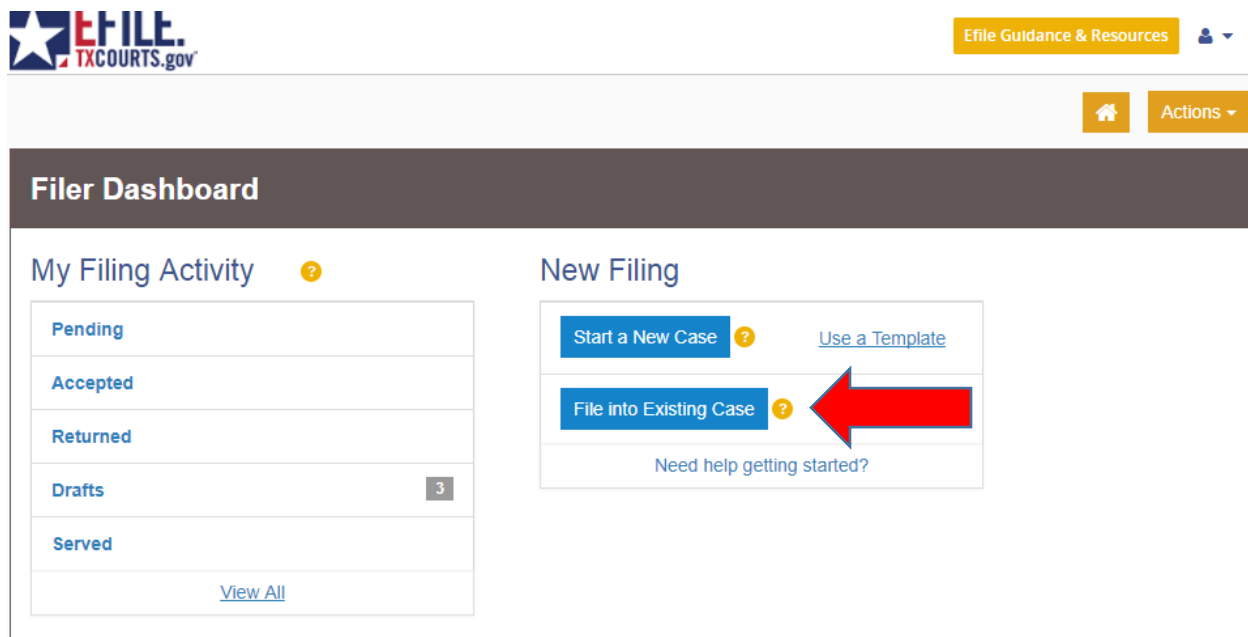
Payment Accounts

You must set up a payment account before you can e-file. Travis County is not charging for criminal filings, but the system still requires a payment account. You should not be charged for criminal filings by this vendor, but must create a payment account or it will not let you continue. This account could be charged for civil filings unless that filing is exempt from filing fees.

If you do not plan on filing any civil matters than you can create a payment account and select waiver as the type. You can name the account something like Criminal Filing to help you remember that fees are waived.

Filing in a Case

To file in a case you select File into Existing Case from the Filer Dashboard. **Do not** select Start a New Case.



The screenshot shows the EFILE TXCOURTS.gov Filer Dashboard. At the top left is the EFILE TXCOURTS.gov logo. At the top right is a yellow button labeled "Efile Guidance & Resources" and a user profile icon. Below the header is a navigation bar with a home icon and an "Actions" dropdown menu. The main content area is titled "Filer Dashboard" and is split into two columns. The left column, "My Filing Activity", contains a list of categories: Pending, Accepted, Returned, Drafts (with a small grey box containing the number 3), and Served. A "View All" link is at the bottom of this list. The right column, "New Filing", contains two blue buttons: "Start a New Case" and "File into Existing Case". A red arrow points to the "File into Existing Case" button. To the right of the "Start a New Case" button is a link "Use a Template". Below the buttons is a link "Need help getting started?".

You should select the Location to file as “Travis County – Count Clerk (Criminal)” [sic].


You may either scroll down or if you begin typing Travis the list will shorten to only Travis County courts.

Enter the cause number you wish to file in.

File Into Existing Case

Select a Location

Location

Travis County - Count Clerk (Criminal) 




Search for a Case by

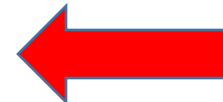
Case Number

Party Name



Case Number 

C-1-CR-16-204217



Search

Clear Search

Click search.

Unless there is a prior e-filing in this case, you will get what appears to be an error message.

That is ok!

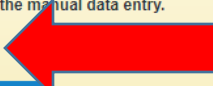
Click the File into an existing case button.

File Into Existing Case

Case Number	Location	Description	Case Type
No cases match this filter			

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.

[File into an existing case](#) 

[File into an existing case using template](#)

[Back to Search](#)

That will bring up a window which says, "Start a New Case".

Enter the Category as Criminal – Misdemeanor and Case Type. In most cases the Case Type is Misdemeanor unless you are filing a writ or appeal.

Start a New Case

Case Information Need Help?



Case #

Location

Category

Case Type

[Undo](#) [Save Changes](#)



Click Save Changes.

Next that will bring up Charge Information and Party Information. You should skip entering charge information.



The screenshot shows a web form titled "Charge Information" with a dark header bar. The form is divided into several sections:

- TRN**: A text input field.
- TRs**: A text input field.
- Date of Offense**: A date picker showing "mm/dd/yyyy" and a calendar icon with the number "10".
- Offense**: A search button labeled "Search" and a text input field.
- General Offense Character**: A dropdown menu with the text "Click to select General Offense Character".
- Charge Description**: A large text area.
- Statute**: A text input field.
- Degree**: A dropdown menu with the text "Click to select Degree".

At the bottom right of the form are two buttons: "Undo" and "Save Changes". A large, semi-transparent red circle with a white diagonal slash (a "no" or "prohibited" symbol) is overlaid on the entire form, indicating that the user should skip entering this information.

You must enter the defendants name as the party and select the correct lead attorney.

Party Information Need Help?

Party Type	Party Name	Lead Attorney
Defendant		

Required Party ▲▼
⊕ Add Another Party

Enter details for this Party

Party is a Business/Agency

First Name Middle Name Last Name Suffix

Country
United States of America ▼

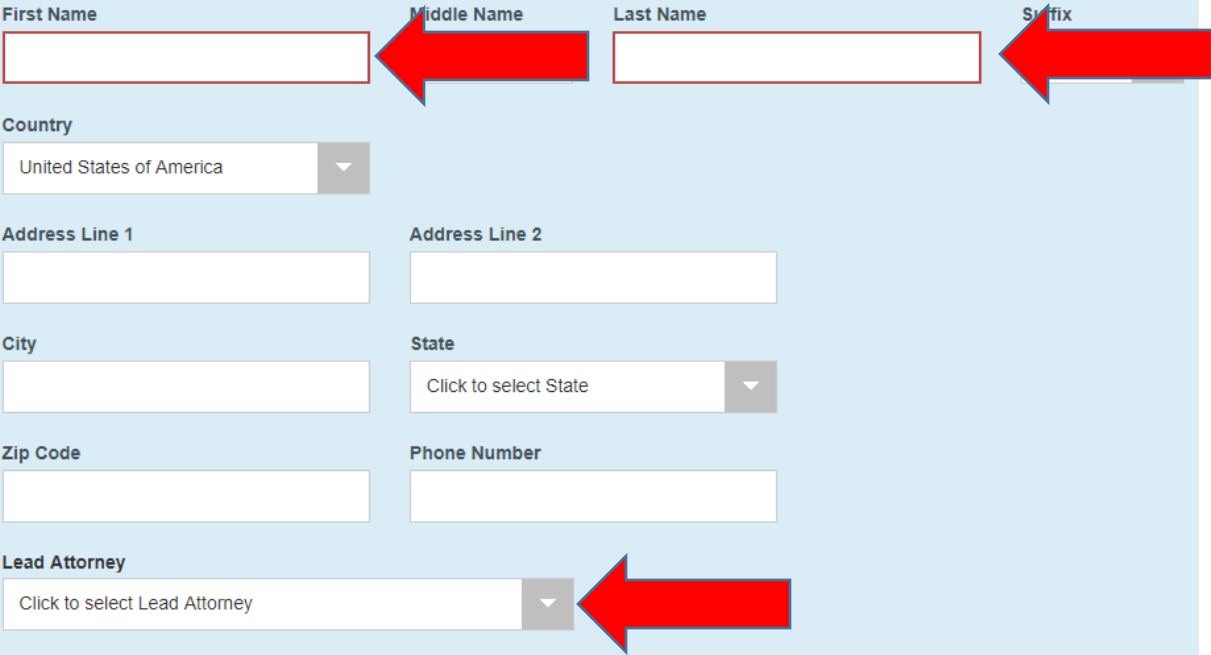
Address Line 1 Address Line 2

City State
Click to select State ▼

Zip Code Phone Number

Lead Attorney
Click to select Lead Attorney ▼

Undo Save Changes



Click Save Changes.

You must now set up the opposing party (the State). Click on Add Another Party.

State Travis County Attorney Actions ▾

⊕ Add Another Party

Enter details for this Party

Party Type
State ▾

Party is a Business/Agency

Business Name
Travis County Attorney

Country
United States of America ▾

Address Line 1
314 W. 11th Street

Address Line 2

City
Austin

State
Texas ▾

Zip Code
78701

Phone Number
512-954-9415

Lead Attorney
Click to select Lead Attorney ▾

Undo Save Changes

Uploading your Filing

Next you will need to upload your filings. You may file more than one motion in a filing. Each motion should be its own lead document. Attachments are only used for attachments to a filing such as an affidavit. You may file model orders as part of the lead document or an attachment.

The filing type is EFileAndServe (if you want electronic service of the filing on the State) and the Filing Code depends on what you are filing. It will often be Motion, but there may be other codes you use depending on what you are filing.


Once you select the filing code and filing type an upload icons will appear to upload lead documents and attachments.

Filings Need Help?

Filing Code	Client Ref #	Filing Description
Motion		

[+ Add Another Filing](#)

Enter the details for this filing



Filing Type ? Filing Code 

Filing Description


Client Reference Number ? Comments to Court

Courtesy Copies ?

Lead Document (Required)

Computer  

Attachments

Computer  ?

[Undo](#) [Save Changes](#)

After you have completed your filing description and entered any email address for courtesy copies you can upload your filing. The uploaded document must be a PDF. It should be text searchable, but filings will not be rejected at this time that are not.



Clicking on the upload icon.

This will launch a window to select the file on your computer. Select the file and set the security of the document. Remember you cannot efile documents under seal, in camera, or others restricted by law. *If your document contains sensitive information such as driver's license number, passport number, social security number you must follow rule 4.3 and 4.4. Review before filing.*

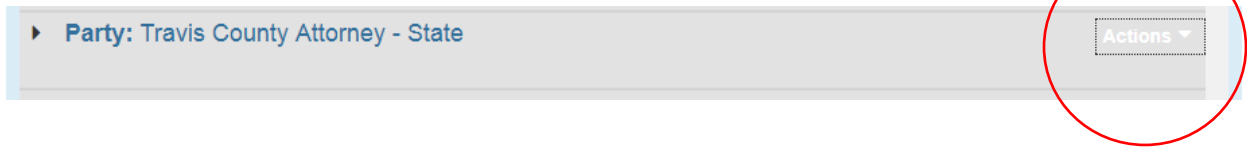
The screenshot shows the 'Filings' application interface. At the top, there is a header with 'Filings' on the left, 'Need Help?' in the center, and a help icon on the right. Below the header is a table with columns for 'Filing Code', 'Client Ref #', and 'Filing Description'. The first row contains 'Motion'. To the right of the table is a button labeled '+ Add Another Filing'. Below the table, there is a section titled 'Enter the details for this filing'. This section contains several form fields: 'Filing Type' (a dropdown menu with 'EFileAndServe' selected), 'Filing Code' (a dropdown menu with 'Motion' selected), 'Filing Description' (a text input field), 'Client Reference Number' (a text input field with the placeholder 'Firm client re-bill or case tracking #'), 'Comments to Court' (a text input field), and 'Courtesy Copies' (a text input field). Below these fields is a section titled 'Lead Document (Required)'. This section contains a file upload area with a file named 'Test.pdf' (421.86 kB) and a 'Security' dropdown menu with 'Does not contain sensitive data' selected. At the bottom of the form is an 'Attachments' section with a 'Computer' label and an upload icon. Two large red arrows point upwards from the 'Attachments' section towards the 'Lead Document' section. At the bottom right of the form are 'Undo' and 'Save Changes' buttons.

Click Save Changes

Serving Others

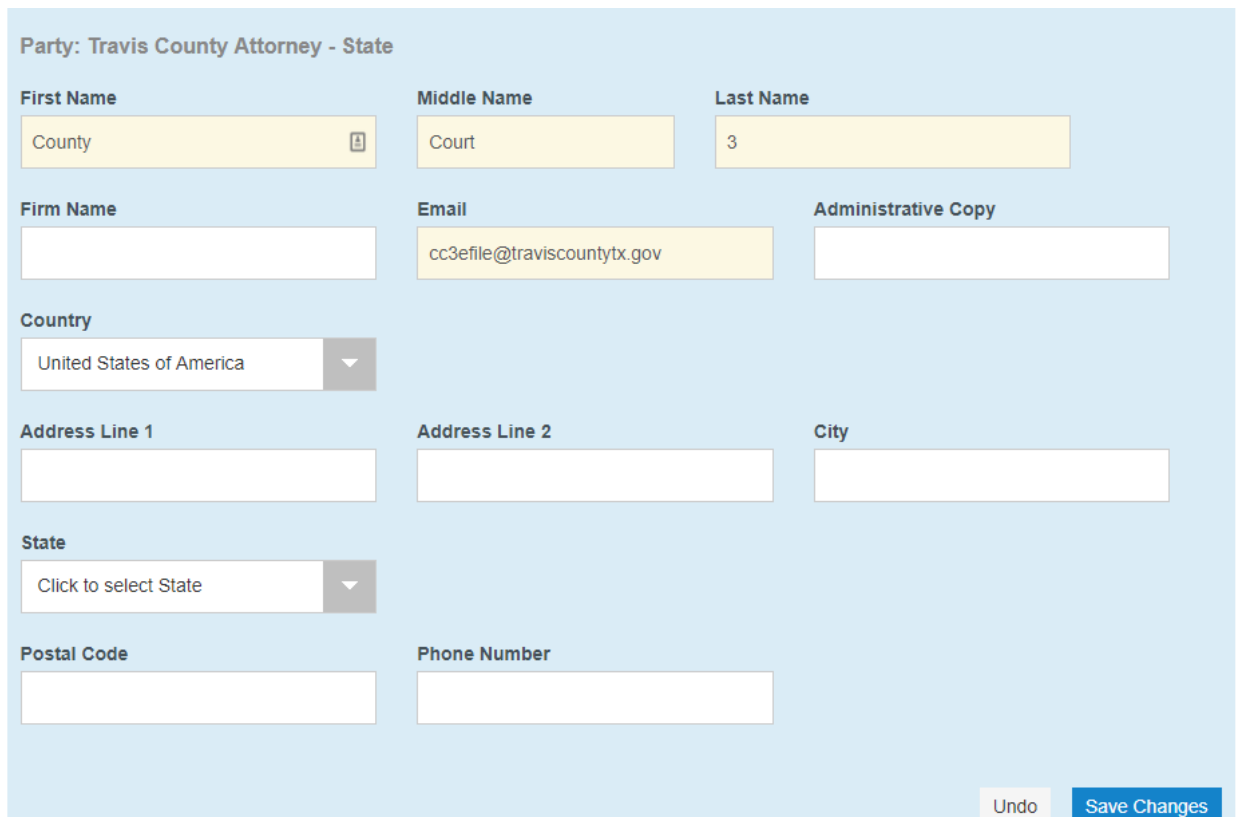
You must now complete the Service Contacts for the State.

From the Service Contacts section. Click on the Actions next to the State:



Select Add New Service Contact from the dropdown menu.

Enter the name and email address you need to serve.

A screenshot of a service contact form. The form is titled 'Party: Travis County Attorney - State'. It contains several input fields: 'First Name' (pre-filled with 'County'), 'Middle Name' (pre-filled with 'Court'), 'Last Name' (pre-filled with '3'), 'Email' (pre-filled with 'cc3efile@traviscountytx.gov'), 'Country' (dropdown menu with 'United States of America' selected), 'Address Line 1', 'Address Line 2', 'City', 'State' (dropdown menu with 'Click to select State' selected), 'Postal Code', and 'Phone Number'. At the bottom right of the form, there are two buttons: 'Undo' and 'Save Changes'.

The email address for the Travis County Attorney are:

cc3efile@traviscountytx.gov

cc4efile@traviscountytx.gov

cc5efile@traviscountytx.gov

cc6efile@traviscountytx.gov

cc7efile@traviscountytx.gov

cc8efile@traviscountytx.gov

cc9efile@traviscountytx.gov

You do not have to serve the individual attorneys.

Complete the Fees Section

The filing amount should be zero. Select a Payment Account, Party Responsible (defendant), and Filing Attorney.

The screenshot shows a web interface for entering fees. At the top, there's a dark header with 'Fees' on the left, 'Need Help?' in the center, and a pencil icon on the right. Below the header, there's a section titled 'Motion' with a dropdown arrow. A table lists the fees:

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Below the table, there's a summary row: 'Total Filing Fee' with '\$0.00' and a yellow question mark icon next to 'Envelope Total: \$0.00'. Below this are four dropdown menus:

- Payment Account**: A yellow dropdown menu with a question mark icon to its right.
- Party Responsible for Fees**: A yellow dropdown menu with a question mark icon to its right. The text inside says 'Click to select Party Responsible for Fees'.
- Filing Attorney**: A yellow dropdown menu with the text 'Click to select Filing Attorney'.
- Filer Type**: A white dropdown menu with the text 'Not Applicable'.

At the bottom right, there are two buttons: 'Undo' and 'Save Changes'.

Click Save Changes

Click Submit

You should receive an email confirmation and a second email when the filing is accepted. You should make sure to whitelist the proper email address to ensure you receive notice. **Documents are not filed until accepted by the clerk. You must check your email.**