How to Place a Texas Court eFiling Order

You can eFile with the courts in all 254 Texas counties through the portal, for a new case or a case that is already open.

Start here

LOG IN TO THE PORTAL →

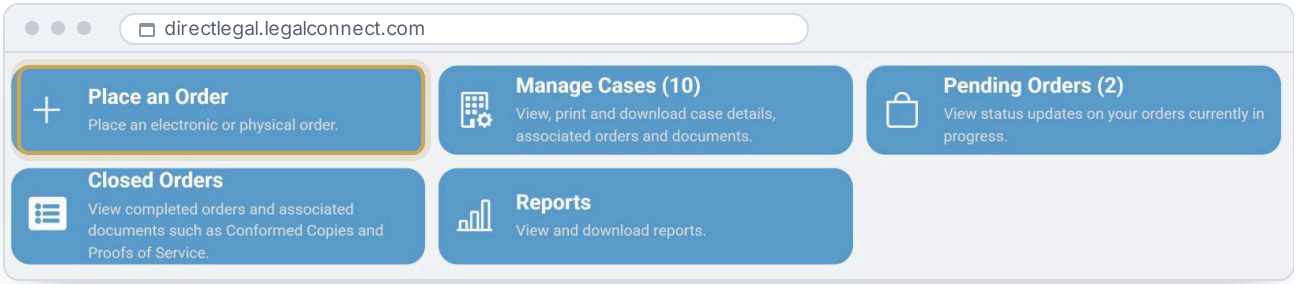
Or go to directlegal.legalconnect.com and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

What you will need

- Your documents as text searchable PDF files, one file per document
- The county and court where you are filing
- The case category and case type
- The names of the parties and attorneys

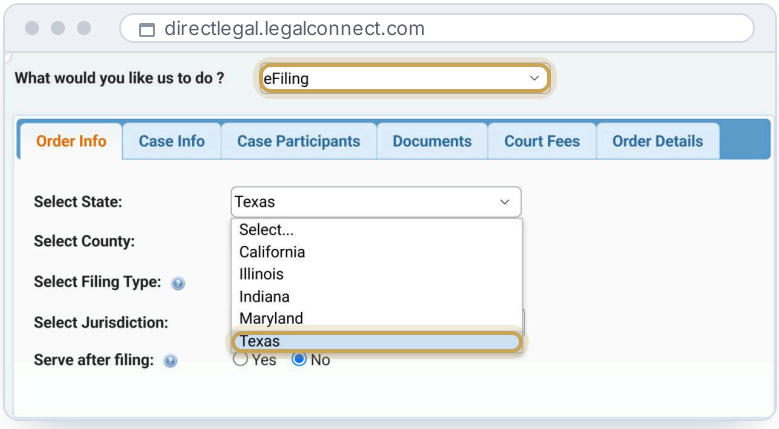
1 Click Place an Order

Log in to your account. On your dashboard, click **Place an Order**.



2 Choose eFiling and Texas

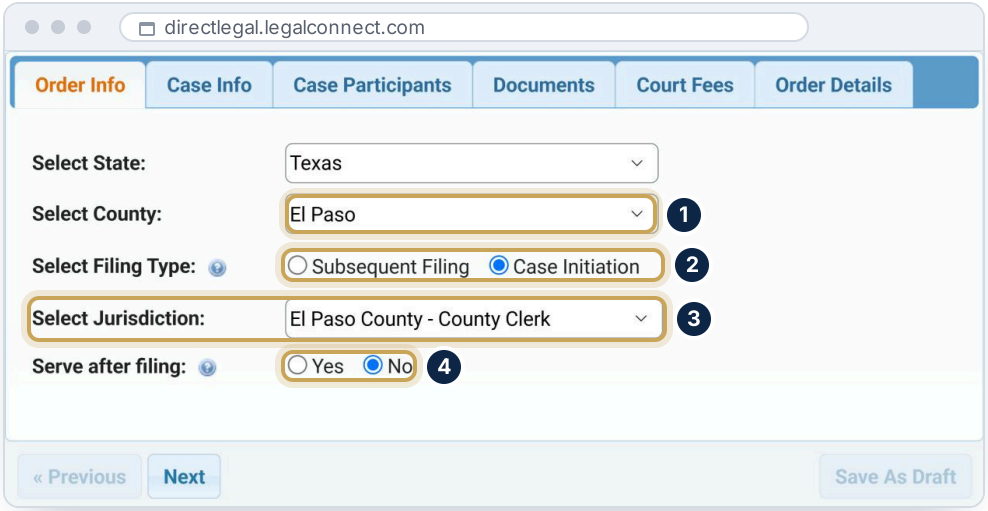
In **What would you like us to do?**, select **eFiling**. Then, under **Select State**, choose **Texas**.



3 Select the county, filing type and court

In **Select County**, choose the county where you are filing (1). Under **Select Filing Type**, choose **Subsequent Filing** for a case that is already open, or **Case Initiation** to open a new case (2).

Under **Select Jurisdiction**, choose the court, such as the county clerk (3). Under **Serve after filing**, choose **Yes** if you want us to serve the documents once they are filed (4). Click **Next**.



New and existing cases: Both filing types are available in Texas. The screens in this guide show a new case.

4 Enter the case information

On the **Case Info** tab, enter the **Case Title** (1). Choose the **Case Category** and **Case Type** (2), then the **Damage Amount** and the **Procedure/Remedy** (3). Click **Next**.



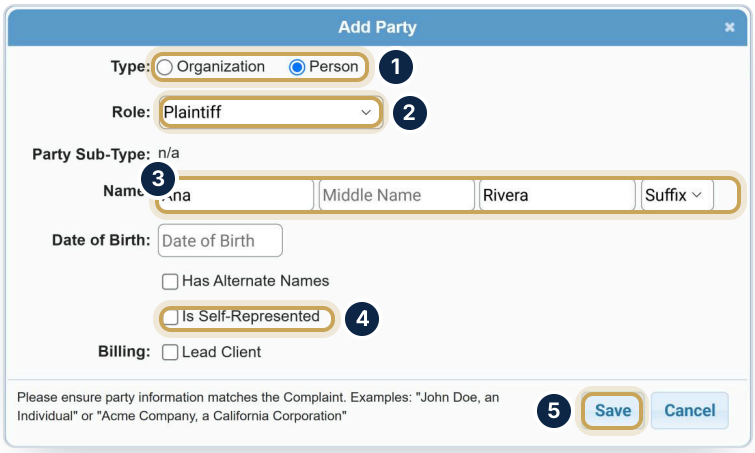
5 Add the case participants

On the **Case Participants** tab, click **Add Party** or **Add Attorney** to add each party and attorney. The portal checks that your filing includes all the parties the court requires.



5A Enter each party

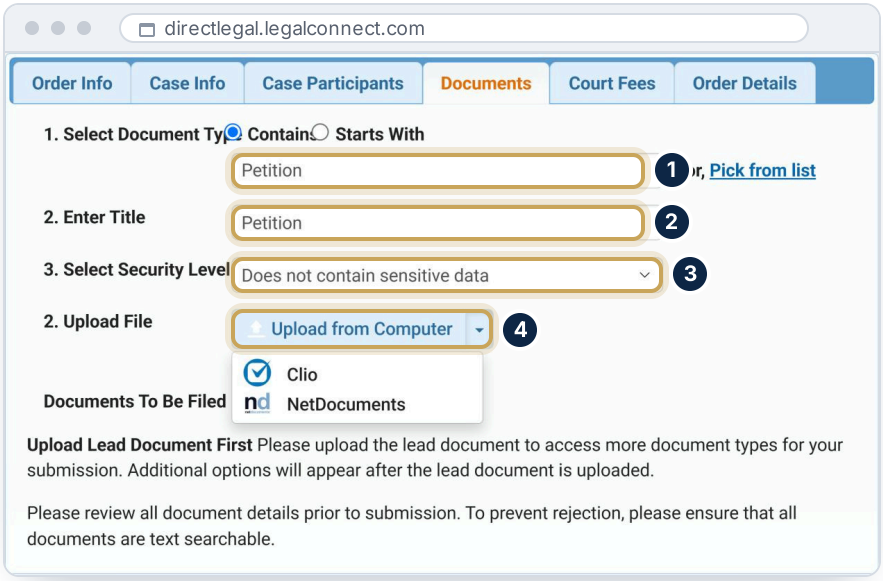
In the **Add Party** window, choose **Organization** or **Person** (1) and the **Role** (2), and enter the **Name** (3). Make sure the party information matches the petition or complaint. If the party has no attorney, check **Is Self-Represented** (4) and enter their address, phone number and email address. Click **Save** (5).



> **Attorney or self-represented party:** The court needs at least one attorney or one self-represented party on the case.

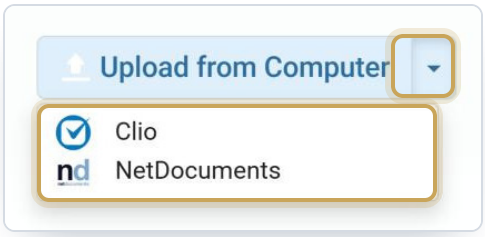
6 Attach your documents

On the **Documents** tab, search for the document type, or click **Pick from list** to see the available documents (1). Check the **Title** (2) and choose a **Security Level**, such as **Does not contain sensitive data** (3). Then click **Upload from Computer** and choose the file (4). Repeat for each document.



Upload the lead document first: Upload the main document in the filing, such as the petition, before the others. More document types appear in the list once the lead document is uploaded.

6A Or upload from Clio or NetDocuments



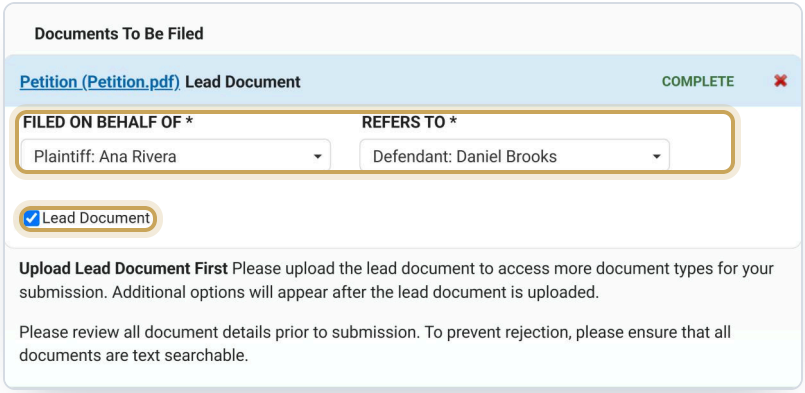
If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

For the full steps, see Using Clio with Direct Legal Support or Using NetDocuments with Direct Legal Support.

7 Fill in the document details

Your files are listed under **Documents To Be Filed**. For each document, fill in the fields marked with an asterisk, such as **FILED ON BEHALF OF** and **REFERS TO**. If the court needs more information about a document, you are asked for it here.

Check **Lead Document** on the main document in the filing. Click **Next**.



> **Avoid a rejection:** Review all the document details before you submit, and make sure every document is text searchable.

8 Review the court fees

The **Court Fees** tab lists the fees for the documents you selected, including the **Odyssey eFiling Fee** charged by the Texas eFiling system, and the **Total Estimated Court Fees** (1). Make sure every fee that applies is selected, because the court may reject the filing if the correct fees are not listed. Click **Add Additional Services and Fees** to add one (2).

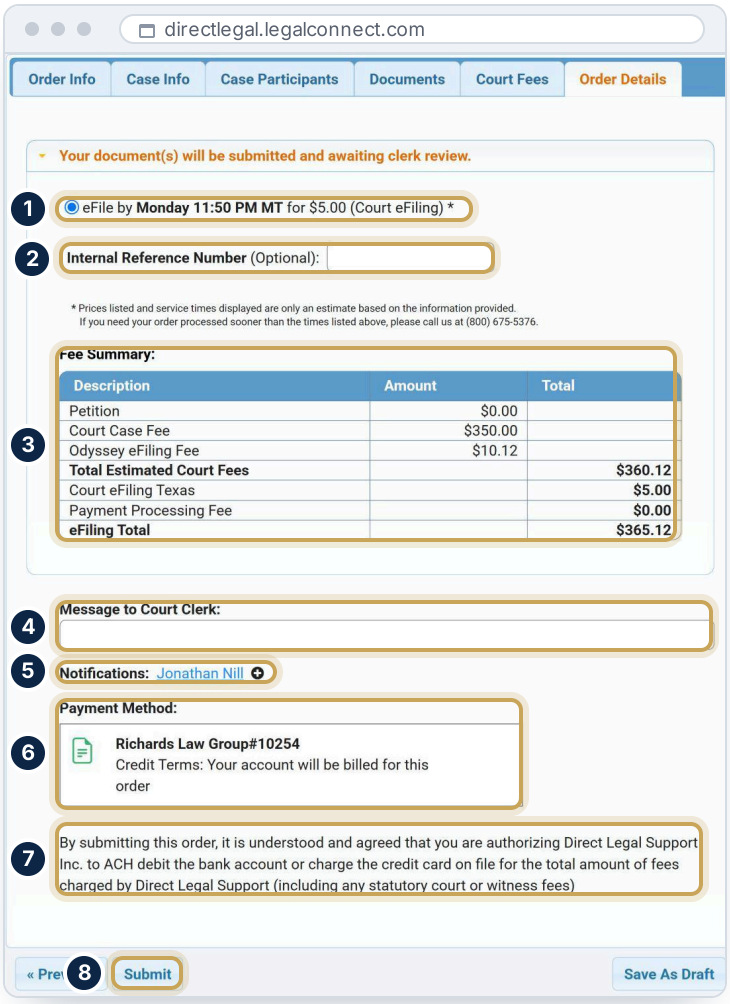
Under **Authorize Direct Legal Support to pay court fees**, choose **Yes**, or choose **Submit as Fee Waiver** (3). Click **Next**.



9 Review your order and submit

On the **Order Details** tab, a notice says your documents will be submitted and awaiting clerk review. Choose the service level (1) and, if your firm tracks orders with its own number, enter it in **Internal Reference Number** (2). The **Fee Summary** lists the court fees, the Odyssey fee, our eFiling fee and the total (3).

Type any **Message to Court Clerk** (4). **Notifications** shows who gets status updates about this order (5), and **Payment Method** shows how the order will be paid (6). By submitting, you authorize Direct Legal Support to charge the fees for the order to your account's payment method on file (7). Click **Submit** to place your order (8).

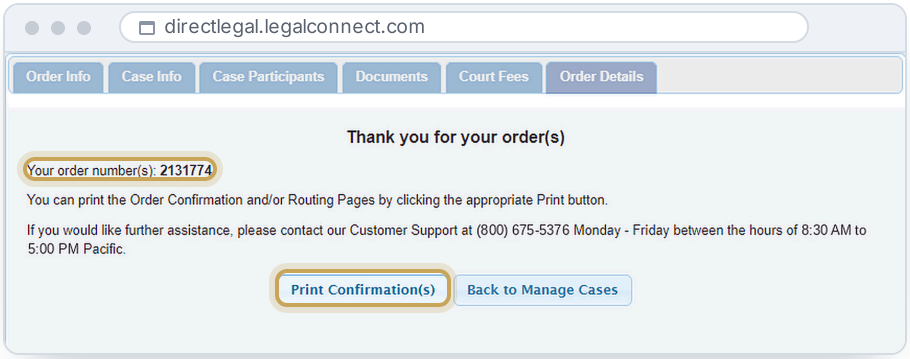




Notifications: You are listed by default. To add others, click the **+** icon next to the name, open the list and check each person who should get status updates.

10 Get your confirmation

Your order number appears to confirm that the order was placed. Click **Print Confirmation(s)** to keep a record of your order.



Texas eFiling questions

Can I file in new and existing cases?

Yes. Both case initiation and subsequent filings are available.

Which courts can I file with?

eFiling is available in all Texas counties.

Is Expert Review available?

No. Expert Review is only available for California courts.

Which case categories can I choose?

These categories are available. The list varies by county.

Group	Case categories
Civil	All Other Civil Cases, Contract, Employment, Injury or Damage, Other Civil, Real Property, Related to Criminal Matters, Tax
Criminal	Felony, Juvenile, Misdemeanor
Family	Family - Child Relationship, Family - Judgment Actions, Family - Marriage Relationship, Family - Other Family Law, Family - Parent Child Relationship, Family - Post Judgment Actions, Family - Title IV-D (OAG Use Only)
Probate	Guardianship, Other, Title IV-D (OAG Use Only)
Also available	Appellate, Felony Bond Forfeiture, Misdemeanor Bond Forfeiture, Multi-District Litigation (MDL)

After you order

- Follow your eFiling under **Pending Orders** on your dashboard
- Find completed orders and their documents under **Closed Orders**

Good to know

Filing in California? See our eFiling guides for initiating cases and for subsequent cases.

Need it sooner than the times shown? Call us at (800) 675-5376 before you place the order.

Questions? We're here to help.

Call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email info@directlegal.com. Ready to order? Log in to the portal.

(800) 675-5376