

## **\*NEW\* Filer Portal**

<https://efile.txcourts.gov/ofswb>

### **SAMPLE HOME SCREEN**

The screenshot displays the eFile.TXCOURTS.gov home screen. At the top left is the logo for eFile.TXCOURTS.gov, featuring a star and the text 'EFILE.TXCOURTS.gov'. The main content is organized into three sections:

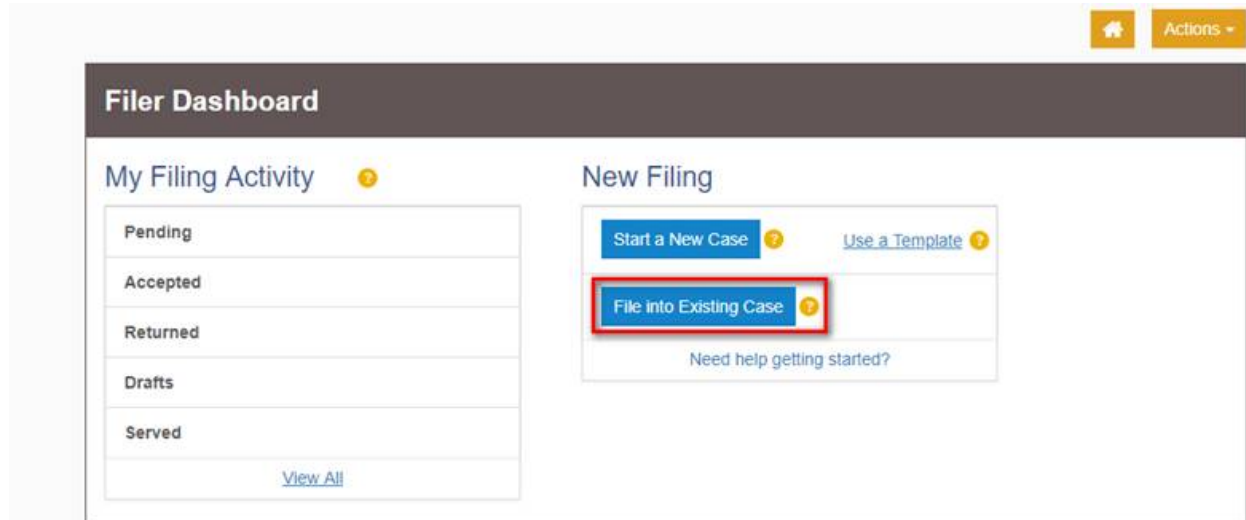
- Court Information:** A dark header with the text 'Court Information'. Below it, a white box contains the following text:
  - Welcome to the eFile.TXCOURTS.gov filing portal!
  - Re:Search TX is now available!**
  - Alert for Potter County: Potter County courts are currently unavailable for eFiling. Please submit paper filings until further notice.
  - [Start re:Searching Now!](#)
  - Effective January 2, the new redaction feature will be available for use by all eFile.TXCOURTS.gov customers during the eFiling process. This redaction service allows filers to automatically identify and mask sensitive information within
- Actions:** A dark header with the text 'Actions'. Below it, a white box contains two icons:
  - A blue padlock icon labeled 'Sign In'.
  - A green document icon with a pencil labeled 'Register'.
- Self Help:** A dark header with the text 'Self Help'. Below it, a white box contains a list of links:
  - [Need Help?](#)
  - [Chat for Assistance](#)
  - [FAQ's](#)
  - [Web Training Sessions](#)
  - [Training Videos](#)
  - [User Guides](#)

### **Your home screen will have 3 sections:**

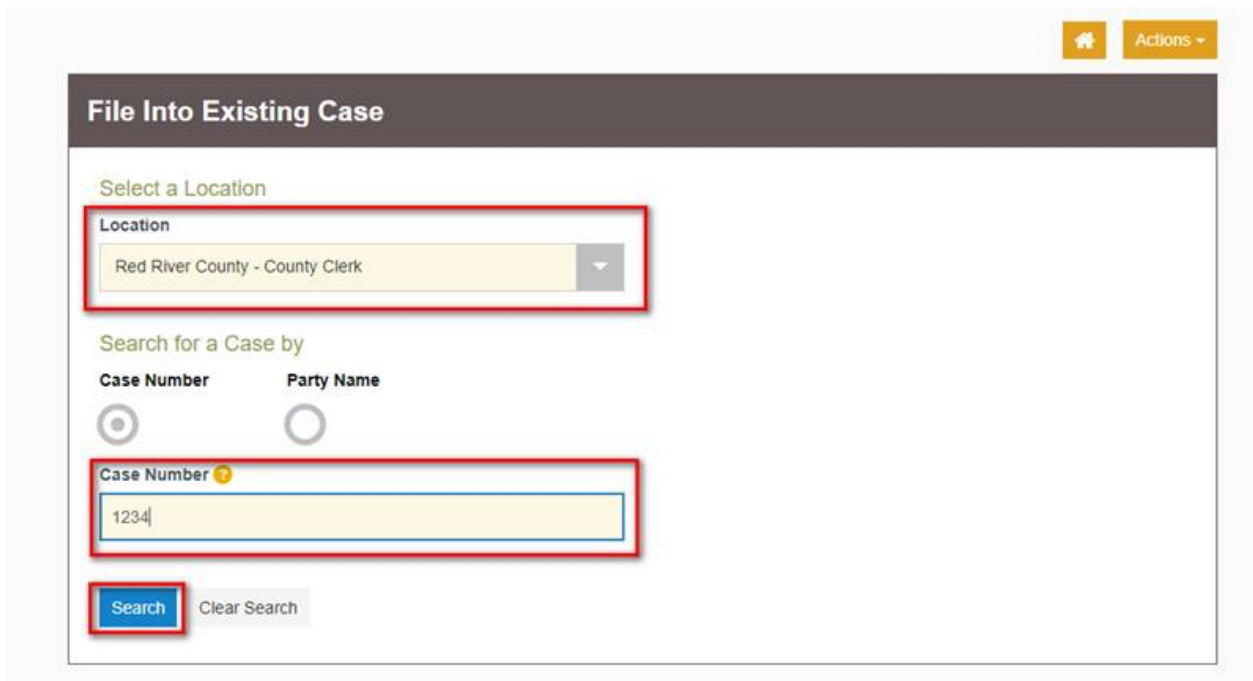
1. COURT INFORMATION: Look here for updates and announcements.
2. ACTIONS: Sign in here or register if you do not have an account.
3. SELF HELP: Plenty of helpful links and training material located here.

# **FILE INTO AN EXISTING CASE THAT HAS YET TO BE EFILED:**

1. Click File into an Existing Case



2. Select Your Office (District Clerk and County Clerk), enter in the case number, 1234, and click the Search button



3. 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](#)

4. Select case category drop-down field and you should see criminal

**Start a New Case**

Case Information [Need Help?](#)

Case #  
1234

Location  
Red River County - County Clerk

Category [?](#)  
Criminal - Misdemeanor

Case Type  
Misdemeanor A

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