

Complete eFiling Checklist for Texas



Use this checklist to ensure error-free eFilings and reduce the risk of rejections.

Pre-Filing

Verify case information

- Confirm the correct court and jurisdiction
- Verify the case number
- Confirm party names match the court record exactly
- Check that all parties are listed correctly
- Verify attorney information and bar number

Review filing requirements

- Confirm the filing deadline
- Review any applicable local court rules
- Verify whether filing fees are required

Document Prep

Review the lead document

- Ensure the document is finalized
- Confirm the title matches the document being filed
- Verify all required signatures are included
- Check dates are correct
- Proofread for accuracy

Review exhibits & attachments

- Label exhibits clearly
- Ensure exhibits are attached to the correct filing
- Verify all referenced exhibits are included
- Separate documents where required by court rules
- Include proposed orders as separate attachments if required
- Redact sensitive information
- Review PDF documents for quality

Submission

Input filing details

- Select the correct court
- Select the correct case
- Choose the correct filing code
- Verify the filing description
- Confirm fee calculations
- Review payment method

Service review

- Determine whether service is required
- Verify all service contacts
- Confirm opposing counsel is selected for eService where appropriate
- Confirm any parties requiring traditional service are handled separately
- Order service of process for non-eService recipients

Submit the filing

- Submit by 11:59 p.m. on the deadline

Post-submission

Immediate Follow-Up

- Save the envelope number
- Save the submission confirmation
- Calendar any filing-related deadlines not automated
- Monitor filing status

Clerk review

- Verify acceptance by the clerk
- Review any rejection notices immediately
- Correct and resubmit rejected filings as needed

Acceptance review

- Download file-stamped copies
- Verify all documents were accepted
- Confirm service notifications were sent successfully
- Document proof of service