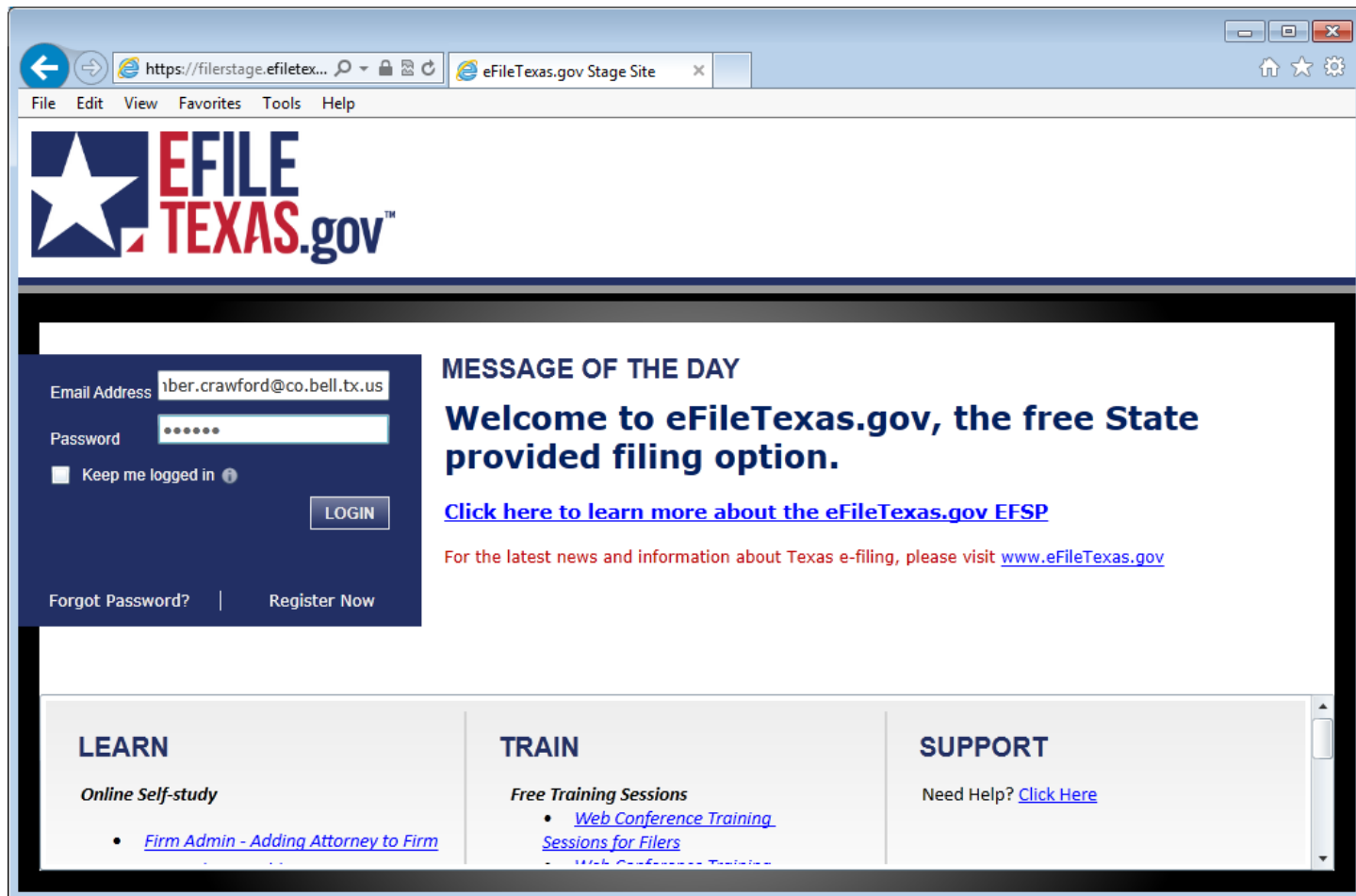


Guide to E-Filing

Amber Crawford
Deputy District Clerk
Bell County Texas

Enter email address as user name and password here.
This was established by you at the time you set the account.



The screenshot shows a web browser window with the address bar displaying "https://filerstage.efiletex..." and the page title "eFileTexas.gov Stage Site". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The website's header features the "EFILE TEXAS.gov" logo, which consists of a white star on a blue background followed by the text "EFILE TEXAS.gov" in red and blue. Below the header, the page is divided into two main sections. On the left is a dark blue login box containing the following elements: an "Email Address" field with the text "tber.crawford@co.bell.tx.us", a "Password" field with six dots, a "Keep me logged in" checkbox, a "LOGIN" button, and links for "Forgot Password?" and "Register Now". On the right is a white area with the heading "MESSAGE OF THE DAY" in blue, followed by the text "Welcome to eFileTexas.gov, the free State provided filing option." in bold blue. Below this is a blue link "Click here to learn more about the eFileTexas.gov EFSP" and a red link "For the latest news and information about Texas e-filing, please visit www.eFileTexas.gov". At the bottom of the page, there is a footer with three columns: "LEARN" with the subheading "Online Self-study" and a link "Firm Admin - Adding Attorney to Firm"; "TRAIN" with the subheading "Free Training Sessions" and links "Web Conference Training Sessions for Filers" and "Web Conference Training"; and "SUPPORT" with the text "Need Help? Click Here".

https://filerstage.efiletex... eFileTexas.gov Stage Site

File Edit View Favorites Tools Help

EFILE TEXAS.gov

Email Address: tber.crawford@co.bell.tx.us

Password:

☐ Keep me logged in

LOGIN

[Forgot Password?](#) | [Register Now](#)

MESSAGE OF THE DAY

Welcome to eFileTexas.gov, the free State provided filing option.

[Click here to learn more about the eFileTexas.gov EFSP](#)

For the latest news and information about Texas e-filing, please visit www.eFileTexas.gov

LEARN
Online Self-study
• [Firm Admin - Adding Attorney to Firm](#)

TRAIN
Free Training Sessions
• [Web Conference Training Sessions for Filers](#)
• [Web Conference Training](#)

SUPPORT
Need Help? [Click Here](#)

Filing tab is for all filing you have started, submitted or already accepted by the Court

***Envelope number** -filing that has been submitted to the court

***Draft number** -something that has been started but not submitted

***Case number**- has been accepted by the court

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays "https://filerstage.efiletex..." and the page title is "eFileTexas.gov Stage Site". The navigation menu includes "WORKSPACE", "MY ACCOUNT", "COURT ADMIN", "HELP", "ABOUT", and "LOGOUT". The user is logged in as "Amber Crawford".

The "FILINGS" tab is selected, showing a list of filings. The filters are set to "My Filings", "All Statuses", "All Locations", and the date range is from "mm/dd/yyyy 15" to "mm/dd/yyyy 15". The "Case or Envelope" filter is set to "Case or Envelope".

The list of filings includes:

- Envelope # 46800**: Envelope # 46800 filed April 09, 2014 at 11:34 AM by Amber Crawford. Status: Submitted, Filing Code: Petition, Filing Type: EFile, Reference Number: [redacted].
- Case # 211,800-B**: Draft # 46573 started April 08, 2014 at 11:23 AM by Amber Crawford.
- Case # RE-Testing File Mark**: Envelope # 46200 filed April 04, 2014 at 9:45 AM by Amber Crawford. Status: Accepted, Filing Code: (Title IV-D OAG Use Only) Interst, Filing Type: EFile, Reference Number: [redacted].

The interface also includes a "NEW CASE" button, a "Case Number" input field, and a "Go" button. The bottom of the page shows a pagination control: "1 of 3".

After selecting “New Case” this is the screen you will see.
(All Fields are mandatory and will be drop downs)

The screenshot shows a web browser window with the address bar displaying <https://filerstage.efiletex...> and the page title "eFileTexas.gov Stage Site". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation bar features links for WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT, along with a user greeting "Welcome Amber Crawford".

The main content area is titled "Enter the Details for the New Case" and includes a sub-header "Case Information" with a red circle icon. Below this, a note states: "Required fields are bold and have an asterisk (*)." The form contains several dropdown menus, all of which are currently blank:

- Select Location***
- Select Category***
- Select Case Type***
- Filing Attorney**
- Filer Type***
- Payment Account*** (with an information icon and a question mark icon)

At the bottom of the form, there are two buttons: "Exit" on the left and "Parties" on the right.

Once on this screen it is mandatory that you fill in
“First Name” and “Last Name” on both
Petitioner/Plaintiff and Respondent/Defendant fields

Bell County - District Clerk - Declare Marriage Void

① Case Information ② **Parties** ③ Filings ④ Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Petitioner		
Respondent		

ADD PARTY

Party Type*
Petitioner

☒ Person ☐ Business

Attorney
[Dropdown]

First Name*
[Text Field]

Middle
[Text Field]

Last Name*
[Text Field]

Country
United States of America

Address Line 1
[Text Field]

Address Line 2 ⓘ
[Text Field]

Case Information **Filings**

Filing code is a drop down.
Please use “Filing Descriptions” for exact title of document

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays "https://filerstage.efiletex..." and "eFileTexas.gov Stage Site". The navigation menu includes "WORKSPACE", "MY ACCOUNT", "COURT ADMIN", "HELP", "ABOUT", "LOGOUT", and a welcome message "Welcome Amber Crawford".

The main content area is titled "Bell County - District Clerk - Declare Marriage Void" and includes a progress bar with four steps: 1 Case Information, 2 Parties, 3 Filings (active), and 4 Summary.

The "Enter Filing Details" section contains the following fields:

- Select Filing Code***: A dropdown menu with a red arrow pointing to it.
- ☒ EFile ☐ Service
- Filing Description**: A text input field.
- Reference Number**: A text input field with a placeholder "Firm client re-bill or case tracking #".
- Documents**: A text input field.
- Filing Comments**: A text input field.
- Courtesy Copies**: A text input field with a placeholder "sample@efiletexas.gov, sample2@efiletexas.gov".

The right sidebar contains the following sections:

- Fees**: A list of fees including Case Initiation Fee, Service Fee, Court Service Fee, Convenience Fee, Provider Service Fee, and Provider Tax Fee.
- Envelope Total**: A section for the total fee.
- Payment**: A section for payment details including Payment Account* (Test Visa #2), Filer Type* (Not Applicable), and Party Responsible for Fees*.
- Filing Attorney**: A section for the filing attorney.

At the bottom, there are buttons for "Parties" and "Summary".

If filing a new case the “Filing Codes” options are limited to 3 choices

- *Affidavit of Indigency
- *Application
- *Petition

These codes were established by the OCA for standardized codes in all 254 counties, so no matter what county you file in all codes will be the same.

The screenshot displays the eFileTexas.gov Stage Site interface. The browser address bar shows the URL <https://filerstage.efiletex...>. The page header includes navigation links: **WORKSPACE**, **MY ACCOUNT**, **COURT ADMIN**, **HELP**, **ABOUT**, and **LOGOUT**. A welcome message reads "Welcome Amber Crawford".

The main content area is titled "Bell County - District Clerk - Declare Marriage Void". Below this, a progress bar shows four steps: 1. Case Information (active), 2. Parties, 3. Filings, and 4. Summary.

The "Enter Filing Details" section contains the following fields:

- Select Filing Code***: A dropdown menu with options: Affidavit of Indigency, Application, Petition, and Transfer (County Use Only).
- EFile**: A checked checkbox.
- Service**: An unchecked checkbox.
- Documents**: A text input field.
- Filing Comments**: A text input field.
- Courtesy Copies**: A text input field containing the email addresses "sample@efiletexas.gov, sample2@efiletexas.gov".

The "Fees" section lists the following fees:

- Case Initiation Fee
- Service Fee
- Court Service Fee
- Convenience Fee
- Provider Service Fee
- Provider Tax Fee

The "Envelope Total" is displayed below the fees.

The "Payment" section includes the following fields:

- Payment Account***: A dropdown menu showing "Test Visa #2".
- Filer Type***: A dropdown menu showing "Not Applicable".
- Party Responsible for Fees***: A dropdown menu.

The "Filing Attorney" section is partially visible at the bottom.

Navigation buttons at the bottom include **Parties** and **Summary**.

When "Petition" is selected you will be provided an additional spot to upload the Civil Case Information Sheet
(any other selection this option will not appear)

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays "https://filerstage.efiletex..." and "eFileTexas.gov Stage Site". The navigation bar includes "WORKSPACE", "MY ACCOUNT", "COURT ADMIN", "HELP", "ABOUT", "LOGOUT", and a welcome message "Welcome Amber Crawford".

The main content area is titled "Bell County - District Clerk - Declare Marriage Void". It features a tabbed interface with four tabs: "1 Case Information", "2 Parties", "3 Filings", and "4 Summary". The "Case Information" tab is active.

Under the "Case Information" tab, there is a dropdown menu set to "Petition". To its right are checkboxes for "EFile" (checked) and "Service". Below this is a "Filing Description" field. A "Reference Number" field is also present, with a placeholder text "Firm client re-bill or case tracking #".

There are two sections for "Optional Services". The left section lists services: "Citation by Publication (newspaper or c", "Citation by Restricted Mail (Per Person", "Citation to Secretary of State (Per Pers", "Citation to Secretary of State by Certifie", "Copy Fee - Certified (Per Page) (\$1.00)", and "Copy Fee - Non-Certified (Per Page) (\$)". An "Add →" button is next to this list. The right section, titled "Selected Optional Services", is currently empty. A "← Remove" button is located between the two sections.

Below the optional services is a "Documents" section. It contains three upload fields, each with a "Click to Browse" link. The first field is labeled "Lead Document*", the second is labeled "Case Information Sheet*", and the third is labeled "Attachments". A red arrow points to the "Case Information Sheet*" field.

On the right side of the interface, there is a "Payment" section. It shows a table of fees: "Case Initiation Fee" for "\$0.00", "Convenience Fee" for "\$0.00", and "Envelope Total" for "\$0.00". Below this is a "Payment Account*" dropdown menu set to "Wavier Test Account", and a "Filer Type*" dropdown menu set to "Not Applicable".

Below the payment section is a "Filing Attorney" section with a dropdown menu for "Filing Attorney".

At the bottom of the interface, there are two buttons: "Parties" on the left and "Summary" on the right.

“Optional Services” this will be used to pay for Issuance Fee for Citations, Sheriff/Constable Fees, Copies, Jury Demand & Wage Request Withholding.

Once you highlight the services you will need to click “Add”.

* If you are requesting a citation **you must pay** for copies to be attached *

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays <https://filerstage.efiletex...> and the page title is "eFileTexas.gov Stage Site". The navigation bar includes links for WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT, along with a welcome message for Amber Crawford.

The main content area is titled "Bell County - District Clerk - Declare Marriage Void" and features four tabs: 1 Case Information, 2 Parties, 3 Filings, and 4 Summary. The "Case Information" tab is active, showing a dropdown menu for "Petition" and checkboxes for "EFile" (checked) and "Service".

Below the dropdown is a "Filing Description" field, followed by a "Reference Number" field with a placeholder "Firm client re-bill or case tracking #". A red arrow points to the "Optional Services" section, which contains a list of services: Citation by Publication (newspaper or c), Citation by Restricted Mail (Per Person), Citation to Secretary of State (Per Pers), Citation to Secretary of State by Certifie, Copy Fee - Certified (Per Page) (\$1.00), and Copy Fee - Non-Certified (Per Page) (\$). To the right of this list is a "Selected Optional Services" box and two buttons: "Add →" and "← Remove".

Below the services list are three document upload sections: "Lead Document*" with a "Click to Browse" button, "Case Information Sheet*" with a "Click to Browse" button, and "Attachments" with a "Click to Browse" button.

On the right side of the interface, there is a "Payment" section showing fees: Case Initiation Fee (\$0.00), Convenience Fee (\$0.00), and an "Envelope Total" of \$0.00. Below this is a "Payment Account*" dropdown set to "Wavier Test Account" and a "Filer Type*" dropdown set to "Not Applicable". Further down is a "Filing Attorney" section with a dropdown menu.

At the bottom of the interface, there are two buttons: "Parties" on the left and "Summary" on the right.

This page is a summary page for you to review if any changes need to be made.
You may still make any changes at this time using the “edit” button.
Once reviewed and ready to file, select “Submit” to send to the court.

The screenshot shows a web browser window with the URL <https://filerstage.efiletex...> and the page title "eFileTexas.gov Stage Site". The browser's address bar and tabs are visible. The page has a navigation menu with links: WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT. A user greeting "Welcome Amber Crawford" is displayed in the top right corner.

The main content area is titled "Bell County - District Clerk - Declare Marriage Void". Below this, there are four numbered tabs: 1 Case Information, 2 Parties, 3 Filings, and 4 Summary. The "Case Information" tab is selected.

The "Envelope and Filing Summary" section is divided into three main panels: Case Information, Parties, and Filings. Each panel has an "Edit" button.

Case Information Panel:

Location:	Bell County - District Clerk	Filing Attorney:	
Case Category:	Family/Juvenile -...	Payment Account:	Wavier Test Account
Case Type:	Declare Marriage Void		
Date Filed:			

Parties Panel:

Party Type	Name	Address	Phone	Attorney
Petitioner	Bob Text			
Respondent	Ann Text			

Filings Panel:

Filing Code	Filing Description	Reference Num	Filing Type
Petition			EFile

Lead Document	File Name	Status	Security
	BVS test.pdf	Ok	Public

Fees Panel:

Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Case Initiation Fee		\$0.00
Envelope Total		\$0.00

Payment Panel:

Payment Account*
Wavier Test Account

Filer Type*
Not Applicable

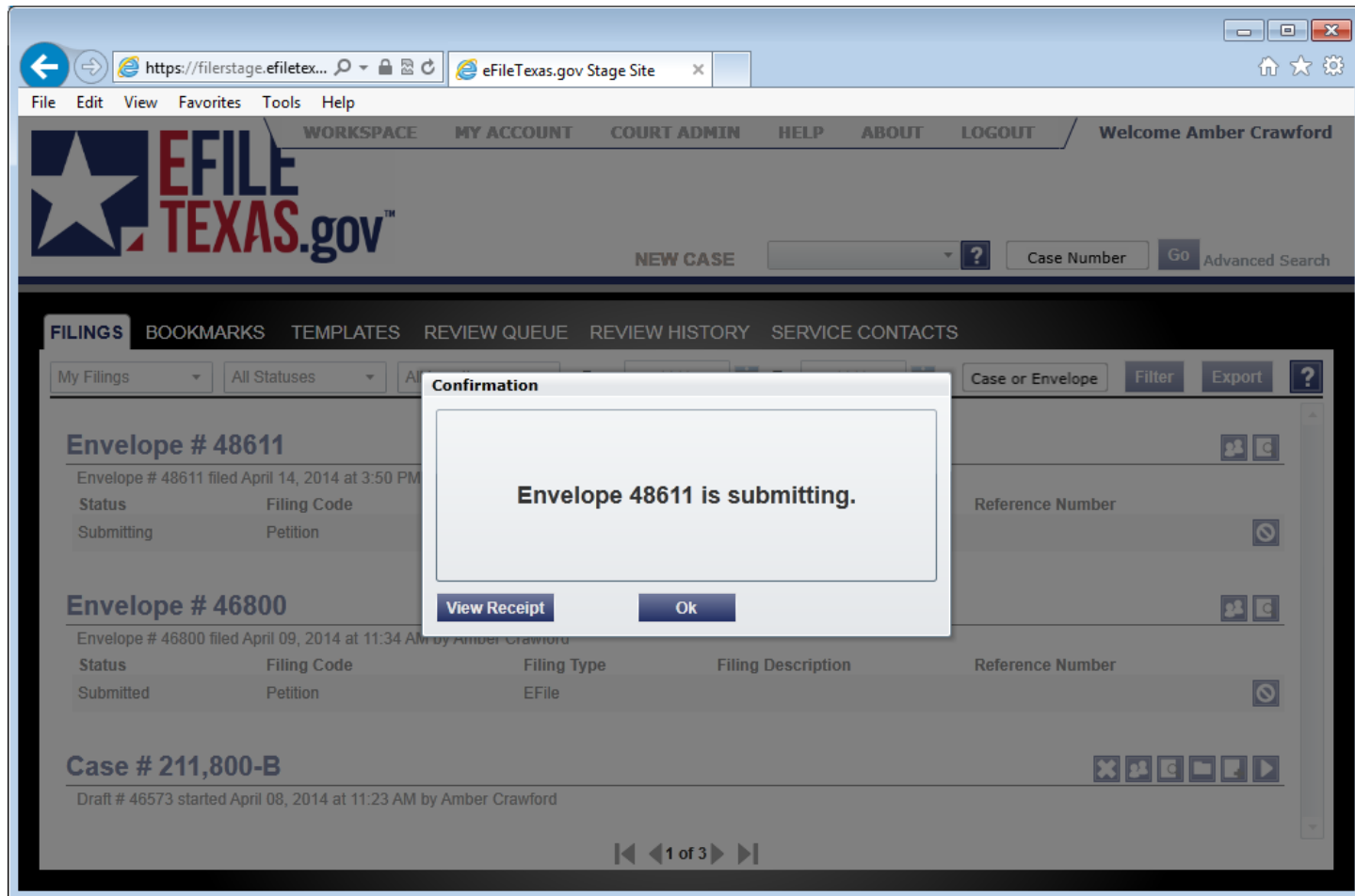
Filing Attorney Panel:

Filing Attorney

Buttons: "Edit" (multiple), "Submit" (bottom right).

Once the document is submitted you will receive an “Envelope Number”

* If contacting the Court regarding a filing, the envelope number must be provided.



If you are attempting to file into a case that has been filed by another firm, you can perform the search here. Select court and enter case number and select “Go”.

The screenshot displays the eFileTexas.gov Stage Site interface. The browser address bar shows the URL <https://filerstage.efiletex...>. The page header includes navigation links: WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT. A welcome message for Amber Crawford is visible. The main navigation bar features the EFILE TEXAS.gov logo and a search section with a dropdown menu, a 'Case Number' input field, and a 'Go' button. Red arrows point to these elements. Below the search bar, there are tabs for FILINGS, BOOKMARKS, TEMPLATES, REVIEW QUEUE, REVIEW HISTORY, and SERVICE CONTACTS. The FILINGS tab is active, showing a list of filings with filters for My Filings, All Statuses, All Locations, and date ranges. The list includes three entries: Envelope # 46800, Case # 211,800-B, and Case # RE-Testing File Mark. Each entry has a table of details and a set of icons for actions.

NEW CASE [Dropdown] [?] Case Number [Input] Go [Button] Advanced Search [Link]

FILINGS BOOKMARKS TEMPLATES REVIEW QUEUE REVIEW HISTORY SERVICE CONTACTS

My Filings [Dropdown] All Statuses [Dropdown] All Locations [Dropdown] From mm/dd/yyyy [15] To mm/dd/yyyy [15] Case or Envelope [Dropdown] Filter [Button] Export [Button] [?]

Envelope # 46800 [Icons]

Envelope # 46800 filed April 09, 2014 at 11:34 AM by Amber Crawford

Status	Filing Code	Filing Type	Filing Description	Reference Number
Submitted	Petition	EFile		

Case # 211,800-B [Icons]

Draft # 46573 started April 08, 2014 at 11:23 AM by Amber Crawford

Case # RE-Testing File Mark [Icons]

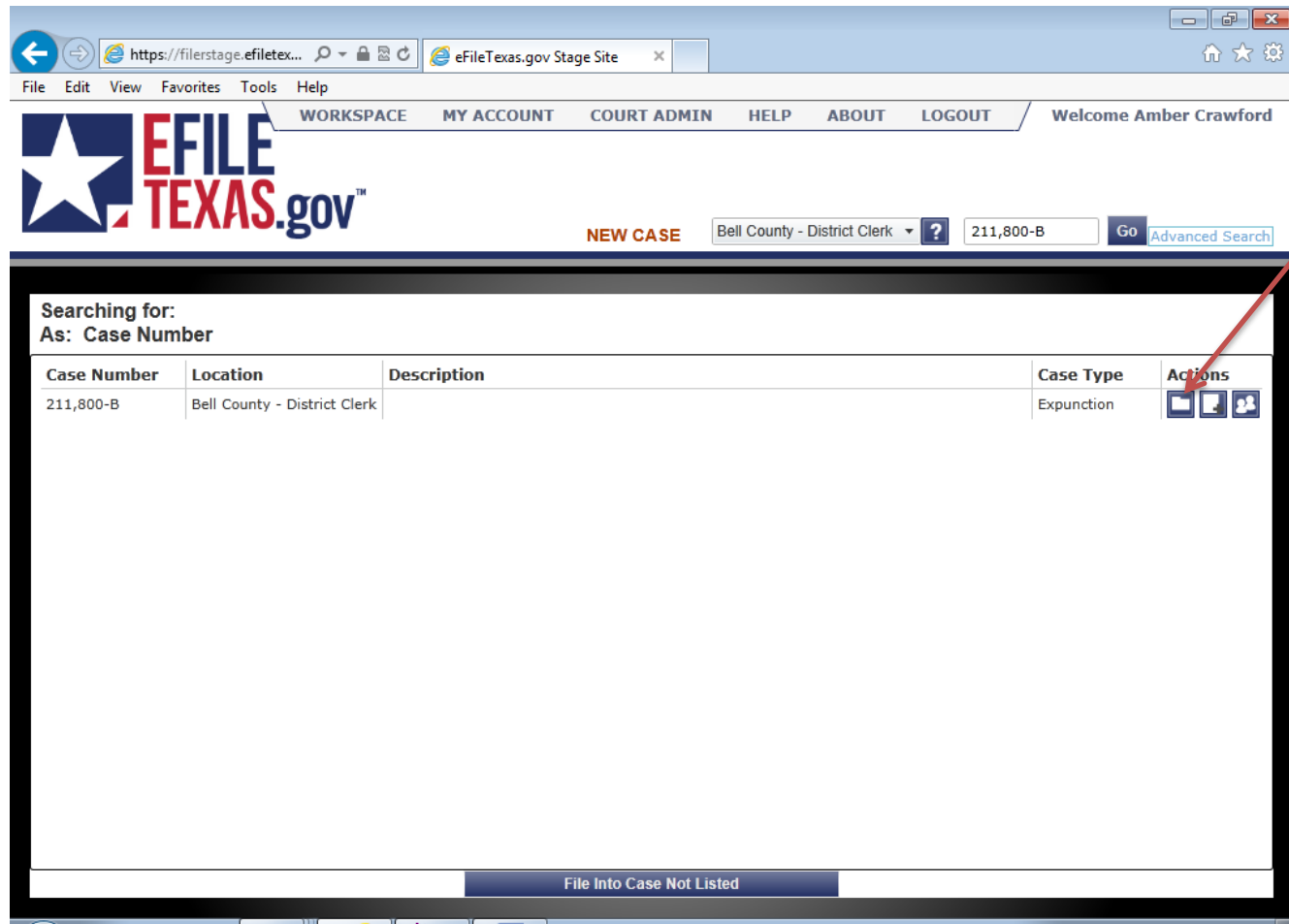
Envelope # 46200 filed April 04, 2014 at 9:45 AM by Amber Crawford

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	(Title IV-D OAG Use Only) Interst	EFile		




1 of 3

To file into a case that was filed by another firm you will select “File into this Case”.

This search is open to all counties that provide e-filing at this time



The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays <https://filerstage.efiletex...>. The site header includes the eFILE TEXAS.gov logo and navigation links: WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT. A user greeting "Welcome Amber Crawford" is visible. Below the header, there is a "NEW CASE" button and a search bar with "Bell County - District Clerk" selected in the dropdown, "211,800-B" entered, and a "Go" button. An "Advanced Search" link is also present. The search results section shows "Searching for: As: Case Number". A table displays the search results:

Case Number	Location	Description	Case Type	Actions
211,800-B	Bell County - District Clerk		Expunction	  

A red arrow points to the "File into this Case" button in the Actions column. At the bottom of the page, a message states "File Into Case Not Listed".

If you are attempting to file into a case that was filed by your firm you will select
“File into this Case”

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays <https://filerstage.efiletex...>. The page header includes navigation links: WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT. A welcome message reads "Welcome Amber Crawford".

The main content area is titled "FILINGS" and includes a search bar with filters: My Filings, All Statuses, All Locations, From mm/dd/yyyy 15, To mm/dd/yyyy 15, Case or Envelope, Filter, and Export. A "NEW CASE" button is also visible.

The list of filings includes:

- Envelope # 46800**: Envelope # 46800 filed April 09, 2014 at 11:34 AM by Amber Crawford. Status: Submitted, Filing Code: Petition, Filing Type: EFile.
- Case # 211,800-B**: Draft # 46573 started April 08, 2014 at 11:23 AM by Amber Crawford.
- Case # RE-Testing File Mark**: Envelope # 46200 filed April 04, 2014 at 9:45 AM by Amber Crawford. Status: Accepted, Filing Code: (Title IV-D OAG Use Only) Interst, Filing Type: EFile.

A red arrow points to the "File into this Case" button (represented by a person icon) for Case # RE-Testing File Mark.

Once filing into to a case you will have the options to add a party/parties if needed here by selecting “Add Party”.

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays 'https://filerstage.efiletex...' and the page title is 'eFileTexas.gov Stage Site'. The user is logged in as 'Amber Crawford'. The main navigation bar includes 'WORKSPACE', 'MY ACCOUNT', 'COURT ADMIN', 'HELP', 'ABOUT', and 'LOGOUT'. The case details are 'Case 211,800-B', 'Bell County - District Clerk', and 'Expunction'. The 'Parties' tab is selected, showing a table with two entries: Plaintiff (Chris King) and Defendant (Ann King). A red arrow points to the 'ADD PARTY' button. Below the table, the 'ADD PARTY' form is visible, showing 'Party Type: Plaintiff' and 'Party Name: Chris King'. The 'Attorney' field is a dropdown menu. The 'Exit' and 'Filings' buttons are at the bottom.

Party Type	Name	Attorney
Plaintiff	Chris King	
Defendant	Ann King	

ADD PARTY

Party Type: Plaintiff
Party Name: Chris King

Attorney

Exit Filings

“Filing Codes” are expanded when filing into a case that has been established.

*These codes were established by the OCA for standardized codes in all 254 counties, so no matter what county you file in all codes will be the same.

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays "https://filerstage.efiletex..." and "eFileTexas.gov Stage Site". The navigation menu includes "WORKSPACE", "MY ACCOUNT", "COURT ADMIN", "HELP", "ABOUT", "LOGOUT", and a welcome message "Welcome Amber Crawford".

The main content area is titled "Case 211,800-B Bell County - District Clerk - Expunction". Below this, there are four tabs: "1 Parties", "2 Filings", "3 Service Contacts", and "4 Summary". The "2 Filings" tab is active.

The "Enter Filing Details" section contains a dropdown menu for "Select Filing Code*" with the following options: "Answer/Response/Contest", "Affidavit of Indigency", "Amended Filing", "Answer/Response/Contest" (highlighted), "Bond (\$4.00)", "Counter Claim/Intervention/Third Party (\$65.00)", "Filing of Action other than Original (LGC 118.054)", "Motion (No Fee)", "Motion for Contempt (\$65.00)", "Motion for Enforcement (\$65.00)", "Motion for New Trial (\$65.00)", "Motion to Modify (LGC 118.054)", and "Motion to Withdraw (\$65.00)". To the right of the dropdown are checkboxes for "EFile" and "Service", both of which are checked.

Below the dropdown is a "Documents" section with a "Lead Document*" field and a "Click to Browse" button. At the bottom left, there is a "Parties" button.

The "Fees" section on the right shows a table with the following entries:

Answer/Response/Contest	
Filing Fee	\$4.00
Total this Filing	\$4.00
Envelope Total \$4.00	

The "Payment" section includes a "Payment Account*" dropdown, a "Filer Type*" dropdown set to "Not Applicable", and a "Party Responsible for Fees*" dropdown.

The "Filing Attorney" section includes a "Filing Attorney" dropdown.

At the bottom right, there is a "Service" button.

If you would like to file multiple documents you may select
“Add Another Filing” to upload an additional document.
You may upload as many documents as needed by using this selection

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays <https://filerstage.efiletex...>. The navigation menu includes **WORKSPACE**, **MY ACCOUNT**, **COURT ADMIN**, **HELP**, **ABOUT**, and **LOGOUT**. The user is logged in as **Welcome Amber Crawford**.

The main content area shows the case details: **Case 211,800-B**, **Bell County - District Clerk**, and **Expunction**. The navigation tabs are **1 Parties**, **2 Filings**, **3 Service Contacts**, and **4 Summary**.

The **Enter Filing Details** form is displayed. A red arrow points to the **Add Another Filing** button. The form includes the following sections:

- Select Filing Code***: A dropdown menu showing **Answer/Response/Contest**. Checkboxes for **EFile** and **Service** are present.
- Filing Description**: A text input field.
- Reference Number**: A text input field with a placeholder **Firm client re-bill or case tracking #**.
- Optional Services**: A list of services with checkboxes, including **Petition Fee (26-100 Plaintiffs) (\$50.00)**, **Petition Fee (501-1000 Plaintiffs) (\$100)**, and **Sheriff's / Constable Service Fee (Per F**. Buttons **Add →** and **← Remove** are provided.
- Selected Optional Services**: A text area for listing selected services.
- Documents**: A section for uploading documents, including a **Lead Document*** field with a **Click to Browse** link.

The right sidebar contains the following sections:

- Fees**: A table showing the filing fee structure.

Answer/Response/Contest	
Filing Fee	\$4.00
Total this Filing	\$4.00
<hr/>	
Envelope Total	\$4.00
- Payment**: Includes a **Payment Account*** dropdown, a **Filer Type*** dropdown (set to **Not Applicable**), and a **Party Responsible for Fees*** dropdown.
- Filing Attorney**: A dropdown menu for selecting the filing attorney.

At the bottom of the form, there are buttons for **Parties** and **Service**.

If additional services are required add them at this time using “Optional Services”

* If you are requesting a citation **you must pay** for copies to be attached *

The screenshot displays the eFileTexas.gov Stage Site interface. The browser address bar shows the URL <https://filerstage.efiletex...>. The page header includes navigation links: WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, and LOGOUT. A welcome message for Amber Crawford is visible.

The main content area is titled "Enter Filing Details" and includes a tabbed interface with "Parties", "Filings", "Service Contacts", and "Summary". The "Filings" tab is active.

The "Enter Filing Details" form contains the following sections:

- Select Filing Code***: A dropdown menu with "Answer/Response/Contest" selected. Checkboxes for "EFile" and "Service" are checked.
- Filing Description**: A text input field.
- Reference Number**: A text input field with a placeholder "Firm client re-bill or case tracking #".
- Optional Services**: A list of services with checkboxes, including "Petition Fee (26-100 Plaintiffs) (\$50.00)", "Petition Fee (501-1000 Plaintiffs) (\$100)", "Sheriff's / Constable Service Fee (Per F", and "Sheriff's / Constable Service Fee (Per F".
- Selected Optional Services**: A text input field.
- Documents**: A section with a "Lead Document*" label and a "Click to Browse" link.

On the right side of the form, there are sections for "Fees", "Payment", and "Filing Attorney".

Fees: A table showing the filing fee and total.

Answer/Response/Contest	
Filing Fee	\$4.00
Total this Filing	\$4.00
Envelope Total	\$4.00

Payment: A section for "Payment Account*" with a dropdown menu and a "Filer Type*" dropdown menu set to "Not Applicable".

Filing Attorney: A section for "Filing Attorney" with a dropdown menu.

At the bottom of the form, there are buttons for "Parties" and "Service".

“Service Contacts” is associated with certificate of service or can be used to email courtesy copies to anyone of your choice as long as the email address is provided at this time.

The screenshot displays the eFileTexas.gov Stage Site interface. The browser address bar shows the URL <https://filerstage.efiletex...>. The page header includes navigation links: **WORKSPACE**, **MY ACCOUNT**, **COURT ADMIN**, **HELP**, **ABOUT**, and **LOGOUT**. A user greeting "Welcome Amber Crawford" is visible on the right.

The main content area is titled "Case 211,800-B Bell County - District Clerk - Expunction". Below this, there are four tabs: **1 Parties**, **2 Filings**, **3 Service Contacts** (which is the active tab), and **4 Summary**.

The "Service Contacts" tab contains the heading "Select Contacts to Receive Service for this Envelope". Below this heading is a list of checkboxes for selecting contacts:

- ☒ Select All Service Contacts
- ☐ Defendant: Ann King
- ☐ Plaintiff: Chris King
- ☐ Other Service Contacts

Below the list, there are three buttons: **Add New**, **Add From Master List**, and **Add From Public List**. A text input field is located below these buttons.

At the bottom of the form, there is a checkbox labeled "Save Contact in My Firm Master Service List" and a **Filings** button. A **Summary** button is located in the bottom right corner of the main content area.

This page is a summary page for you to review if any changes need to be made you may still make them at this point with the “edit” button. Once reviewed and ready to file, select “Submit” to send to the court.

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays "https://filerstage.efiletex..." and "eFileTexas.gov Stage Site". The navigation menu includes "WORKSPACE", "MY ACCOUNT", "COURT ADMIN", "HELP", "ABOUT", "LOGOUT", and "Welcome Amber Crawford".

The main content area is titled "Case 211,800-B Bell County - District Clerk - Expunction". Below this, there are four tabs: "1 Parties", "2 Filings", "3 Service Contacts", and "4 Summary" (which is highlighted).

Parties section:

Party Type	Name	Address	Phone	Attorney
Plaintiff	Chris King			
Defendant	Ann King			

Filings section:

Filing Code	Filing Description	Reference Num	Filing Type
Answer/Response/Contest			EFileAndServe

Lead Document	File Name	Status	Security
	Request for Service Test.pdf	Ok	Public

Service Contacts section:

Name (Email)	Service Type
<input checked="" type="checkbox"/> Defendant: Ann King	
<input checked="" type="checkbox"/> J G (amber.crawford@co.bell.tx.us)	EServe
<input type="checkbox"/> Plaintiff: Chris King	

Payment section:

Payment Account*
Test Master Card

Filer Type*
Not Applicable

Party Responsible for Fees*
Chris King

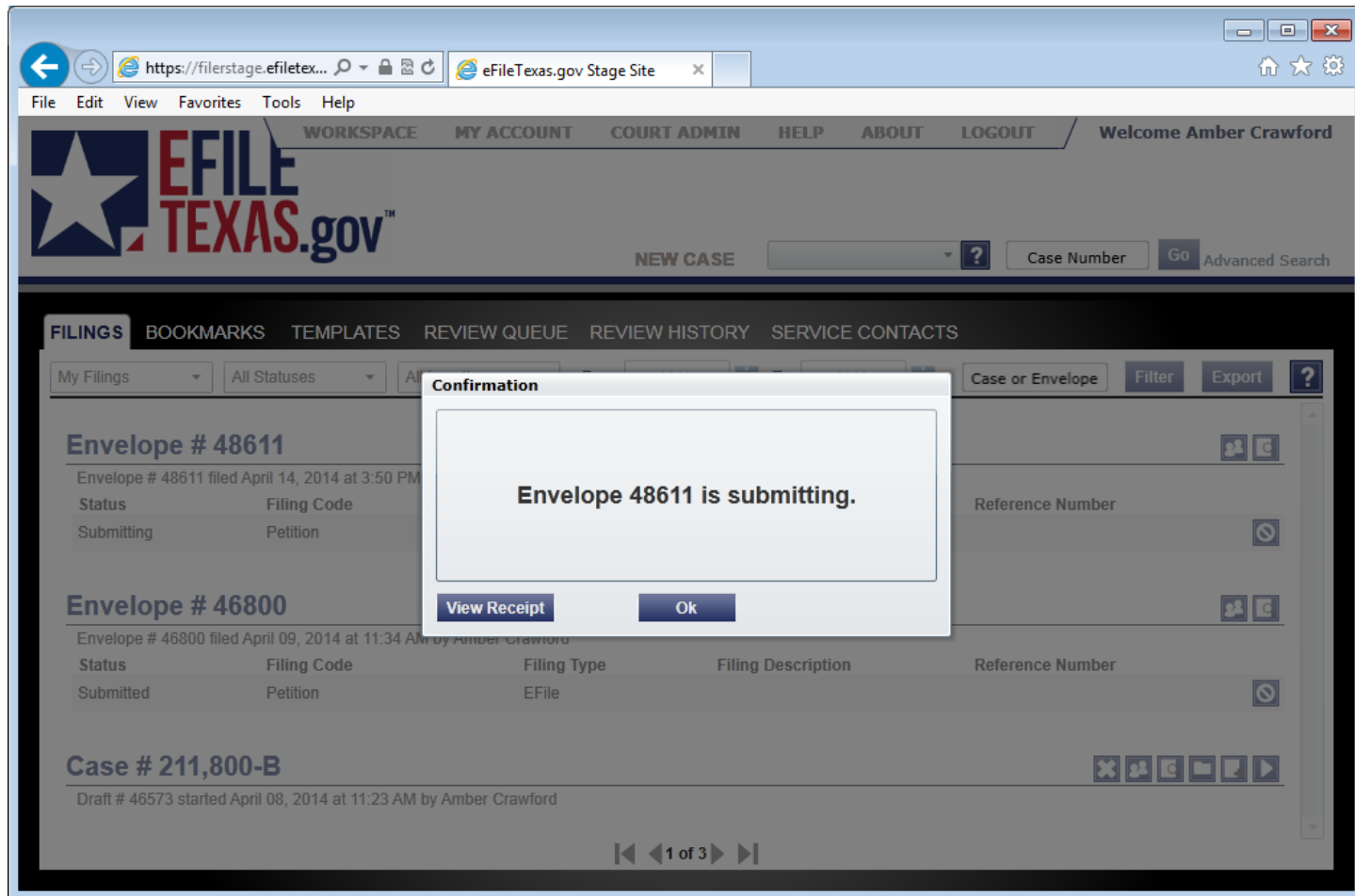
Filing Attorney section:

Filing Attorney
[Dropdown menu]

At the bottom right, there is a "Submit" button, which is highlighted by a red arrow.

Once the document is submitted you will receive an “Envelope Number”

- * All filings are provided a new envelope number once submitted.
- * If contacting the Court regarding a filing, the envelope number must be provided.



Once submitted you can still cancel the filing as long as the court has not accepted the filing by selecting “Cancel”. If the filing is canceled the filing will be removed from the courts queue to be worked.

The screenshot shows the eFileTexas.gov Stage Site interface. The browser address bar displays "https://filerstage.efiletex..." and "eFileTexas.gov Stage Site". The navigation bar includes links for "WORKSPACE", "MY ACCOUNT", "COURT ADMIN", "HELP", "ABOUT", and "LOGOUT". The user is logged in as "Amber Crawford".

The main content area displays a list of filings under the "FILINGS" tab. The list includes:

- Envelope # 46800**: Filed April 09, 2014 at 11:34 AM by Amber Crawford. Status: Submitted. Filing Code: Petition. Filing Type: EFile. A red arrow points to a "Cancel" icon (a circle with a diagonal line) in the right column of the table.
- Case # 211,800-B**: Draft # 46573 started April 08, 2014 at 11:23 AM by Amber Crawford.
- Case # RE-Testing File Mark**: Envelope # 46200 filed April 04, 2014 at 9:45 AM by Amber Crawford. Status: Accepted. Filing Code: (Title IV-D OAG Use Only) Interst. Filing Type: EFile.

The interface includes a search bar with "NEW CASE" and "Case Number" fields, and a "Go" button. There are also filters for "My Filings", "All Statuses", "All Locations", and date ranges. The bottom of the page shows a pagination indicator "1 of 3".