



# Filing an Original Petition in TexFile

## Example Original Petition:

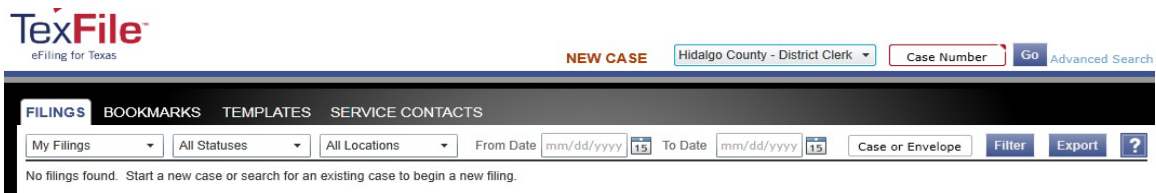
CAUSE No. \_\_\_\_\_

MARAI GUERRA AND ISIDRO GUERRA	*	IN THE DISTRICT COURT
	*	
	*	
V	*	_____ JUDICIAL DISTRICT
	*	
	*	
WILLIAN ALLWAYS, M.D.	*	HIDALGO COUNTY, TEXAS

### PLANTIFF’S ORIGIANL PETITION

From your work station:

1. **Select** the jurisdiction from the drop down window.
2. **Select** **New Case**





The TexFile original petition eFiling consists of four screens.

## 1. Case Information Screen

**1. A. Selection Location:** select jurisdiction from the drop down window.

**1. B. Select Category:** Civil, Family (categories set by the jurisdiction).

**1. C. Select Case Type:** This is usually the basis of the suit, i.e. Injury, Contract Dispute, Divorce (categories set by the jurisdiction).

**1. D. Filing Attorney:** select from the drop down window. This list is populated by your firm.

**1. E. Payment Account:** select from the drop down window. This list is populated by your firm.

A screenshot of the 'Enter the Details for the New Case' form. The breadcrumb trail at the top reads 'Hidalgo County - District Clerk - Injury or Damage - Medical Malpractice (OCA)'. Below this is a navigation bar with four tabs: '1 Case Information' (active), '2 Parties', '3 Filings', and '4 Summary'. The main heading is 'Enter the Details for the New Case' with a help icon. A note states 'Required fields are bold and have an asterisk (\*)'. The form contains five dropdown menus: 'Select Location\*' (Hidalgo County - District Clerk), 'Select Category\*' (Civil), 'Select Case Type\*' (Injury or Damage - Medical Malpractice (OCA) (\$257.00)), 'Filing Attorney' (Aizar Karam, Jr.), and 'Payment Account\*' (Court File America). At the bottom left is an 'Exit' button and at the bottom right is a 'Parties' button.



## 2. Parties Screen

The TexFile system requires the plaintiff to enter all the initial plaintiffs and defendants. This allows the jurisdiction's Case Management System to be populated when it accepts the e filing.

The default is the Plaintiff (it is highlighted).

1. Select whether person or business.
2. Enter business name or first & last of person (address not required)
3. Select filing attorney

The text will appear simultaneously as you type it. No need to "enter".

Next move the cursor to highlight defendant.

1. Person or business
2. Business name and first & last name
3. The address of the defendant is required.
4. You do not know the name of the defendant's attorney, so it is blank



If there are multiple plaintiffs and/or defendants, select **ADD PARTY**.

In the example case there are two plaintiffs.

1. **Party Type:** select from drop down window.
2. Select whether person or business.
3. Enter business name or first & last of person
- 3A. Enter address if adding a defendant
3. Select filing attorney if adding a plaintiff.

The text will appear simultaneously as you type it. No need to “enter”.

Hidalgo County - District Clerk - Injury or Damage - Medical Malpractice (OCA)

1 Case Information 2 Parties 3 Filings 4 Summary

Party Type	Name	Attorney
Plaintiff	Marai Guerra	Aizar Karam, Jr.
Defendant	William Allways, MD	
Plaintiff	Isidro Guerra	Aizar Karam, Jr.

**ADD PARTY**

Party Type\*  
Defendant

Person  Business

Attorney

First Name\*  
William

Middle

Last Name\*  
Allways, MD

Country\*  
United States of America

Address Line 1\*  
401 Main Suite 100

Address Line 2

City\*  
Mission

State\*  
Texas

Zip Code\*  
78126

Phone

Case Information Filings



### 3. Filings Screen

#### 3. A. Enter Filing Details

**3. A. 1. Select Filing Code:** The filing codes are populated by the jurisdiction into which you are efileing.

**3. A. 2. Filing Description:** This is free hand text to type in the title of the document that you are efileing.

**3. A. 3. Reference Number:** This is the client/matter number.

Hidalgo County - District Clerk - Injury or Damage - Medical Malpractice (OCA)

① Case Information ② Parties ③ Filings ④ Summary

#### Enter Filing Details

[Add Another Filing](#)

**Select Filing Code\***

EFile

Filing Description

Reference Number

Firm client re-bill or case tracking #

Documents

Filing Comments

Courtesy Copies ⓘ

**Fees**

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

Envelope Total

**Payment**

**Payment Account\***

Court File America

**Party Responsible for Fees\***

Marai Guerra

**Filing Attorney**

Filing Attorney

Aizar Karam, Jr.



**3. A. 4.** By selecting a *Filing Code* that requires **Optional Services** that field will then open. An original petition requires performance of and payment for two or three additional Clerk functions:

1. Issuance of Citation(s)...enter number of citations
2. Copy(s) Pleading to go with Citation for service....total number of pages (number of citations time number of pages in the pleading)
3. Constable Process Service, if desired.

Highlight desired service/fee and select **ADD**

Hidalgo County - District Clerk - Injury or Damage - Medical Malpractice (OCA)

① Case Information ② Parties ③ Filings ④ Summary

**Select Filing Code\***

Original Petition (OCA)  EFile

Filing Description

Reference Number

Firm client re-bill or case tracking #

Optional Services

Citation - USA/Secretary of State or Commis	Add →	Selected Optional Services
Copy Fee - \$1 Per Page (Enter Number of F		
Issuance - Citation (\$8.00)		
Jury Demand (\$30.00)		
Service - By Sheriff (\$70.00)		

← Remove

Documents

The screen will then ask how many citations or pages to calculate the correct charge to be paid with the efile. Enter the number and select **OK**.

**Select Filing Code\***

Original Petition (OCA)  EFile

Filing Description

Reference Number

Firm client re-bill or case tracking #

Optional Services

Citation - USA/Secretary of State or	Add →	Selected Optional Services
Copy Fee - \$1 Per Page (Enter Number		
Issuance - Citation (\$8.00)		
Jury Demand (\$30.00)		
Service - By Sheriff (\$70.00)		

← Remove

Documents

**Fee Multipliers**

Issuance - Citation - Enter a quantity

1

Cancel Ok



**3. A. 5. Documents** Now you attach your documents to the e filing. The Lead is the primary document. Place your cursor on *Click to Browse* and click to open your computer.

**NOTE: (1) Remember pleading, plea, motion or order must be text searchable PDF; attachments/exhibits, i.e. invoices (do not have to be OCR'ed).**

**(2) Be familiar with the Supreme Court of Texas' e filing rules and the local rules of your target jurisdiction.**

**(3) A single e filing can not be over 35 MB and a single document can not be over 35 MB.**

Find your Lead document and select *Open* to attach it to the e filing.

The screenshot displays the Court File America e-filing interface. On the left, a Windows Explorer window titled 'Documents library' is open, showing a list of folders including Adobe, DOWNLOAD, Downloads, DPE, Intuit, My Albums, My eBooks, My Scans, and NovaBACKUP. The 'Open' button is highlighted. Below the Explorer window, the e-filing form is visible, showing a 'Lead Document\*' field with a 'Click to Browse' button. To the right, a payment summary is displayed, including the following table:

Original Petition (OCA)		
Filing Fee		\$0.00
Issuance - Citation		\$8.00
Copy Fee - \$1 Per Page		\$6.00
Total this Filing		\$14.00
Case Initiation Fee		\$257.00
Convenience Fee		\$7.83
Envelope Total		\$278.83

Below the payment summary, the 'Payment' section shows 'Payment Account\*' set to 'Court File America' and 'Party Responsible for Fees\*' set to 'Marai Guerra'. The 'Filing Attorney' section shows 'Filing Attorney' set to 'Aizar Karam, Jr.'. At the bottom of the form, there are 'Parties' and 'Summary' buttons.



Your Lead document will upload to your efilings. The **Description** is the title that you gave your document when you saved it as a pdf .

**Security:** Select the level of security for your document from the drop down window.

Hidalgo County - District Clerk - Injury or Damage - Medical Malpractice (OCA)

1 Case Information 2 Parties 3 Filings 4 Summary

Plaintiff's Original Petition	
Reference Number	18.001
Optional Services	Selected Optional Services
Citation - USA/Secretary of State or Commission (1 x \$8.00)	Issuance - Citation (1 x \$8.00)
Jury Demand (\$30.00)	Copy Fee - \$1 Per Page (Enter Number of Pages)
Service - By Sheriff (\$70.00)	
Service - Certified Mail (\$70.00)	
Service - Publication/Posting (Civil) (\$70.00)	
Documents	
<b>Lead Document*</b>	prayer.pdf 223.3 kb
Description	prayer.pdf
Security	Public
Attachments	Click to Browse
Filing Comments	Hold for Private Process Service
Courtesy Copies	

Case Initiation Fee	\$257.00
Convenience Fee	\$7.83
<b>Envelope Total</b>	<b>\$278.83</b>

**Payment**

Payment Account\*  
Court File America

Party Responsible for Fees\*  
Marai Guerra

**Filing Attorney**

Filing Attorney  
Aizar Karam, Jr.

Parties Summary

If you have attachments, you now add them by placing your cursor in *Click to Browse* after **Attachments**. This will re-open your computer. Find your attachment(s) and add by following the above steps for the Lead document. Select from the Security drop down.

Continue until you have added all attachments to your efilings.

**3. A. 6. Filing Comments** is free hand text for any instructions or notations you wish to make with the efilings, i.e. "Hold for Private Process Service".





**3. B. Fees** The shows the fees you have incurred for making this e filing.

**3. C. Payment** If this does not pre-populate from you firm's data base, make the selection. Your client is the Party Responsible for the Fees.

**3. D. Filing Attorney** This should pre-populate from entering Parties.

## 4. Summary

Select **Edit** if you wish to return to prior screens for additions or changes.

If you are comfortable with your e filing select **Submit**.

Hidalgo County - District Clerk - Injury or Damage - Medical Malpractice (OCA)

① Case Information ② Parties ③ Filings ④ Summary

### Envelope and Filing Summary

**Case Information** Edit  
Location: Hidalgo County - District... Filing Attorney: Aizar Karam, Jr.  
Case Category: Civil Payment Account: Court File America  
Case Type: Injury or Damage - Medical...  
Date Filed:

**Parties** Edit

Party Type	Name	Address	Phone	Attorney
Plaintiff	Marai Guerra			Aizar Karam, Jr.
Defendant	William...	401 Main Suite 100 Mission, TX 78126		
Plaintiff	Isidro Guerra			Aizar Karam, Jr.

**Filings** Edit

Filing Code	Filing Description	Reference Numb	Filing Type
Original Petition (OCA)	Plaintiff's Original Petition	18.001	EFile

Lead Document	File Name	Status	Security
	prayer.pdf	Ok	Public

Filing Comment Hold for Private Process Service

**Fees**

Original Petition (OCA)

Filing Fee	\$0.00
Issuance - Citation	\$8.00
Copy Fee - \$1 Per Page	\$6.00
<b>Total this Filing</b>	<b>\$14.00</b>

Case Initiation Fee \$257.00  
Convenience Fee \$7.83  
**Envelope Total \$278.83**

**Payment**

Payment Account\*  
Court File America

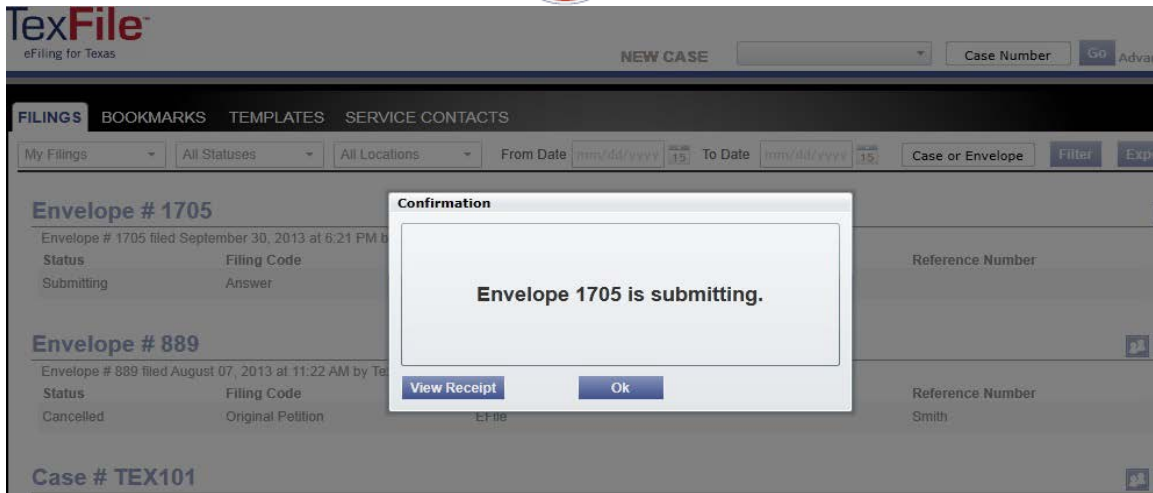
Party Responsible for Fees\*  
Marai Guerra

**Filing Attorney**

Filing Attorney  
Aizar Karam, Jr.

Filings Submit

You will receive **Confirmation** that your e filing is submitting. Each e filing receives a unique **Envelope Number**.



**View Receipt:** The receipt format is below

[Print this Page](#)

## Envelope 1705

### Case Information

Location	Hidalgo County- District Clerk
Date Filed	
Case Number	
Case Description	
Assigned to Judge	
Attorney	Name
Firm Name	Firm Name
Filed By	Texas Welsh

### Fees

Convenience Fe	\$ 7.92
Total Court Fee	\$ 257.00
Total Court Filing Fees	\$17.00
Grand Total	\$281.92

### Payment

Account Name	Court File America
Transaction amount	\$281.92
Transaction ID	

### Filing Code

Filing Type	EFile
Filing Code	Original Petition (OCA)
Filing Description	Plaintiff's Original Petition
Reference Number	18.01
Comments	Please hold for private process service
Status	Submitting

### Documents

Lead Document	prayer.pdf	<a href="#">[Original]</a> click to view
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Plus you will receive a **confirmation email**:

**From:** [no-reply@txcourts.gov](mailto:no-reply@txcourts.gov)  
**Sent:** Date  
**To:** Texas Welsh (filer)  
**Subject:** Submitted Filing Notification Envelope 1705

This is a Submitted Filing Notification for Envelope 1705

Filing Code: Original Petition

Filing Type: (EFile)

Date Submitted: date and time

**Upon the courts acceptance** of your efileing you will receive an email with a link to a copy of the time stamped document.

**From:** [no-reply@txcourts.gov](mailto:no-reply@txcourts.gov)  
**Sent:** Date  
**To:** Texas Welsh (filer)  
**Subject:** **Accepted** Filing Notification for Case No. C-8412-12-I ( Maria and Isidro Guerra v William Allways, MD)

This is **Accepted** Filing Notification for Case No. C-8412-12-I ( Maria and Isidro Guerra vs William Allways, MD)

Case: ( Maria and Isidro Guerra  
vs  
William Allways, MD)

Filing Code: (Original Petition (OCA))

Filing Type: (EFile)

Date Submitted: date and time

Date Accepted: date and time

[View Document](#) click to view file stamped copy

This link will remain active for 30days.



**NOTE:** if the e filing had been rejected, under the Date Rejected would be *Rejected Comment* which would explain the Clerk's reason for rejection.