

The Gender Affirmation Project
Texas Law Mithoff Pro Bono Program
Fall 2020

Instructions for eFiling:

SIGNING YOUR DOCUMENTS

1. You can print, sign, and scan your documents, or you may sign digitally.
 - a. If you are signing digitally, we suggest saving your documents (Court Documents and optional Statement of Inability to Pay Court Costs) in PDF form and using the Adobe Fill & Sign app. However, if using the app, we suggest using the option to add regular text and typing “/s/ [name of signatory]” rather than using the digital signature option, which may lock the document in a secure format unreadable by Travis County software.
2. Sign and date your Petition and SOI (if submitting). If filing for a minor over age 10, the minor may sign the additional statement of the minor’s consent using their chosen name.
3. You should not fill out any fields on the Order or sign the order. If you are petitioning for a minor, sign the additional “approved as to form and substance” fields only.

SETTING UP AN E-FILING ACCOUNT

1. The filer must first register with an eFiling service provider: <https://efiletexas.gov/>
2. During the registration process, you will need to set up a payment account. There are two types: credit card and waiver. The fee for a Name and/or Gender Marker Change Petition is \$297.00
 - a. For those who paying for the applications, you just need to have a credit card on file.
 - b. For those filing a ‘Statement of Inability to Pay Court Costs...’, select “Statement of Inability to Pay Costs” as the payment account.
3. Once your account is set up and you are signed in, select ‘**Start a New Case**’ on the home screen.
4. A series of boxes will appear and need to be filled out as laid out below:

CASE INFORMATION

1. Location: Travis County – District Clerk
2. Category: Family/Juvenile – Other Family Law
3. Case Type: Other - \$297.00
4. Save Changes

PARTY INFORMATION

1. Petitioner: Applicant’s information (Name, Address, Phone number)
2. Lead Attorney: Pro Se
3. Respondent: Add Petitioner’s first and last name
4. Save Changes

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FILINGS

1. Filing Type: EFile
2. Filing Code: Petition
3. Filing Description: (skip)
4. Reference Number: (skip)
5. Filing Comments: (skip)
6. Courtesy Copies: (skip)
7. Lead Document: Upload the Application for Name and/or Gender Change. (The petition and exhibits should be uploaded all as one document with the petition and order first and any attachments (letters, fingerprints, proposed order, etc.) scanned behind).
8. Security: Contains Sensitive Data
9. Attachments: Optional (Only use if the attachments were saved separately, the Petitioner can use this option to upload attachments.)
10. Save Changes

STAMENT OF INABILITY TO PAY COURT COSTS (only if applying for waiver)

1. Scroll back to the top of the FILINGS box and click +Add Another Filing
2. Filing Type: EFile
3. Filing Code: Affidavit of Indigency
4. Filing Description: (skip)
5. Reference Number: (skip)
6. Filing Comments: (skip)
7. Courtesy Copies: (skip)
8. Lead Document: Upload Statement of Inability to Pay Court Costs.
9. Security: Contains Sensitive Data
10. Save Changes

OPTIONAL SERVICES

Skip

FEES

1. Payment Account: Filer will select the payment account they set-up during registration (credit card or Waiver)
2. Filing Attorney: (skip)
3. Filer Type: (Skip)
4. Save Changes

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Click SUMMARY button. DO NOT Save as Draft

Review your Envelope

SUBMIT

System message: "Once the Envelope is submitted, it will come to our office for review. We will process the petition, assign a case number and court, and send an acceptance email to the filer with a link to retrieve their file stamped copy. This is usually done within 24 hours. If you have submitted all your paperwork and the proposed order for the judge, our office will forward up to the court administrators office for signature by an available judge. Once signed, the clerks office will contact you to make arrangements for payment of your certified copies."

FOLLOW-UP

You should receive an email within a day or two confirming submission of your documents or instructing you to re-submit. If you do not receive a notice that your filing has been accepted, try calling the Clerk's office to check if they would like you to re-submit.

Once your filing is approved, it can take a few weeks to receive a signed order. You should receive an email when an order is signed.

If your filing is not approved or your order is taking longer than expected to be signed, it may help to call the District Clerk's office to check that your documents were properly received. You can also reach out to us at genderintegrity@law.utexas.edu if any issues arise.