

e-Filing Instructions to Create Payment Waiver Account for Indigent Client

When representing a SALSA client, you should not have to pay the court filing fees because the client should qualify for a waiver of those fees by meeting the indigency guidelines. Please note, you are never responsible to pay fees. If, for some reason, a waiver of the fees is not granted in your case, the client is wholly responsible for payment of all fees associated with the case.

To set up a Payment Waiver account for e-filing, login to your efile.txcourts.gov account:

1. Click on the orange “Actions” tab on the top right hand side of the page.
2. Select “Payment Accounts” from the dropdown menu.
3. Select “Add Payment Account.”
4. Under “Payment Account Name” type “Waiver.”
5. Under “Select Payment Account Type” select “Waiver.”
6. Save changes.
7. Go back to the main homepage to begin the e-filing process.
8. Select “Start a New Case.”
9. Attach your Affidavit of Inability to Pay as a lead document and your Legal Aid Certificate as an ancillary document.
10. Then file your Application or Petition as a subsequent lead document, followed by any other lead or ancillary documents that you need to file.
11. Be sure to include in the notes to the court that you are working with the San Antonio Legal Services Association to represent this client pro bono and have attached an Affidavit of Inability to Pay.
12. In the Fees section, select “Waiver” from the “Payment Account” dropdown menu.

If your filing is rejected, be sure to contact the court clerk to insure they received your Affidavit of Inability to Pay Court Costs and accompanying Certificate. The clerk will be able to answer any subsequent filing instructions.