



How to Initiate a Refund of the State Consolidated Fee

To refund the state consolidated fee:

1. Perform your local process for refunding the local consolidated fee
2. Create an email to efilefinancial@txcourts.gov with a subject of **State Fee Refund**
3. Include the statement "I confirm that we have refunded the local consolidated fee for envelope number *<put in the envelope number>*"
4. Include your signature line that includes your name, county, title, etc

From there, OCA will go to chase and void/refund the state amount. This process may take a day or two for the refund to post.