

The “E-Filing Hub” Makes its Debut at the 2nd Judicial District Court



In February 2016, the Second Judicial District Court Chief Judge, Patrick Flanagan, signed an Administrative Order requiring all civil jurisdiction cases to be electronically filed beginning May 1, 2016. To electronically file (e-file) documents, one must not only know how to use the court’s Eflex¹ system but must also have the ability to convert original documents into PDFs. To ensure a smooth transition, the Filing Office identified the need to adopt a hands-on approach to assisting self-represented litigants with e-filing. To support equal access to justice regardless of one’s technical means or abilities, the E-Filing Hub was opened in November 2016, to provide the public with e-filing assistance.

How it Works

After the E-Filing Hub staff assists each user with establishing an Eflex account, documents are scanned using a professional scanner. The PDFs created are automatically saved on a public drive to which all four E-Filing Hub computers have access. Court users are then assisted through the e-filing process. There is always a Filing Office employee available in the Hub to answer questions and guide users through the process.

The self-represented litigant response to the opening of the E-Filing Hub has been substantial. Over 900 people used the E-Filing Hub between January and July 2017.

Successes

The E-Filing Hub is a giant leap forward in preparation for future mandatory e-filing in all case types. E-Filing Hub users appreciate the ability to view and print documents in their cases and the immediate notifications when other parties file into their case. Access to their cases are available 24-hours a day/7 days a week.

The wide range of technical means and abilities of users cannot be overstated. It is surprising to learn how many users do not have ready access to computers and/or printers and only use small handheld devices to access court records. These users frequently utilize the E-Filing Hub for access. Also, there is a small percentage of users who have no means to e-file. To remedy this, a process has been established through which users can apply to be exempt from mandatory e-filing.

As is always the challenge with any court-provided support, we are striving to expand our assistance to encompass both helping the user to complete a task and providing assistance that fosters future independence.

For more information about the E-Filing Hub, please contact Michelle Purdy, Filing Office Program Manager, at 775-328-3107 or michelle.purdy@washoecourts.us.

¹ Web-based electronic filing (e-filing) system available 24/7 for the filing of documents. The system allows users to file documents; pay for civil filings; view and print electronic versions of documents and docket sheets; and receive electronic notifications when other parties or participants file to your cases.