



# Second Judicial District Court

**Department Title:** Filing Office

**Manager:** Michelle Purdy

**Hours of Operation:** Monday – Friday, 8:00 a.m. – 5:00 p.m. Opens at 9:00 a.m. on the 2<sup>nd</sup> Tuesday of each month.

**Program Description:** The Filing Office provides Court users with assistance accessing Court records, filing Court documents, and submitting payments for Court fees and fines. The Filing Office is also responsible for maintaining the Court record. This encompasses several functions with the goal of maintaining the dignity, accessibility and accuracy of all Court records. Deputy Clerks are responsible for accurate data entry, proper code usage for statistical reporting, the conversion of paper files to electronic format, and adhering to guidelines in the Nevada Revised Statutes.

**Accessible Services and Support:** The Filing Office has adopted a hands-on approach to assisting customers. For instance, the E-Filing Hub is available to all Court users for assistance with establishing an Eflex account, scanning Court documents and electronically filing those documents. An Information Booth is available to help assist Court users upon immediate contact with the Court. At the Information Booth, Court users can receive assistance on accessing the Court record, guidance on filing Court documents, and general information about the Court.

**Summary of Services:** From January 2017 through September 30, 2017, the Filing Office reported the following statistics:

- **17,644** telephone calls;
- **22,691** customers served at the Information Booth;
- **17,824** customers served at the front counter;
- **4,294** records requests completed;
- **119,543** e-filings reviewed; and
- **1,180** customers assisted at the E-Filing Hub.

**Contact us:** (775) 328-3110, Fax: (775) 325-6658 or email [WebFiling@washoecourts.us](mailto:WebFiling@washoecourts.us)  
Documents for filing may be mailed to: Second Judicial District Court, Filing Office, 75 Court Street, Room 131, Reno, NV 89501.

*Our mission at the Second Judicial District Court Filing Office is to provide access to justice for the community for which we serve by providing efficient filing practices, excellent customer service and direction to available resources.*