

MANDATORY ELECTRONIC FILING EXPANDS AT THE SECOND JUDICIAL DISTRICT COURT

ISSUED: March 10, 2016

On February 10, 2016, Chief Judge Patrick Flanagan of the Second Judicial District Court signed Administrative Order 2016-05. This Order mandates the use of electronic filing in all civil cases, excluding family court cases, effective May 1, 2016. With the implementation of this Order, civil cases will be among those case types already slated for mandatory electronic filing. A complete list of those cases is provided in Administrative Order 2015-08 issued on October 13, 2015. All Administrative Orders can be accessed at www.washoecourts.com.

Electronic filing became available to parties represented by counsel in 2007. Electronic filing or “e-Filing” enables filers to submit case documents to the Court through an individualized e-Flex account available at any computer with internet access. Through an e-Flex annual subscription of \$300.00, registered e-filers can view all public records, submit documents for acceptance into court cases, and electronically serve parties. This expanded access to the Court may be done from a remote location or at public terminals available throughout the courthouse.

Parties can also register for a standard e-Flex account at no charge. With this free account, parties can access the documents filed into their own case, submit documents for filing and electronically serve parties.

To assist court users with this transition, the District Court hosts an electronic filing class every Thursday from 2:00 p.m. – 3:00 p.m. This class is held in the IT Lab located on the 2nd Floor of the courthouse located at 75 Court Street in Reno. For more information, please call (775) 328-3110.

The transition to mandatory electronic filing is the logical next step for the Second Judicial District Court. Over the years, it has proven to be an effective tool for managing the Court record and streamlining the flow of cases. Expanding this service is a low cost and efficient mechanism for enhancing the community’s access to justice.