

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY
STATE OF NEVADA

EFILE USER AGREEMENT (Standard)

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System ("eFlex account"). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of two years unless the account is renewed. Accounts may be renewed online at www.washoecourts.com.

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex on court cases for which I am an active party or attorney of record, or an officer of the Court filing documents in my official capacity.
- As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. This Written Notice of Intent must include my name, bar number and a list of all pending court matters. Also included must be an acknowledgment that all parties and attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I understand that once my eFlex account is inactivated, I will no longer be able to electronically eFile or view any documents using my account nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the e-filer's E-Flex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).
- I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service for all eFiled documents replacing the need for paper service. Electronic service of documents is limited to those documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. A complaint, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.
- I agree to the terms of the license agreement as stated by Tybera on the court's eFlex website under "terms of use" and "privacy policy" when registering for an eFlex account and pressing the submit button.
- I understand that email addresses supplied by the registered user via the username/password accessed through "eFlex Account" supersede the court's case management system for the purpose of determining valid and effective service of eFiled documents. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of termination of employment (whatever applies) into each of my cases whenever I depart from an agency, office, or law firm, or cease to represent a party in any case, or cease to be an eFlex user **within 10 days of any such change**. If known, I will designate the new attorney and/or e-Filer contact on each case. Further, I will separately notify the Clerk of Court of any employment change which will globally affect all or a majority of my cases.

- I Acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).
- I understand if a party submits a proposed Order and the Order is eFiled by the Court, **ONLY** eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.
- I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.
- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.

Attorney or Person Name: _____

If an attorney, Bar ID: _____ Law Firm: _____

If not an attorney, DOB: _____ Interpreter needed: Yes or No Language: _____

If not an attorney, Case number(s): _____

eFlex Email Address: _____

1st Alternate eFlex Email Address: _____

2nd Alternate eFlex Email Address: _____

Mailing Address: _____

City: _____ State: ____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Designated eFlex contact person: _____

I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.

Date: _____ Signature of Attorney/Person Agency Signatory: _____

Check one:

Renewal of Standard Account (follow online instructions at <http://www.washoecourts.com/index.cfm?page=eflex>)

New Standard Account

To become a registered eFlex account holder, you must request an account online at <https://wcefex.washoecourts.com> and click on the 'Request an Account' button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 89501. Upon completion of your account request **AND receipt of the signed eFile User Agreement**, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.

Translated/Interpreted by (if applicable): _____
Print Name Signature