

# SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY  
STATE OF NEVADA

## EFILE USER AGREEMENT (Subscription)

This serves as your efile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit efilings and Global Case View ("GCV") of court case documents using the eFlex Electronic Filing System ("eFlex account"). This agreement will expire at the end of one year unless the account is renewed. Instructions for account renewals can be found at [www.washoecourts.com](http://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 must have an active email address that I check regularly registered on my eFlex account. 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 Rule).
- 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 an attorney can sign and efile a document on behalf of another attorney as long as: the attorney he or she is efiled on behalf of is an attorney of record (active attorney party) and is a registered efiler in the eFlex system. A note to the Clerk explaining that you are filing on behalf of the other attorney must be included in "Special Filing Instructions" to avoid being added as an attorney of record on the case.
- 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 efiler 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 (NEFCR).
- I agree not to data mine any information from the Second Judicial District Court case management system. If it is determined that I have violated this rule, I understand my eFlex account may be revoked without notice.
- I agree that if my use of my eFlex becomes burdensome and/or excessive, my use of the eFlex account may be limited.
- 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 Subscription account holder, I will have access to all public documents on all public cases (GCV). 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 that while my account is active, I may be served properly via eFlex. I further understand that actions may be taken after such service, whether I have received this notice or not.
- I understand any violation of the terms of this agreement may result in termination of my subscription account and/or other sanctions imposed by the Court.
- I understand my account may be suspended if I provide any untruthful information on this user agreement.

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: \_\_\_\_\_

1<sup>st</sup> Alternate eFlex Email Address: \_\_\_\_\_

2<sup>nd</sup> Alternate eFlex Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**I hereby certify all my answers above are true and correct and that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Original Signature Only  
(/s/ Signature **NOT** Accepted)

Check one:

Renewal of Subscription Account (follow online instructions at <https://www.washoecourts.com/EFiling/AccountRenewal>)

New Subscription 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 along with a check in the amount of \$300 payable to the Second Judicial District Court to the Resource Center, 1 S. Sierra Street, Third Floor, Reno, NV 89501. Upon completion of your account request **AND receipt of the signed eFile User Agreement** and check (unless waived then complete Appendix A, page 3), 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.

# APPENDIX A

## EFILE USER AGREEMENT SECOND JUDICIAL DISTRICT COURT WASHOE COUNTY, STATE OF NEVADA

Complete and sign this page ONLY IF you are requesting a waiver of the \$300 annual subscription fee. Please select only ONE of the following boxes as an eligible reason approved by the Judges of the Second Judicial District Court:

New Account or Renewal for a licensed Nevada attorney employed by a state, county or local government Agency who does not have a private practice in this county.

New Account or Renewal for a licensed Nevada attorney with a limited caseload (3 or less cases) and using the account in the capacity of appointments as a Special Master, Arbitrator or Short Trial Judge.\*

Attorney Name: \_\_\_\_\_

Bar ID: \_\_\_\_\_ Agency or Law Firm: \_\_\_\_\_

**I hereby certify that the above information noted by my checking the appropriate box is true and accurate. I qualify for the annual subscription fee waiver as noted by me checking the above box and submitting this request for waiver.**

Date: \_\_\_\_\_ Signature of Attorney: \_\_\_\_\_

### Office Use Only:

*\*Active Cases for above applicant:*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
*District Court Administrator/Clerk of Court*