

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY

STATE OF NEVADA

Frequently Asked Questions

Electronic Filing

Who can efile?

Anyone can efile, if they have an account. If you are an attorney licensed in the State of Nevada or another state, you can request an account as an attorney. If you are not a licensed attorney, you will be registered as someone who is a self-represented litigant, also called a Pro Se filer.

How do I get an account?

Go to the Second Judicial District Court's website at www.washoecourts.com and look for the link to ELECTRONIC FILING. Then click the SIGN UP link. There is an instructional video titled "Requesting an E-Filing Account" which is very helpful.

Step 1: Choose a User Agreement

You have two choices. You may choose a Subscription Account, which allows you to see all public cases. Or, you may choose a Standard Account, which allows you to view only your case. A Subscription Account is \$300 per year. A Standard Account is free. The differences between the two accounts are identified below.

Subscription	Standard
\$300.00 fee per year - unlimited transactions	No fee per transaction at this time
Global Case View: access to all public documents on all public cases	Only access to case in which a person is an active party or an attorney of record
Electronic Service	Electronic Service
Fee not waivable by Judges	

Once you choose the type of account you want, click on the appropriate User Agreement. You must print out the user agreement, complete and sign it.

Step 2: Submission and Payment

Deliver the ink-signed copy of the User Agreement to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 89501. You may deliver it in person, via mail, or via email to eflexsupport@washoecourts.us. NOTE: if you choose a Subscription Account, you must also deliver a check for \$300.

Step 3: Request an Account

Go to the eFlex site at <https://wcefex.washoecourts.com>. Click on the  button. Complete the questions. After you have agreed to the terms of usage, you will be asked choose a role: Attorney, Court Reporter, or Pro Se. Select the appropriate role and click Next. If you choose the Attorney role, you will be asked to identify what company you are associated with. Each user is associated with an organization. For example, if

you are an attorney and you belong to a law firm, you would select the name of that law firm if it already exists in the list. The pull-down option contains the organizations currently registered in eFlex. If your organization is not listed, click the second button and type in your law firm's name and then click Submit. If you are not associated with a law firm, you may select "Independent Attorney" from the pull-down list.

Continue to complete the questions and choose your own username and password. Your username must be unique. If the username you enter is not unique when you submit your request you will be prompted to select a different username. Once all the information is completed, a request to approve your account will be given to the Administrator.

Upon completing **BOTH THE USER AGREEMENT STEPS AND THE REQUEST FOR AN ACCOUNT STEPS**, 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.

What is the cost to efile?

If you choose the Subscription Account, the fee is \$300 per year. If you choose the standard account, it is free. Both accounts will provide electronic service for free.

How do I get training?

Training is available the first and third Thursday of every month from 2:00 p.m. to 3:00 p.m. Training is held in the Court IT Lab on the 2nd Floor of the 75 Court Street Courthouse. Spots are available on a first come, first served basis, with a maximum of 12 participants. If you have any questions regarding training, you may contact the Court at (775) 328-3402. Updates regarding training will be posted on the Court's website www.washoecourts.com.

What can I eFile?

You can initiate any type of civil or criminal case through the efile system. You may efile pleadings into all cases types.

All documents may be electronically filed except for the following documents, which require issuance by the Filing Office:

- Summons
- Subpoenas
- Citations
- Notice of Hearings (if they must to be issued by the Court)
- Executions
- Writs
- Notices (if they must be issued by the Court)
- Bench Warrants

- Letters of Guardianship
- Letters of Administration

Do I need to install any software?

No.

What kind of internet access do I need?

We recommend that you use a high speed internet connection.

How do I create my documents?

You need a word processor, an Adobe Acrobat PDF print driver, and a scanner to prepare your documents.

What document format can I submit?

A PDF document in an Adobe Acrobat file format.

Does the affirmation page only need to be attached to the pleading and not the exhibit?

Yes. However, the affirmation must relate to the entire document filed including exhibits.

Is there a limit on how big a document can be?

Yes. It is 20 megabytes per document.

What do I do if my document is too large?

If you created a document that is larger than 20 Megabytes in size, you must split the document up into volumes, sections, or chapters.

How many documents can I include in my submission?

You may include as many documents as you want, however, there is a limit to the total size you submission can be. The 'Add a Document' page during the efilng process will count how much disk space each document takes and will display that information as you add documents. The limit is 100 megabytes per submission.

How do I know who is participating electronically on the case?

Within ECF, use the My Cases menu to select "Service List" for the case in which you will be filing a document. This will generate the list that will tell you who is being electronically served and who you must serve by traditional means.

When a user files a document with the Filing Office, does ECF automatically serve the other party or does the user have to do something extra to serve other party? What does the other party receive?

When a document is filed in ECF, a Notice of Electronic Filing [NEF] is automatically generated and emailed to the registered parties in the case. The NEF includes the title of the document filed, the date, time, filing party and also includes a list of the case participants that will be electronically served and the case participants that must be served by paper. In the NEF, there is also a link to the OCCC web site ECF login page where they will be able to log in and access the case file and view the documents filed.

What documents can be electronically served?

All documents can be electronically served, except a complaint, petition or other document that must be served with a summons, a summons, or a subpoena.

If an attorney efiles a document which results in electronic service for other parties on a case, can he/she personally serve the same document in paper form as well? If so, what service date and time will the Court use?

Because filers agree to accept electronic service by email as a valid and effective service for all electronically filed document, the paper service is considered a courtesy service only. The date and time of the electronic service is the legal service date.

May a Demand for Jury be efiled and the first day jury fees be paid through the eFlex system?

Yes. However, the request and payment must be separate from any other transaction.

An attorney left our firm and we continue to receive his/her email notifications for efilings. How do we stop this?

Efile accounts are associated with the attorney and his or her bar number. When he or she leaves a law firm, it is the attorney's responsibility to update email addresses in their efile account to ensure they continue to receive email notifications on cases for which they are an attorney of record.

Also, the attorney must notify the Clerk of Court on each case, through proper motion to withdraw or notice of change of counsel, upon departure from an agency, office or law firm. Further, the attorney must, if known, designate the new attorney and/or efile contact on each case.

Is there a method for me to change my email address in the eFlex system?

Yes. You must change your email address in eFlex to continue to receive email notification when you change your email address. Below are the steps to update your email address in eFlex:

- Login at <https://wcefex.washoecourts.com>
- Select the 'My Profile' option from the 'My Profile' tab at the top of the screen.
- Click the 'Modify User Profile' button.
- Delete and type new address in each email field to update.
- Scroll down screen and click the 'Submit' button to save changes.

I forgot my username and password. How can I access my account?

If you remember your username but forgot your password, enter your User Name and click 'Forgot Your Password' at <https://wcefex.washoecourts.com> and follow the prompts. A new temporary password will be emailed to the primary email address listed in your user profile.

Once you receive your temporary password and are able to login, use the below steps to change the temporary password to one of your choice.

- Login at <https://wcefex.washoecourts.com>
- Select the 'Change Password' option from the 'My Profile' tab at the top of the screen.
- Enter the temporary password in the first field.
- Enter and confirm new password. You may not enter a previously used password.
- Click the 'Submit' button to save changes.

If you forgot both your username and password, you must contact Court IT at courttech@washoecourts.us for assistance.