

Nevada Supreme Court Training Sessions

Overview of System Features

- Web-based electronic filing system
- Allows electronic filing of documents 24/7
- Provides electronic notification of case activity via email
- 24-hour access to case documents and docket sheets
- Download and print documents over the internet
- Electronic service of documents
- No registration or access fees
- Electronic or digital signatures not required
- No coding of documents required

Benefits of Efiling System

- Documents submitted for filing from desktop
- Stores draft document until ready to submit for filing
- Electronic tracking of filing status and pending cases
- Instant access to case documents and case activity
- Instant notification of court decisions
 - Receive email notification & link to electronic document as soon as decision is filed
 - Notice will be sent before press receives copy
- Replaces faxing, fed-exing or flying emergency filings to Carson
- Allows justices and court staff immediate access to filings via Internet
- No copying or service costs
 - Clerk's office produces copies required for court's use
 - E-service replaces mailing or delivery of copies of documents to opposing counsel
- Minimal start-up costs – system uses Internet and PDF document format
- Faster processing of documents by clerk's office
 - Automatic data entry in Case Management System
 - Automatic docket entries
- Electronic payment of filing fees

Future Plans

- Access to all court documents and records
- Enhanced indexing and search capabilities
- Automatic update of attorney's case management system

District Clerk Training Session

The Nevada Supreme Court eFiling System Training

Purpose

This one hour session will help the District Clerk to understand how to use the account set up for their district to file appeals documents, give a quick overview of the system and walk the District Clerk through the process of filing an appeal, using the FTP site, and looking for requests for documents from the Supreme Court. The goal of this session is to give the District Clerk enough information so that they feel comfortable to file other filings and use the on-line manual when they have further questions.

District Clerk Training Outline

1. What hardware and software do I need
2. Accessing your District Clerk User Account
3. Overview of on-line instruction and system overview
4. E-filing the Appeals document
 - a. Collecting documents
 - b. Including scanned documents
 - c. How big can a document be
 - d. Splitting up documents
 - e. How do I handle payments for appeals
 - f. Walking through the process
5. Checking the status of my District Courts Filings
 - a. Will my filings ever be rejected?
 - b. Checking for notes returned by the Appeals Clerks
6. When to use FTP or CDs to send data
7. Where can I call to get additional help?

1) What software or hardware do I need?

You will need a standard internet browser such as IE 5.5 or higher, Netscape Navigator 4.7 or higher, or the Firefox browser. There are other browsers you can use but you need to make sure your browser is less than three years old. To read documents that are downloaded you need the Adobe Acrobat Reader which can be downloaded at no cost from www.adobe.com and follow the links to download the reader.

Hardware: Whether you use Windows, Macintosh, or a Linux machine it does not matter however you will need your workstation connected to the internet. You should talk to your network administrator if you do not already have access to the internet from your workstation. Your District office will need to set up a scanning process and you will need to talk to your network administrator regarding how you are going to gain access to the appeals documents that you need to file. Your court may also set up a process for you to retrieve the documents that your court receives for the appeals process.

2) Accessing your District Clerk User Account

The Nevada Supreme Court e-filing system has set up one account for each District Court. The clerks that work within that district will share that user account. The reason we have one account per District is so that we have a central point for each District Court where information is sent when notifications are and requests are made. The District Court Clerks will not have their own unique name.

When you launch your internet browser you will first go to your home page. You should create a Bookmark in your browser that will link you directly to the Nevada Supreme Court web site. The address for the Nevada Supreme Court e-filing system is <https://efile.nvsupremecourt.us>

This will bring you to the **Login Screen** as shown below. During the e-filing training you will be given the username and password for your District.



The screenshot shows the login interface for the Nevada Supreme Court's electronic filing system. At the top, there is a header with the Nevada Supreme Court seal on the left, the text "The SUPREME COURT of NEVADA" in the center, and "ELECTRONIC FILING" in yellow on the right. Below the header, on the left, is a "Log In" box with a dark background. It contains the text "Passwords are case sensitive", input fields for "User Name" and "Password", a "Log In" button, and a link "Forgot Your Password?". Below this is a "New Users" section with the text "If you have not signed in before, please request a user account." and a "Request Account" button. On the right side of the login screen, there is a graphic of a classical building facade with columns, overlaid with a semi-transparent blue box containing the text "Electronic filing for courts, attorneys, and government agencies."

The administrator of the system has established this account however your district may wish to modify the email information in the user profile. Each District may designate a specific clerk to e-file the appeals however there are three email addresses in the user profile so that multiple clerks will receive email notifications and requests. If your District has several clerks that will use the system you should talk to your network administrator and establish email groups. In the profile you may enter an email address that is designed to broadcast the email to several other clerks. This method will allow your District to broadcast to more than three clerks if needed.

Forgot your password?

As District Clerks if you forget your password you can use the button on the Login Page labeled *Forgot your Password?* This is not a button but is a link. You will be directed to a screen where you will enter the user name assigned to your District Court. The e-filing system will then send an email to the primary email address associated with the specified account. The email contains a link back to the e-filing system. Click on the link in the email. This will take you to a screen where you can enter your user name and a temporary password will be generated and displayed. Write this temporary password down and return to the **Login Screen**. Enter your username and this temporary password to login to the e-filing system. Once you are logged in the system will prompt you to change your password.

The challenge with using this feature is that as a District Clerk you need to share the new password with the other clerks that may be using this account. Make sure that only the person with the primary email address uses this feature and that all other clerks sharing this District Court account know about the change.

3) Overview of the online instructions and system overview

Once you have logged in the footer of each screen will include a link to the on-line manual. Clicking on this on-line manual will include frequently asked questions 'FAQ', as well as other information you will learn in the filers training. This manual may be updated from time to time as the Supreme Court deems necessary.

4) e-file the appeals documents

A - Collecting the documents

Each District Court could have a different process for collecting the appeals documents. Because the attorneys file the appeals to the District Court the process to input the documents into your District Court's case management system is different.

If your District Court is storing the documents electronically you need to determine with your case management or document management administrator the best way to export those documents so that when you are uploading those documents into the e-filing system you can browse and see those documents on a network drive or your local workstation drive.

The documents need to be either in PDF format or multi-page TIFF format. You will need to work with your administrator to make sure the documents you are storing are in one of these formats.

If your District is not storing the documents electronically you will need to use the scanning process to collect the documents you will use to e-file.

B - Including Scanned Documents:

When your Court receives the appeals in paper format you need to work with your network administrator on setting up a scanning process to prepare the documents for e-filing. You may have a simple scanner connected to one workstation or you may have a high speed scanner that stores all the information in a particular network directory. You will need to work with your network administrator to determine the best way for you to access the documents once they are scanned. The scanner creates an electronic version of the paper document.

Most scanners allow you to scan and save the document to various electronic formats. The standard format for scanning is TIFF which is the same format fax machines use, however most scanners that are less than 5 years old allow you to store the documents electronically in TIFF, PDF, JPG, BMP. We recommend that you store the information in either TIFF or PDF.

Your scanner will usually have settings that allow you to adjust the quality of the image and the color selection. You need to select black and white with a density of 300 dpi. You need to look at your scanner's user manual or check with your network administrator to help you determine the quality and color of your scanner's settings. The only time you can use the color selection is when the evidence you are scanning will lose its value if the color is not included. A black and white page at 300 dpi is between 25k and 50k per page which a color image can easily reach 2 Megabytes per pages. These large documents consume space and don't provide value to most documents.

If you have a simple workstation scanner your scanner may only store one page at a time rather than combining all the pages into a single multi-page TIFF image. If this is the case you need to work with your administrator on how to prepare a multi-page TIFF image or use the Adobe Acrobat Standard Edition application to embed the multiple pages into a single PDF document.

You and your administrator must determine the best way to organize your documents that you are preparing to submit. Once the documents are included in the e-filing system they are stored on the e-filing server at the Supreme Court and managed according to the e-filing system's needs.

C- How big of a document can I submit

Each document should be 4 megabytes or less. When you are creating multi-page TIFF images or embedding scanned images into a single PDF document you can estimate that each page will take between 25K and 50K bytes. Between 40 and 80 scanned images included in a multi-page TIFF or embedded in a PDF document will reach the 4 megabyte limit.

D - What if a document is larger than 4 megabytes

When your documents are larger than 4 megabytes you should break the documents into sections and then add each one separately. The e-filing system will allow you to enter several documents in one submission as long as the total size of all the documents does not exceed 16 megabytes.

E - How do payments work?

In the past the District Court Clerks have collected payment when the appeal was submitted to the District Court. This procedure has now changed. With the shift to e-filing appeals the District Court will not receive checks and forward them, instead they will accept the appeals documents without payment. When the appeals documents are processed at the Nevada Supreme Court a notice will be sent to the party responsible for payment that payment is due.

F - Walking through the process

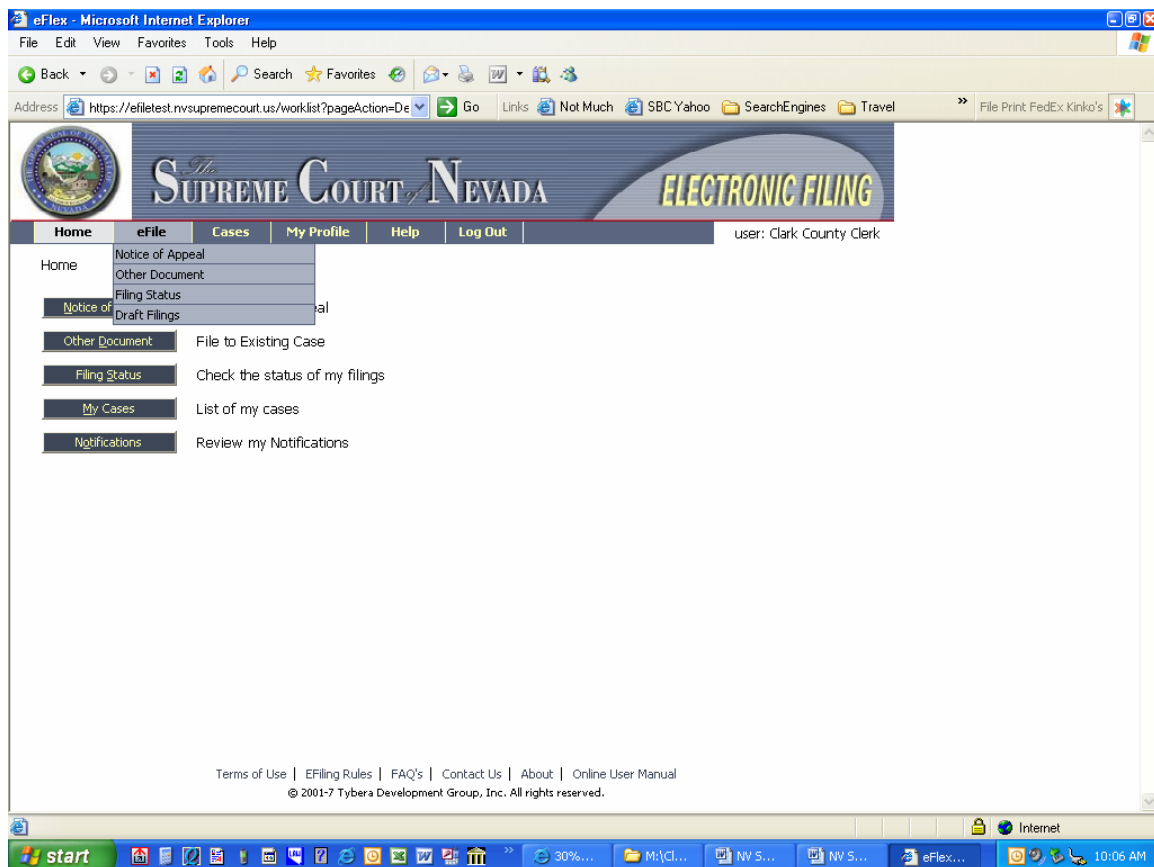
In this step each participant will walk through the process of uploading some appeals documents to the test system. The details of these steps are recorded in the on-line

documentation. Please follow along with the class on these steps and ask any questions as you go.

5) What can I file?

There are several types of filings that you can choose from depending on whether you are an attorney or a District Court Clerk. During the training we are going to walk through an example of filing a Notice of Appeal and filing a District Court Judgment in an existing case. For step by step instructions of each of these please refer to the on-line manual. During the training we request that you actually try the system as the instructor walks you through the process rather than reading the step-by-step instructions.

Once you log in to the e-filing system you will see buttons that help guide you through the system. On the Menu bar the eFile option links you to the starting point of several different actions.



On the Menu bar the eFile option links you to the starting point of several different actions which include:

- * Notice of Appeal - Allows you to submit a Notice of Appeal packet.
- * Other Documents - Submit extension motions, District Court Orders, exhibits and other documents to an existing case.
- * Filing Status - Review the status of submissions you previously sent in.
- * Draft Filings - Check to see if there is something you need to finish.

A - Filing a Notice of Appeal

District Court Clerks file all Notices of Appeal using this link. You will be taken through a series of screens which request information about the filing and the District Court Case. You can access this page either from the Home page or the Menu Bar.

This process allows the Supreme Court Clerk to determine whether the Notice should be filed in an existing case or should initiate a new appellate case. If the District Court Clerk believes the Notice of Appeal should be filed in an existing Supreme Court case, then this information should be entered in the “Special Filing Instructions for the Clerk” field when submitting the Notice of Appeal.

B - Filing on an existing Case

The Other Documents link is used by the District Court Clerk to submit documents other than the Notice of Appeal, including documents such as the District Court Judgment, Minutes, and other documents that comprise the Notice of Appeal Packet. You can access this page either from the Home page or the Menu Bar.

C - Walking through the process

In this step each participant will walk through the process of uploading some Notices of Appeals and other documents to the test system. The details of these steps are recorded in the on-line documentation. Please follow along with the class on these steps and ask any questions as you go.

D- How do I know if it is a new case or an extension of an existing case?

Many times a filer will think that the case is a new appeal when it is an extension of an existing case that is on appeal or vice versa. The Supreme Court Clerk will determine whether it is an extension or not and associate the filing appropriately. All Notices of Appeal should be filed using the Notice of Appeal link.

6) Checking the status of my Filings

Once you have submitted a filing you can check the status of the submission. You may want to know the time the submission was clocked in by the court. You may want to know if the submission was accepted or rejected and if there were any special instructions the clerk return as part of the status of your submission. The status of each submission will be updated until the final status has been received. Clicking on this link will take you to a screen where you can select a range of dates for the statuses you want to see. You can view the status of each submission by clicking on eFiling / Filing Status.



Each entry in the list represents the status of a submission. Each entry has a limited amount of time that the status will be viewable. The length of time is usually set to 30 to 60 days however the court can reconfigure this to more or less if needed. Each entry has a link to view the specifics about the Filing Status of the submission. The status information is temporary and is deleted after a certain period of time. You should check each entry. Sometimes, although a status is complete there may still be a note from the Supreme Court Clerk notifying you of missing documents or other information.

The statuses that are possible include:

- Package Pending - The eFlex system is preparing the document for transmission to the court..
- Packaged - The eFlex system has transmitted the document to the court.
- Filed Subject to Acceptance - The court's server received the document and forwarded it to the clerk's office.
- Awaiting Approval - The clerk's office has received the document for review prior to accepting or rejecting the document for filing.
- Accepted and Filed - The clerk's office has filed the document.
- Rejected for Filing - The clerk's office has refused the document for filing
- Receipt pending - The court's server cannot forward the document to the clerk's office due to a technical problem. The system administrator is notified and will resolve the problem during regular business hours. Unresolved technical problems result in rejection of the filing
- Resubmitted - The submission was rejected for Filing and the filer reprocessed the filing by clicking on the Resubmit button.

A - Checking for time stamps. The time stamp that the court will use to record with your documents submitted is when the 'Received' status has occurred. Each status entry from this point will show the time stamp of when the document was received when you click on the link for each entry.

B - What do I do when my filing was rejected by the clerk? When a submission is rejected the status show Rejected and a 'Resubmit' button appears next to the status. You should first look at the rejection receipt and review the instructions the clerk may have sent. Clicking on the Resubmit button automatically creates a new submission based on the previously rejected submission. You can then change what was rejected by either deleting the document in question or correcting the information you entered.

C- Checking for notes returned by the Clerk. Once the submission has reached the final status of either 'Receipt Received' or 'Rejected' you should check the receipt of each status to see if the clerk sent a note. Sometimes the clerk may accept the submission but request further action from the filer. The receipt contains the note returned by the clerk and the filer should review them.

7) Understanding Notifications

Notification

A - Who will receive service electronically?

Whenever someone efiles on a case that originates from your county the system will send you notification. In the 'Notifications' screen you can see a listing of the notifications. Each entry in the list represents a notice of an electronic filing sent by someone on the case. By clicking on the link in the entry you can view the Official Notice of Electronic Filing. Following is an example of the list of notifications you would see in your listing. Each entry has a link to the documents that were filed. Clicking on one of these links will launch a window to view the documents. While viewing the documents you should save them locally.



The notification information is temporary and is deleted after a certain period of time. You should check each entry and download the documents then delete the notification. The *Envelope* icon changes once you have clicked on the link to view the documents so that you can tell which notifications you have viewed.

B - Who do I send service to by mail?

If you need to know who will receive notifications electronically when you e-file you can go to the 'My Cases' screen. Each entry represents a listing of cases you are registered on and the e-filing system is aware of that case. For each entry in the list there is a link that will show you who is registered to receive notifications electronically on that case and who you need to send a paper copy to. If you need to get the list of participants that will receive electronic notification and you are not yet registered on a case you can type in the case number and a participant's last name and then click on the link to get the list in the 'My Cases' list.

C - What are the rules of the court regarding service?

When the clerk's office accepts a document for filing, the electronic filing system automatically distributes in email and through the efiling interface a notice to all counsel that the document has been filed and is available on the court's electronic filing system. This notice is considered valid and effective service of the document on counsel and has the same legal effect as service of a paper document.

You calculate the time to respond to an e-served document from the date and time of transmission of the notice of electronic filing. The 3-day mailing rule does not apply. However, a document served on a day or at a time when the court is not open for business is deemed served on the next judicial day.

D - Can other people in my office receive the notice of service as well?

Other members of your office can receive email notifications by adding their email address in your user profile. So, for example, suppose you want to set up a group of clerks in your division to receive notifications for your cases, you could set up a group rule in your email server and then add that group address in your profile. Managing the distribution of notifications in the e-filing system is limited and should be augmented by creating rules and group addresses in your court's email system.

8) When to use the FTP site or CDs

Some documents filed to the Nevada Supreme Court are too large to reasonably be filed over the internet. This will occur when the Nevada Supreme Court needs the lower court to upload portions of the lower court records during the appeals process. The lower court would capture all of the documents requested, prepare them based on the rules and combine the set of documents into a single multi-page TIFF document or a PDF Binder. The District Court would prepare an XML document and a single document that includes all the requested documents and then either upload them to the FTP site or burn a CD with the information.

FTP Upload - The court has configured an FTP server for the District court can upload data rather than using the e-filing interface if that is easier. If you district Court anticipates using this process you must contact Silvia Alfonso at the Nevada Supreme Court to set up a username and password for the FTP site. The instructions for how to use this process is beyond the purpose of this training material. Our goal in presenting this information during the presentation is to make each court aware of the feature.

CDROM Upload - The CDROM upload process allows the District Court to follow the same process they would use with the FTP site only burn the information to a CD and send the CD for the Nevada Supreme Court to process. The address to send this data is included in the detailed instructions.

9) Where can I call to get additional help?

If you have any questions or problems with the e-filing system, telephone the clerk's office for assistance. Should you need help after hours, send an email to nvscclerk@nvcourts.nv.gov and explain the nature of your problem. No one will assist you until the next business day, but at least we will know that you were trying to file a document.

**Nevada Supreme Court Electronic Filing
Frequently Asked Questions
District Court Clerks**

Who is authorized to e-file with the Nevada Supreme Court?

Clerks from all district courts in Nevada are authorized to e-file documents with the Nevada Supreme Court.

Only attorneys admitted to practice law in the State of Nevada or Supreme Court Settlement Judges may e-file documents with the Nevada Supreme Court.

How do I e-file with the Nevada Supreme Court?

Go to the Nevada Supreme Court E-filing system website at <https://efile.nvsupremecourt.us>.

Are pro se litigants authorized to e-file with the Nevada Supreme Court?

No, not at this time.

Which cases will be included in the e-filing program?

The electronic filing program is open to civil appeals, criminal appeals and writ petitions.

What cases will the district court clerks e-file?

District court clerks will electronically submit all Notices of Appeal.

What documents can be e-filed?

All documents may be filed electronically, except for sealed or confidential documents. For district court clerks, Notice of Appeal packets, any documents included in the Notice of Appeal packet, transcript request forms, extension motions, documents ordered to be transmitted by the Supreme Court, and exhibits capable of electronic transmission are allowed.

How do I file sealed or confidential documents?

Presentence Investigation Reports or other sealed or confidential documents cannot be efiled. They must be filed and served by traditional means. The Supreme Court clerk will not scan or otherwise make such documents available electronically, but will electronically notify counsel and the district court clerk of receipt of the sealed or confidential document.

How do I certify documents e-filed with the Supreme Court?

To certify a document, you must sign a hard copy of the certification. The hard copy is then scanned and filed electronically. The original, signed certificate does not need to be mailed to the Supreme Court.

Is there a special process for notices of deficiency?

Although the district court clerks will electronically transmit deficiency notices to the Supreme Court, they should continue to send such notices to counsel and self-represented litigants by traditional means.

Will the Supreme Court issue notices, orders or opinions electronically?

Yes. The Supreme Court clerk may file or issue court documents using either the traditional process or the electronic filing system. Any document processed in the traditional manner, however, will be uploaded to the electronic filing system, and counsel and the district court clerk will be notified electronically of the filing.

How will remittiturs be handled?

Because the remittiturs must be signed and accompanied by certified copies of the judgment and other documents, the Supreme Court clerk will issue remittiturs using both the traditional paper method and electronic filing.

The district court clerk will receive a hard copy of the remittitur in the mail. After signing the receipt for the remittitur, the district court clerk scans the receipt and electronically submits it to the Supreme Court clerk. The original remittitur document need not be mailed back.

When will an e-filed document be considered filed?

An electronic document is deemed timely under NRAP 25 if it is electronically transmitted to the court's electronic filing system by 11:59 p.m. Pacific time on the date the document is due, provided that the document is accepted by the supreme court clerk upon review. The time of filing is when transmission of the document to the court's server is completed, not when the filing party began the filing process.

How will I know when or if my document was successfully e-filed?

Upon receipt of the transmitted document, the court's electronic filing system will automatically send an e-mail to the filing party that the transmission of the document was completed and the date and time of the document's receipt. The confirmation receipt serves as proof of the filing.

Do I still need to file hard copies of the documents that I e-file?

Hard copies of electronic documents are not required to be sent to the court. Records on appeal, however, may be handled differently once the Supreme Court starts accepting them electronically.

When will an e-filed document be available for viewing on the website?

After the Supreme Court clerk's office accepts the document for filing. The electronic filing system automatically endorses the document with the date and time of acceptance and e-mails a notice of electronic filing to all counsel and the district court clerk.

How are electronic documents served?

When the Supreme Court clerk's office accepts a document for filing, the electronic filing system automatically e-mails a notice to all counsel and the district court clerk that the document has been filed and is available on the court's electronic filing system. This notice is considered valid and effective service of the document on counsel and has the same legal effect as service of a paper document.

How do I calculate the deadline for responding to an e-served document?

You calculate the time to respond to an e-served document from the date and time of transmission of the notice of electronic filing. The 3-day mailing rule does not apply. However, a document served on a day or at a time when the court is not open for business is deemed served on the next judicial day.

Who receives the automatic e-mail notification?

The e-mail notification goes to the e-mail address of the registered attorneys of record and the district court clerk. It can also go to all e-mail accounts they have listed on their user profiles as recipients of additional notices.

Are there special formatting requirements for e-filed documents?

An electronic document must be submitted in a portable document format (PDF) with a minimum resolution of 200 dpi (dots per inch). Multi-page TIFF format is also acceptable. Only black text on a white background is permitted. Otherwise, the format of an electronic document must conform to the applicable NRAPs.

How will signatures on electronic documents be handled?

A document electronically filed or served is deemed to be signed by the registered user submitting the document. In addition to the information required by the NRAPs, each document must include the registered user's name, telephone number, and e-mail address. Except for stipulations and affidavits, no facsimile, typographical, or digital signature is required on an electronic document.

What happens if there is a technical failure of the court's e-filing system?

You may seek appropriate relief from the court if your filing is untimely due to a technical failure.

**IN THE SUPREME COURT OF THE
STATE OF NEVADA**

IN THE MATTER OF THE ADOPTION OF STATEWIDE
ELECTRONIC FILING STANDARDS AND RULES.

ADKT 404

ORDER ADOPTING NEVADA ELECTRONIC FILING RULES

WHEREAS, this court formed a committee to study and propose statewide policies and guidelines for Nevada courts to follow when designing and implementing a system for the electronic filing of documents and also requested the committee to draft proposed uniform rules applicable to all courts that accept documents electronically for filing; and

WHEREAS, the committee has now completed its work and filed a final report including proposed rules to govern electronic filing in all Nevada courts; and

WHEREAS, it appears to this court that adoption of proposed rules to govern electronic filing in all the courts in the State of Nevada is warranted; accordingly,

IT IS HEREBY ORDERED that a new set of rules entitled Nevada Electronic Filing Rules shall be adopted to govern electronic filing in all municipal courts, justice courts, district courts, and the Supreme Court of Nevada as set forth in Exhibit A.

IT IS FURTHER ORDERED that the Nevada Electronic Filing Rules shall be effective March 1, 2007, and shall apply to all electronic filing processes currently in use by any court in the State of Nevada and all future electronic processes to be implemented by any court in the State of Nevada. The clerk of this court shall cause a notice of entry of this order to be published in the official publication of the State Bar of Nevada. Publication of this order shall be accomplished by the clerk disseminating copies of this order to all subscribers of the advance sheets of the Nevada Reports and all persons and agencies listed in NRS 2.345, and to the executive director of the State Bar of Nevada. The certificate of the clerk of this court as to the accomplishment of the above-described publication of notice of entry and dissemination of this

order shall be conclusive evidence of the adoption and publication of the foregoing rule amendments.

Dated this 29th day of December, 2006.

BY THE COURT

ROBERT E. ROSE, *Chief Justice*

NANCY A. BECKER
Associate Justice

MARK GIBBONS
Associate Justice

JAMES W. HARDESTY
Associate Justice

A. WILLIAM MAUPIN
Associate Justice

MICHAEL L. DOUGLAS
Associate Justice

RON D. PARRAGUIRRE
Associate Justice

EXHIBIT A

NEVADA ELECTRONIC FILING RULES

1. General Provisions

Rule 1. Title. These rules may be known and cited as the Nevada Electronic Filing Rules, or may be abbreviated N.E.F.R.

Rule 2. Definitions of words and terms.

(a) *Case management system.* An electronic database maintained by the court or clerk to track information used to manage the court's caseload, such as case numbers, party names, attorneys for parties, titles of all documents filed in a case, and all scheduled events in a case.

(b) *Document management system.* An electronic database containing documents in electronic form and structured to allow access to documents based on index fields such as case number, filing date, type of document, etc.

(c) *Electronic case.* An "electronic case" is one in which the documents are electronically stored and maintained by the court, and the court's electronic version of the document is the original.

(d) *Electronic document.* An "electronic document" includes the electronic form of pleadings, notices, motions, orders, paper exhibits, briefs, judgments, writs of execution, and other papers.

(e) *Electronic filing.* "Electronic filing" is the electronic transmission to or from a court or clerk of a document in electronic form as defined by the accepting court; it does not include submission via e-mail, fax, floppy disks, or other electronic means.

(f) *Electronic filing service provider.* An "electronic filing service provider" is a person or entity that receives an electronic document from a party for re-transmission to the court for filing. In submission of such filings, the electronic filing service provider does so on behalf of the electronic filer and not as an agent of the court.

(g) *Electronic filing system.* "Electronic filing system" is a system implemented or approved by a court for filing and service of pleadings, motions, and other documents via the Internet.

(h) *Electronic service.* "Electronic service" is the electronic transmission of a document to a party, attorney, or representative under these rules. Electronic service does not include service of process or a summons to gain jurisdiction over persons or property.

(i) *Public access terminal.* A computer terminal provided by the court or clerk for viewing publicly accessible electronic court records. The public access terminal must be available during the court's normal business hours.

(j) *Registered user.* A person authorized by the court or by an authorized electronic filing service provider to access a court's electronic filing system via the Internet.

Rule 3. Purpose, scope, and application of rules.

(a) *Purpose and scope.* These rules establish statewide policies and procedures governing the electronic filing process in all the courts in Nevada.

These rules cover the practice and procedure in all actions in the district, justice, and municipal courts of this state where no local rule covering the same subject has been approved by the supreme court. A court may adopt local rules detailing the specific procedures for electronic filing to be followed in that court, provided that the rules are not inconsistent with these rules.

(b) *Application of rules.* These rules must be liberally construed to secure the proper and efficient administration of the business and affairs of the court and to promote and facilitate the administration of justice by the court.

Rule 4. Implementation of electronic filing.

(a) *Establishment of electronic filing system.* A district, justice or municipal court may establish a system for the electronic submission of documents provided that the system developed meets the minimum requirements set forth in these rules.

(b) *Mandatory electronic processes.* A court may mandate use of electronic filing processes in all cases or a particular type of case only if: (1) the court provides a free electronic filing process or a mechanism for waiving electronic fees in appropriate circumstances; (2) the court allows for the exceptions needed to ensure access to justice for indigent, disabled, or self-represented litigants; (3) the court provides adequate advanced notice of the mandatory participation requirement; and (4) the court provides training for filers in the use of the process. In addition, a judge may require participation in the electronic filing system in appropriate cases.

(c) *Voluntary electronic processes.* A court must ensure that all documents filed in electronic cases are maintained in electronic form. In voluntary electronic processes, the court must scan paper documents and store them electronically.

(d) *Quality control procedures.* A court must institute a combination of automated and human quality control procedures sufficient to ensure the accuracy and reliability of their electronic records system.

(e) *Integration with case management and document management systems.* Electronic documents should be accessed through a court's case management information system. A court's case management information system must provide an application programming interface capable of accommodating any electronic filing application that complies with these rules and must also provide automated workflow support.

(f) *Archiving electronic documents.* A court must maintain forward migration processes to guarantee future access to electronic court documents.

Rule 5. Electronic filing system requirements. Any system for the electronic submission of documents adopted by a district, justice or municipal court must conform to the following minimum requirements:

(a) *Technical requirements.* A court must use Internet browser technology and comply with any Administrative Office of the Courts (AOC) technical standards for electronic filing processes. The electronic filing system must support text searches wherever practicable.

(b) *Electronic viewing.* Electronic filing processes adopted by a court must presume that all users will view documents on their computer screens.

Paper copies are to be available on demand, but their production will be exceptional, not routine.

(c) *Document format.* Electronic documents must be submitted in a format that can be rendered with high fidelity to originals and, when possible, is searchable and tagged. Software to read and write electronic documents in required formats must be available free for viewing and available free or at a reasonable cost for writing and printing.

(d) *Self-contained documents.* Each filed document must be self-contained, with links only to other documents submitted simultaneously or already in the court record.

(e) *Data accompanying submitted documents.* Filers submitting documents for electronic filing must transmit data identifying the document submitted, the filing party, and sufficient other information for the entry in the court's docket or register of actions. In the case of a document initiating a new case, sufficient other information must be included to create a new case in the court's case management information system. This data may be specified with particularity by the court receiving the document.

(f) *Identity of the sender.* A court or an authorized e-filing service provider must use some means to identify persons interacting with its electronic filing system.

(g) *Integrity of transmitted and filed documents and data.* A court must maintain the integrity of transmitted documents and data, and documents and data contained in official court files, by complying with current Federal Information Processing Standard 180.2 or its successor. Nothing in this rule prohibits a court or clerk from correcting docketing information errors in documents submitted, provided that a record of such changes is maintained, including the date and time of the change and the person making the change.

(h) *Electronic acceptance of payments.* A court may establish a means to accept payments of fees, fines, surcharges, and other financial obligations electronically, including the processing of applications to waive fees. Any such system developed must include auditing controls consistent with generally accepted accounting principles and comply with any AOC technical standards that may be adopted.

(i) *Surcharges for electronic filing.* Mandatory electronic filing processes should be publicly funded to eliminate the need to impose surcharges for filing of or access to electronic documents. A court may, however, impose such surcharges or use a private vendor that imposes surcharges when sufficient public funding is not available. Such surcharges must be limited to recouping the marginal costs of supporting electronic filing processes if collected by the court or to a reasonable level if imposed by a private vendor. Collection of surcharges by a private vendor must be audited annually to ensure that the fee charged is reasonable and is properly assessed. The court must also require a periodic performance audit assessing the vendor's system for adequate service to the court, the public, and the bar, including the accuracy and authenticity of data produced, stored or transmitted by the vendor, the reliability of the hardware and software used by the vendor, the integrity and security of the vendor's system, the timeliness of access to documents and other data

produced, stored, or transmitted by the vendor, and the vendor's compliance with Nevada law requiring the safeguarding of personal information.

(j) *Court control over court documents.* The original court record of electronically filed documents must be stored on hardware owned and controlled by the court system or other governmental entity providing information technology services to the court. Whenever a court's electronic documents reside on hardware owned or controlled by an entity other than the court, the court must ensure by contract or other agreement that ownership of the documents remains with the court or clerk of the court. All inquiries for court documents and information must be made against the current, complete, accurate court record. Court documents stored by an outside vendor or entity cannot be accessed or distributed absent written permission of the court.

(k) *Special needs of users.* In developing and implementing electronic filing, a court must consider the needs of indigent, self-represented, non-English-speaking, or illiterate persons and the challenges facing persons lacking access to or skills in the use of computers.

(l) *Limiting access to specified documents and data.* A court's electronic filing applications must contain the capability to restrict access to specific documents and data in accordance with statutes, rules, and court orders.

(m) *System security.* A court's electronic filing applications must include robust security features to ensure the integrity, accuracy, and availability of the information contained in them. They should include, at a minimum, document redundancy; virus protection software; firewalls, intrusion detection systems, authentication and authorization features; plans for system archival, contingency and disaster recovery; other generally accepted security features to detect and prevent attempts by unauthorized persons to gain access to or modify court records; system audit logs; secured system transmissions; privilege levels restricting the ability of users to create, modify, delete, print, or read documents and data; means to verify that a document purporting to be a court record is in fact identical to the official court record; and reliable and secure archival storage of electronic records in inactive or closed cases.

2. *Filing and Service of Documents*

Rule 6. Official court record.

(a) *Electronic documents.* For documents that have been electronically filed, the electronic version of the document constitutes the official court record, and electronically filed documents have the same force and effect as documents filed by traditional means.

(b) *Form of record.* The court clerk may maintain the official court record of a case in electronic format or in a combination of electronic and traditional formats consistent with Rules 4(b) and (c) above. Documents submitted by traditional means may be scanned and made part of the electronic record. Once scanned, the electronic form of the documents are the official court record. If exhibits are submitted, the clerk may maintain the exhibits by traditional means or by electronic means where appropriate.

Rule 7. Documents that may be filed electronically.

(a) *General.* A court may permit electronic filing of a document in any action or proceeding unless these rules or other legal authority expressly prohibit electronic filing.

(b) *Exhibits and real objects.* Exhibits, or other documents which otherwise may not be comprehensibly viewed in an electronic format, may be filed and served conventionally in paper form.

(c) *Court documents.* The court may electronically file or issue any notice, order, minute order, judgment, or other document prepared by the court.

Rule 8. Time of filing, confirmation, rejection, and endorsement.

(a) *Filed upon transmission.* Subject to acceptance by the court clerk, any document electronically submitted for filing shall be considered filed with the court when the transmission to the court's electronic filing system or an authorized electronic filing service provider is completed. Upon receipt of the transmitted document, the electronic filing system or electronic filing service provider must automatically confirm to the electronic filer that the transmission of the document was completed and the date and time of the document's receipt. Absent confirmation of receipt, there is no presumption that the court received and filed the document. The electronic filer is responsible for verifying that the court received and filed the document transmitted.

(b) *Review by clerk.* The court clerk may review the document to determine whether it conforms with applicable filing requirements. If the clerk rejects the document for filing because it does not comply with applicable filing requirements or because the required filing fee has not been paid, the court must promptly send notice to the electronic filer. The notice must set forth the reasons the document was rejected for filing. Notification that the clerk has accepted the document for filing is not required.

(c) *Endorsement.* Electronic documents accepted for filing must be endorsed. The court's endorsement of a document electronically filed must contain the following: "Electronically Filed/Date and Time/Name of Clerk." This endorsement has the same force and effect as a manually affixed endorsement stamp of the clerk of the court.

(d) *Time of filing.* Any document electronically submitted for filing by 11:59 p.m. at the court's local time shall be deemed to be filed on that date, so long as it is accepted by the clerk upon review.

(e) *Availability of electronic filing process.* The court's electronic filing system must allow the electronic submission of documents during the court's regular business hours and should allow the electronic submission of documents 24 hours per day, 7 days per week, except when the system is down for scheduled maintenance.

Rule 9. Electronic service.

(a) *Applicability.* 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 a summons or a subpoena cannot be served electronically.

(b) *Service on registered users.* When a document is electronically filed, the court or authorized electronic filing service provider must provide notice to all registered users on the case that a document has been filed and is available on the electronic service system document repository. The notice must be sent by e-mail to the addresses furnished by the registered users under Rule 13(c). This notice shall be considered as valid and effective service of the document on the registered users and shall have the same legal effect as service of a paper document. A court is not required to make a document available until after the clerk has reviewed and endorsed the document.

(c) *Consent to electronic service.* Other than service of a summons or subpoena, users who register with the electronic filing system are deemed to consent to receive service electronically. A party may also agree to accept electronic service by filing and serving a notice. The notice must include the electronic notification address(es) at which the party agrees to accept service.

(d) *Service on nonregistered recipients.* The party filing a document must serve nonregistered recipients by traditional means such as mail, express mail, overnight delivery, or facsimile transmission and provide proof of such service to the court.

(e) *Service list.* The parties must provide the clerk with a service list indicating the parties to be served. The clerk shall maintain the service list, indicating which parties are to be served electronically and which parties are to be served in the traditional manner.

(f) *Time of service; time to respond.* Electronic service is complete at the time of transmission of the notice required by subsection (b) of this rule. For the purpose of computing time to respond to documents received via electronic service, any document served on a day or at a time when the court is not open for business shall be deemed served at the time of the next opening of the court for business.

Rule 10. Payment of filing fees.

(a) *Filing fees.* The court clerk is not required to accept electronic documents that require a fee. If the clerk does accept electronic documents that require a fee, the court may permit the use of credit cards, debit cards, electronic fund transfers, or debit accounts for the payment of filing fees associated with electronic filing. A court may also authorize other methods of payment consistent with any AOC guidelines that may be adopted.

(b) *Waiver of fees.* Anyone entitled to waiver of nonelectronic filing fees will not be charged electronic filing fees. The court or clerk shall establish an application and waiver process consistent with the application and waiver process used with respect to nonelectronic filing and filing fees.

Rule 11. Signatures.

(a) *Deemed signed.* Every document electronically filed or served shall be deemed to be signed by the registered user submitting the document. Each document must bear that person's name, mailing address, telephone number, and bar number if applicable. Where a statute or court rule requires a signature at a particular location on a form, the person's typewritten name shall be inserted. Otherwise, a facsimile, typographical, or digital signature is not required.

(b) *Documents under penalty of perjury or requiring signature of notary public.*

(1) Documents required by law to include a signature under penalty of perjury, or the signature of a notary public, may be submitted electronically, provided that the declarant or notary public has signed a printed form of the document. The printed document bearing the original signatures must be scanned and electronically submitted for filing in a format that accurately reproduces the original signatures and contents of the document.

(2) By electronically filing the document, the electronic filer verifies that the signatures are authentic.

(c) *Documents requiring signatures of opposing parties.*

(1) When a document to be filed electronically, such as a stipulation, requires the signatures of opposing parties, the party filing the document must first obtain the signatures of all parties on a printed form of the document.

(2) The printed document bearing the original signatures must be scanned and electronically submitted for filing in a format that accurately reproduces the original signatures and contents of the document.

(3) By electronically filing the document, the electronic filer verifies that the signatures are authentic.

(d) *Signature of judicial officer or clerk.* Electronically issued court documents requiring a court official's signature may be signed electronically. A court using electronic signatures on court documents must adopt policies and procedures to safeguard such signatures and comply with any AOC guidelines for electronic signatures that may be adopted.

Rule 12. Format of documents. An electronic document shall, to the extent practicable, be formatted in accordance with the applicable rules governing formatting of paper pleadings and other documents, including page limits. Electronic documents must be self-contained and must not contain hyperlinks to external papers or websites. Hyperlinks to papers filed in the case are permitted.

Rule 13. Registration requirements.

(a) *Registration mandatory.* All users of a court's electronic filing system must register in order to access the electronic filing system over the Internet. A court must permit the following users to register: (1) licensed Nevada attorneys; (2) non-Nevada attorneys permitted to practice in Nevada under Supreme Court Rule 42; and (3) litigants appearing in proper person in a particular case in which the court has mandated electronic filing. A court must permit users who are not authorized to access the court's electronic filing system over the Internet to access electronically filed documents via a public access terminal located in the courthouse.

(b) *Registration requirements.* A court must establish registration requirements for all authorized users and must limit the registration of users to individuals, not law firms, agencies, corporations, or other groups. The court must assign to the user a confidential, secure log-in sequence. The log-in sequence must be used only by the user to whom it is assigned and by such agents and employees as the user may authorize. No user shall knowingly

permit his or her log-in sequence to be used by anyone other than his or her authorized agents and employees.

(c) *Electronic mail address required.* Registered users must furnish one or more electronic mail addresses that the court and any authorized electronic service provider will use to send notice of receipt and confirmation of filing. It is the user's responsibility to ensure that the court has the correct electronic mail address.

(d) *Misuse or abuse of the electronic filing system.* Any user who attempts to harm the court's electronic filing system in any manner or attempts to alter documents or information stored on the system has committed misuse of the system. Any unauthorized use of the system is abuse. Misuse or abuse may result in loss of a user's registration or be subject to any other penalty that may be imposed by the court.

Rule 14. Access to electronic documents; confidential information.

(a) *Electronic access.* Except as provided in these rules, a court must provide registered users in a case with access to electronic documents to the same extent it provides access to paper documents. Electronic access to such documents is required for registered users who are parties or attorneys on a case. A court may provide electronic access to registered users who are not parties or attorneys on a case.

(b) *Confidential records.* The confidentiality of electronic records is the same as for paper records. A court's electronic filing system must permit access to confidential information only to the extent provided by law. No person in possession of a confidential electronic record shall release the information to any other person unless provided by law.

(c) *Identification of confidential documents.* The filing party must identify documents made confidential by statute, court rule, or court order. The electronic filing system shall make the document available only to registered users and only as provided by law.

(d) *Protection of personal information.* A document containing personally identifiable information shall be so designated by the party filing the document. If a paper is designated as containing personally identifiable information, only registered users for the case may access the paper electronically. The document will remain available for public inspection at the courthouse unless otherwise sealed by the court or held confidential by law. The clerk will not review each paper for redaction.

(e) *Temporary sealing of documents.* For information not made confidential by statute, court rule, or court order, users may electronically submit documents under temporary seal pending court approval of the user's motion to seal.

Rule 15. System or user filing errors.

(a) *Failure of electronic filing or service.* When electronic filing does not occur due to technical problems, the court clerk may correct the problem. Technical problems include:

(1) An error in the transmission of the document to the electronic filing system or served party that was unknown to the sending party;

(2) A failure to process the electronic document when received by the electronic filing system;

(3) Erroneous exclusion of a party from the service list; or

(4) Other technical problem experienced by the filer with the electronic filing system.

(b) *Time of filing of delayed transmission.* Unless the technical failure prevents timely filing or affects jurisdiction, the court must deem a filing received on the day when the filer can satisfactorily demonstrate that he or she attempted to file or serve the document. The time for response is calculated from the time the document is correctly transmitted. When the technical failure prevents timely filing or affects jurisdiction, the issue shall come before the court upon notice and opportunity to be heard. The court may upon satisfactory proof enter an order permitting the document to be filed as of the date and time it was first attempted to be sent electronically.

Rule 16. Electronic filing providers.

(a) *Right to contract.* A court may contract with one or more electronic service providers to furnish and maintain an electronic filing system for the court. A public bid process should be used to award such contracts.

(b) *Transmission to contracted provider.* If a court contracts with an electronic filing service provider, it may require electronic filers to transmit the documents to the provider. If, however, there is a single provider or in-house system, the provider or system must accept filings from other electronic service providers to the extent it is compatible with them.

(c) *Provisions of contract.* A court's contract with an electronic filing service provider may allow the provider to charge electronic filers a reasonable fee in addition to the court's filing fee. If such a fee is allowed, the contract must also provide for audits of the vendor as provided in Rule 5(i). The contract may also allow the electronic filing provider to make other reasonable requirements for use of the electronic filing system. Any contract between a court and an electronic filing provider must acknowledge that the court is the owner of the contents of the filing system and has the exclusive right to control its use. The vendor must expressly agree in writing to safeguard any personal information in accordance with Nevada law.

(d) *Transmission of filing to court.* An electronic filing service provider must promptly transmit any electronic filing, with the applicable filing fees, to the court.

Smith, Sarah

From: efilintest@nvcourts.nv.gov
Sent: Thursday, November 06, 2008 10:43 AM
To: Smith, Sarah
Subject: Receipt of Electronic Document.

RECEIPT OF ELECTRONIC DOCUMENT SUBMITTED FOR FILING

Docket Number:

Case Category: Criminal Appeal

District Court Information: 1111, Test vs. Test

Submitted by: Nye Co. Clerk

Date Submitted: Nov 06 2008 10:41 a.m.

Document Category: Notice of Appeal Documents

Document Title: Test Document

Filing Status: Filed subject to acceptance

This notice was automatically generated by the electronic filing system. Do not respond to this email. If you have any questions, contact the Nevada Supreme Court Clerk's office at 775-684-1600 or 702-486-9300.

2nd email - Notice of Appeal
To D.C. Clerk Only

Smith, Sarah

From: efilintest@nvcourts.nv.gov
Sent: Thursday, November 06, 2008 10:46 AM
To: Smith, Sarah
Subject: Acceptance of Electronic Document. 13MARTIN VS. 13SIMMONS.

ACCEPTANCE OF ELECTRONIC DOCUMENT SUBMITTED FOR FILING

Case Title: 13MARTIN VS. 13SIMMONS
Docket Number: 1102
Case Category: Criminal Appeal
District Court Information: 1111, Test vs. Test

Submitted by: Nye Co. Clerk
Date Submitted: Nov 06 2008 10:41 a.m.
Official File Stamp: Nov 06 2008 10:45 a.m.
Document Category: Notice of Appeal Documents
Document Title: Test Document
Filing Status: Accepted and Filed

This notice was automatically generated by the electronic filing system. Do not respond to this email. If you have any questions, contact the Nevada Supreme Court Clerk's office at 775-684-1600 or 702-486-9300.

3rd email - Notice of Appeal
To D.C. clerk and all counsel

Smith, Sarah

From: efilingtest@nvcourts.nv.gov
Sent: Thursday, November 06, 2008 10:46 AM
To: Smith, Sarah
Subject: Notification of Electronic Filing in 13MARTIN VS. 13SIMMONS, No. 1102

Supreme Court of Nevada

NOTICE OF ELECTRONIC FILING

Notice is given of the following activity:

Date and Time of Notice: Nov 06 2008 10:46 a.m.

Case Title: 13MARTIN VS. 13SIMMONS
Docket Number: 1102
Case Category: Criminal Appeal

Document Category: Amended Brief
Submitted by: Nye Co. Clerk
Official File Stamp: Nov 06 2008 10:45 a.m.
Filing Status: Accepted and Filed

Docket Text: Filed Amended Brief. Test Document for Nye County Clerk, Appellant

The Clerk's Office has filed this document. It is now available on the Nevada Supreme Court's E-Filing website. You may view this document by clicking on the following link. [Here!](#).

Electronic service of this document is complete at the time of transmission of this notice. The time to respond to the document, if required, is computed from the date and time of this notice. Refer to NEFR 9(f) for further details.

Clerk's Office has electronically mailed notice to:

Steven Sexton

No notice was electronically mailed to those listed below; counsel filing the document must serve a copy of the document on the following:

George Abbott

This notice was automatically generated by the electronic filing system. If you have any questions, contact the Nevada Supreme Court Clerk's Office at 775-684-1600 or 702-486-9300.

11/06/08

Supreme Court of Nevada
NOTICE OF ELECTRONIC FILING

NEF
Notice of Appeal

Notice is given of the following activity:

Date and Time of Notice: Nov 06 2008 10:46 a.m.

Case Title: 13MARTIN VS. 13SIMMONS

Docket Number: 1102

Case Category: Criminal Appeal

Document Category: Amended Brief

Submitted by: Nye Co. Clerk

Official File Stamp: Nov 06 2008 10:45 a.m.

Filing Status: Accepted and Filed

Docket Text: Filed Amended Brief. Test Document for Nye County Clerk, Appellant

The Clerk's Office has filed this document. It is now available on the Nevada Supreme Court's E-Filing website. You may view this document by clicking on the following link. [Here!](#).

Electronic service of this document is complete at the time of transmission of this notice. The time to respond to the document, if required, is computed from the date and time of this notice. Refer to NEFR 9(f) for further details.

Clerk's Office has electronically mailed notice to:

Steven Sexton

No notice was electronically mailed to those listed below; counsel filing the document must serve a copy of the document on the following:

George Abbott

This notice was automatically generated by the electronic filing system. If you have any questions, contact the Nevada Supreme Court Clerk's Office at 775-684-1600 or 702-486-9300.

1st email -
File to existing case

Smith, Sarah

From: efilintest@nvcourts.nv.gov
Sent: Thursday, November 06, 2008 10:51 AM
To: Smith, Sarah
Subject: Receipt of Electronic Document. No. 1102.

RECEIPT OF ELECTRONIC DOCUMENT SUBMITTED FOR FILING

Docket Number: 1102
Case Category: Criminal Appeal

Submitted by: Nye Co. Clerk
Date Submitted: Nov 06 2008 10:51 a.m.
Document Category: Notice of Appeal Document
Document Title: Test Document
Filing Status: Filed subject to acceptance

This notice was automatically generated by the electronic filing system. Do not respond to this email. If you have any questions, contact the Nevada Supreme Court Clerk's office at 775-684-1600 or 702-486-9300.

Nevada Supreme Court Docket Sheet

Docket: 1102 13MARTIN VS. 13SIMMONS

MICHELLE MARTIN,
Appellant
vs.
MICHAEL SIMMONS,
Respondent

Supreme Court No. 1102

Consolidated With:

Counsel

George Abbott, Minden, UT, as counsel for Appellant
Steven Sexton, Las Vegas, NV, as counsel for Respondent

Case Information

Panel: SNP06

Panel Members: Maupin/Gibbons/Hardesty

Disqualification:

Case Status: Open

Category: Criminal Appeal

Type: Crimes Against Person

Submitted:

Date Submitted:

Oral Argument:

Sett. Notice Issued:

Sett. Judge:

Sett. Status:

Related Supreme Court Cases:

District Court Case Information

Case Number: ABC345

Case Title: ABC223

Judicial District: Fifth

Division: Family Court

County: Nye Co.

Sitting Judge: Gerald W. Hardcastle

Replaced By:

Notice of Appeal Filed: 01/01/08

Judgment Appealed From Filed: 12/31/07

Docket Entries

Date

Docket Entries

02-25-2008 Filed Certified Copy of Notice of Appeal. Testing large file size for 13Martin, Appellant 08-00133

02-25-2008 Filing Fee Waived: Criminal.

11-06-2008 Filed Amended Brief. Test Document for Nye County Clerk, Appellant

08-00628

Master Service List

Docket Number and Case Title: 1102 - 13MARTIN VS. 13SIMMONS**Case Category** Criminal Appeal**Information current as of:** Nov 06 2008 10:54 a.m.

Electronic notification will be sent to the following:

Steven Sexton

George Abbott

Notification by traditional means must be sent to the following:

FAST TRACK DOCUMENTS
SIGNATURE AND SERVICE - ELECTRONIC DOCUMENTS
VERIFICATION

I recognize that pursuant to NRAP 3C, I am responsible for filing a timely fast track statement/response and that the Supreme Court of Nevada may sanction an attorney for . . . (etc., etc.). I therefore certify that the information provided in this fast track statement/response is true and complete to the best of my knowledge, information and belief.

Dated this ____ day of February, 2008.

STEVEN G. McGUIRE
Nevada State Public Defender

By: James P. Logan
Chief Appellate Deputy
Nevada Bar # 1791
511 East Robinson Street
Carson City, Nevada 89701
775-687-4880
jlogan@govmail.state.nv.us

CERTIFICATE OF SERVICE

I hereby certify that this document was filed electronically with the Nevada Supreme Court on the ____ day of February, 2008. Electronic Service of the foregoing document shall be made in accordance with the Master Service List as follows:

Nevada Attorney General
Washoe Test 1 District Attorney
Sally deSoto
Terrence McCarthy
Gary Hatlestad

I further certify that I served a copy of this document by mailing a true and correct copy thereof, postage pre-paid, addressed to:

My client at My client's address

Jane Rolin
Employee of State Public
Defender's Office

**Efile Document Categories
for District Court Clerks**

Document Category	Types of Documents
Notice of Appeal Document	Notice of Appeal
	Case Appeal Statement
	District Court Docket Entries
	Minutes
	Notice of Entry
	Judgment/Order Appealed From
	Other Document
Exhibit	Exhibit List
	Exhibit
Letter/Incoming	Letter to Supreme Court
Motion	Motion to extend time to transmit record
Notice/Incoming	Notice issued by district court
Order/Incoming	District court order transmitted by the district court clerk pursuant to an order of the supreme court
Record on Appeal Document	Record on Appeal
	Document submitted by the district court to be included in the record on appeal.
Transcript Request	Request for Rough Draft Transcript filed in the district court.
Transcript	Rough Draft or Certified Transcript