

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
- Access to all court documents and records
- Electronic payment of filing and copying charges

Future Plans

- Enhanced indexing and search capabilities
- Automatic update of attorney's case management system

Filers Training Session

The Nevada Supreme Court eFiling System Training

Purpose

This two hour session will help the filer set up their user account, give a quick overview of the system and walk the filer through the system so that they have some familiarity on how the process works. During the walk through of the session the filer will participate and file a test filing. Many of the most frequently asked questions will be discussed. The goal of this session is to give the filer enough information so that they feel comfortable to file other filings and use the on-line manual when they have further questions.

Filer Training Outline

1. What software or hardware do I need to participate
2. Getting a User Account
3. How to access on-line user manual and System Overview
4. How to prepare my documents
 - a. Word processing format to PDF
 - b. Including scanned images
 - c. Signing your documents electronically
 - d. How big of a document can I submit
 - e. What if my document is too big
 - f. How do I associate exhibits with briefs
5. What can I file
 - a. Initiating an appeal
 - b. Filing an Original Proceeding
 - c. Filing on an existing case
 - d. Walking through the process
 - e. How do I know if it is a new case or an extension of an existing case?
 - f. How do payments work
6. Checking the status of my Filings
 - a. Checking for time stamps
 - b. What do I do if my filing was rejected by the clerk
 - c. Checking for notes returned by the Clerk
7. Understanding Notifications
 - a. Who will receive service electronically?
 - b. Who do I send service to by mail?
 - c. What are the rules of the court regarding service?
 - d. Can other people in my law firm receive the notice of service as well?
8. Where can I call to get additional help?

1) What software or hardware do I need to participate?

You will need to create your documents in your favorite word processing product and an Adobe Acrobat printer driver. You will also 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.

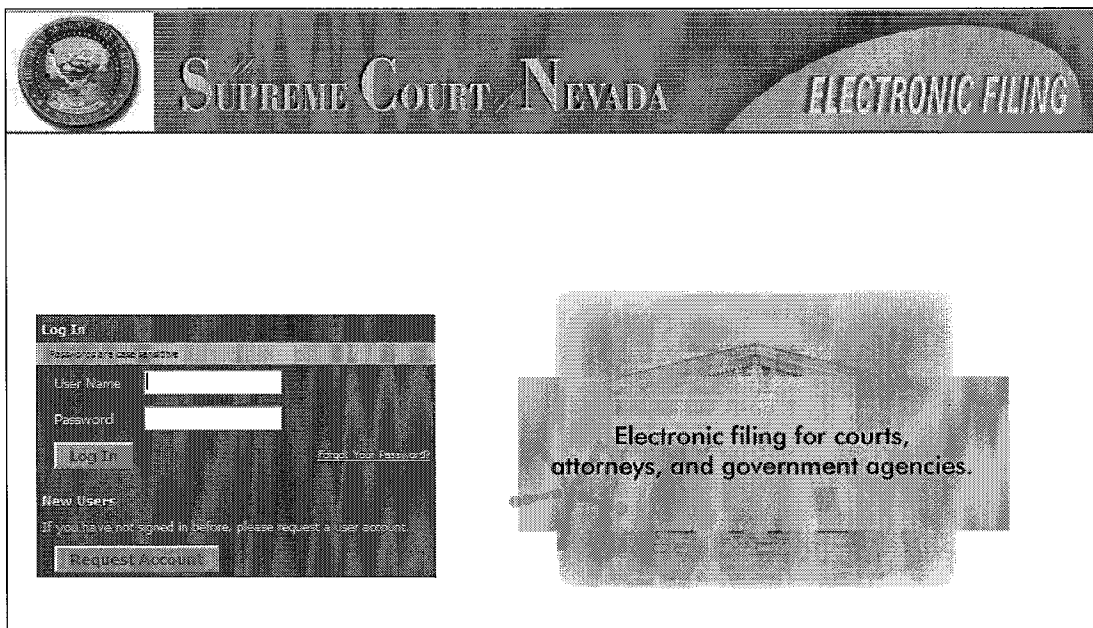
Hardware: Whether you use Windows, Macintosh, or a Linux machine it does not matter however you will need your workstation connected to the internet. Many filers use DSL or cable modem devices which usually provides adequate bandwidth for filers. Some users may only have dial-up modems which may not be fast enough when uploading large documents. Although this slower speed may work you risk timing out while you are uploading documents for your submissions. You will also need a scanner so that you can include documents that are in paper format.

2) Getting a User Account

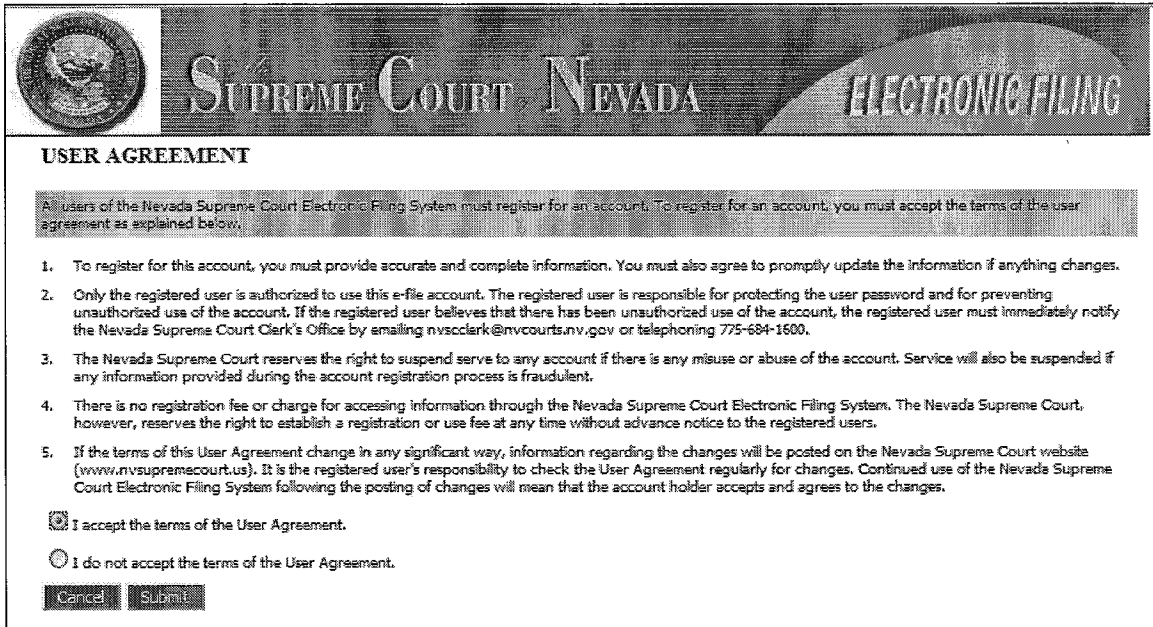
When you launch your internet browser you will first go to your home page. Click on the address bar in your browser. The address bar is usually is at the top of the screen. Type in the address to the Nevada Supreme Court web site for efileing which is <https://efile.nvsupremecourt.us>.

This will bring you to the **Login Screen** as shown below. If you have an account, you can enter your *User Name* and *Password* to begin filing.

If you have never used the system before, you must register for an account. To do this click the *Request Account* button. The button is in the lower area of the dark box where you can also log in.



When you click on the *Request Account* button the first thing you will see is a **User Agreement**. All users of the e-filing system must read and agree to the terms of the agreement. This agreement includes the rules governing the use of the e-filing system and some information about notifications. After reviewing the terms, click 'I accept' and then click *Submit* to continue setting up your account. To accept this agreement you must click on the radio button that says "I accept the terms of the User Agreement" and then click on the *Submit* button.



The screenshot shows the top header with the Nevada Supreme Court seal, the text "SUPREME COURT NEVADA", and "ELECTRONIC FILING". Below the header is the title "USER AGREEMENT". A shaded box contains the text: "All users of the Nevada Supreme Court Electronic Filing System must register for an account. To register for an account, you must accept the terms of the user agreement as explained below." Below this is a numbered list of five terms. At the bottom, there are two radio buttons: the first is selected and labeled "I accept the terms of the User Agreement.", and the second is unselected and labeled "I do not accept the terms of the User Agreement.". Below the radio buttons are "Cancel" and "Submit" buttons.

USER AGREEMENT

All users of the Nevada Supreme Court Electronic Filing System must register for an account. To register for an account, you must accept the terms of the user agreement as explained below.

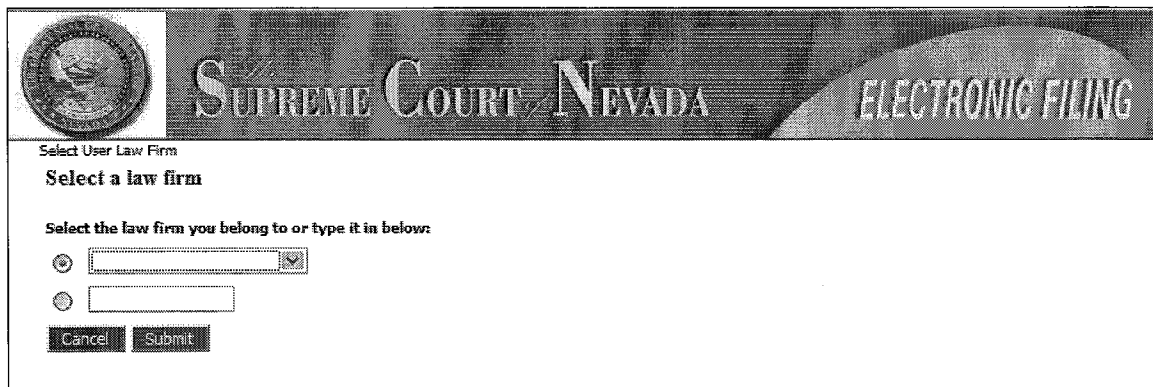
1. To register for this account, you must provide accurate and complete information. You must also agree to promptly update the information if anything changes.
2. Only the registered user is authorized to use this e-file account. The registered user is responsible for protecting the user password and for preventing unauthorized use of the account. If the registered user believes that there has been unauthorized use of the account, the registered user must immediately notify the Nevada Supreme Court Clerk's Office by emailing nvscclerk@nvcourts.nv.gov or telephoning 775-684-1600.
3. The Nevada Supreme Court reserves the right to suspend serve to any account if there is any misuse or abuse of the account. Service will also be suspended if any information provided during the account registration process is fraudulent.
4. There is no registration fee or charge for accessing information through the Nevada Supreme Court Electronic Filing System. The Nevada Supreme Court, however, reserves the right to establish a registration or use fee at any time without advance notice to the registered users.
5. If the terms of this User Agreement change in any significant way, information regarding the changes will be posted on the Nevada Supreme Court website (www.nvsupremecourt.us). It is the registered user's responsibility to check the User Agreement regularly for changes. Continued use of the Nevada Supreme Court Electronic Filing System following the posting of changes will mean that the account holder accepts and agrees to the changes.

I accept the terms of the User Agreement.

I do not accept the terms of the User Agreement.

Cancel Submit

Clicking on the Submit button will move you through a series of pages that will ask for information. The first question you must answer is what organization you work with. For example if you work with a law firm you will select from the pull down list the name of your law firm. Suppose that your law firm is not in the list, or you work for yourself, in this case you will click on the second radio button and type in your organization or law firm name. Once you have either selected your organization from the pull-down list or typed in the name of your organization because it was not listed then click the *Submit* button.



The screenshot shows the top header with the Nevada Supreme Court seal, the text "SUPREME COURT NEVADA", and "ELECTRONIC FILING". Below the header is the title "Select User Law Firm". Underneath is the instruction "Select a law firm". Below that is the text "Select the law firm you belong to or type it in below:". There are two radio buttons: the first is selected and next to a dropdown menu, and the second is unselected and next to a text input field. Below the radio buttons are "Cancel" and "Submit" buttons.

Select User Law Firm

Select a law firm

Select the law firm you belong to or type it in below:

Cancel Submit

This next screen, as shown below, has several questions to fill out. The asterisk (*) indicates the information is required. You must select your own User Name and Password. If you select a username that someone else already entered you will be prompted to enter a different username. The system will not tell you if it is unique until after you click on the *Submit* button because it has to query the database to see if your username is unique. If it is not unique you will be prompted to select a different User Name. You should also select a password that is not easy for someone else to guess. A password that includes characters, numbers, and symbols and is at least seven digits in length is considered a strong password. When you have completed all the information and clicked the submit button the system checks to make sure the username you entered is unique. .

The screenshot shows a web form titled "Request a User Account" for the Supreme Court of Nevada. The form includes a header with the court's seal and the text "SUPREME COURT NEVADA ELECTRONIC FILING". The form fields are as follows:

- Law Firm Name:** DC&H
- First Name:** * [text input]
- Middle Name:** [text input]
- Last Name:** * [text input]
- Suffix:** [text input]
- Nevada Bar Number:** * [text input] Zero pad the bar number to six digits. Ex: 009432
- User Name:** * [text input]
- Password:** * [text input] (masked with asterisks)
- Confirm Password:** * [text input]
- Phone:** [text input] **Fax:** [text input]
- E-Mail:** * [text input]
- 1st Alternate EMail:** [text input]
- 2nd Alternate EMail:** [text input]
- Address Line 1:** * [text input]
- Address Line 2:** [text input]
- Address Line 3:** [text input]
- City:** * [text input] **State:** Nevada [dropdown menu]
- Postal Code:** * [text input] **Country:** United States [dropdown menu]

At the bottom of the form are two buttons: "Cancel" and "Submit".

If your password is unique and all required information was filled out properly you will see the following message.

User Account Requested

Your request to be registered as a user of the Supreme Court of Nevada Electronic Filing system has been processed. Once the administrator has approved your request you will be able to login under the below username with the password you requested.

Sarah Smith

User Name: Sarah_Smith
Bar Number: 126987
Bar State: NV
Phone:
Fax:
EMail: ssmith@nvcourts.nv.gov
Address: 123 West St.
Carson City, NV 89701
US



The email address that you include during registration will be the address at which you receive email notice that the account was approved.

The information you entered during the registration is stored in your profile. For more information about these questions refer to the User Profile section of your on-line user's manual. You can access this manual when you log in to the e-filing system. The footer of each screen has a link to the on-line manual.

Forgot your password?

If you forget your password, go to the Nevada Supreme Court e-filing **Login Screen** and click on the *Forgot your Password?* link. This is not a button but is a link. You will be directed to a screen where you will enter your User Name that you entered when you registered or that you changed in your user profile. 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.

3) How to access the Online User Manual and Quick 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.

4) How to prepare my documents

A - Word processing Documents

Depending on the type of filing you need to submit will determine what you need to prepare for your submission. Most documents will be written in a word processor.

Word Processing: It really does not matter what word processor you use to create your documents. There are several common word processing tools including:
Microsoft Word: can be purchased alone, or in a bundled package called Microsoft Office.
Microsoft Works: this bundle includes a word processor with fewer features than Microsoft Word.
Microsoft WordPad: this product is included with the Windows OS under the accessories option
Corel WordPerfect: can be purchased alone, or in a bundled package called Corel Office
OpenOffice: this is a bundled package that can be downloaded for free from openoffice.org

There are many other word processors that run on various operating systems. It really does not matter which product you use. You will create and save your documents in their native application form and then use the 'Save As' feature or the 'Print feature to print or save the documents to the **Adobe Acrobat PDF** format. This format was chosen because it allows a document to retain its pagination, formatting, and fonts no matter what type of computer is used to view or print the document.

Most people will purchase a printer driver that allows you to print to the PDF format. Some word processors such as Corel WordPerfect come with a PDF printer driver. Other products require you purchase a separate product. Adobe sells a PDF printer driver and they also provide a web service that allows you to upload a document and retrieve a PDF version so that you can subscribe to the service. There are several sources for PDF printer drivers you could find by searching on the web for PDF printer drivers. To search for a printer driver go to your favorite search engine such as www.google.com or www.yahoo.com and type in "PDF printer driver". This will give you a listing of companies that provide software or services. Following is a list of a few of the many links found from one search, however listing these links does not represent an endorsement nor insure the validity of these companies by the Nevada Supreme Court.

Adobe: www.adobe.com/products/acrobat/solutions/detail/convert_to_pdf.html
PDF Creator: www.pdfcreator.com
PDF Writer / Reader: www.8-free.com
PDF995: www.pdf995.com
deskPDF: www.docudesk.com
easy PDF printer driver: www.pdfonline.com/easypdf

Once you have generated a PDF version of your document you are ready to include that document in a submission. However there may be other documents that you wish to include that are in paper and you need to scan them into electronic format so that you can include them in your submission.

B - Including Scanned Documents:

When you have documents that are in paper format that you need to submit you must scan them into electronic format. 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 must look at your scanner's user manual or check with your network administrator to help you determine the quality and color of your scanned image. 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 while a color image can easily reach 2 Megabytes per pages. These large documents consume space and don't provide value to most documents.

You 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 courts server and managed according to the e-filing systems needs.

C – Signing your documents electronically

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

If a document must include a signature under penalty of perjury, or the signature of a notary public, the declarant or notary public must sign a printed form of the document. Likewise, when a document 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. 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. By electronically filing the document, the registered user verifies that the signatures are authentic.

D – How big of a document can I submit

Each document should be 4 megabytes or less. When you create a document using a word processor and print the document to PDF you can expect that a 200 page document will be less than 2 megabytes. You can add as many documents as you wish in the submission as long as the total size of all the documents do not exceed 16 megabytes.

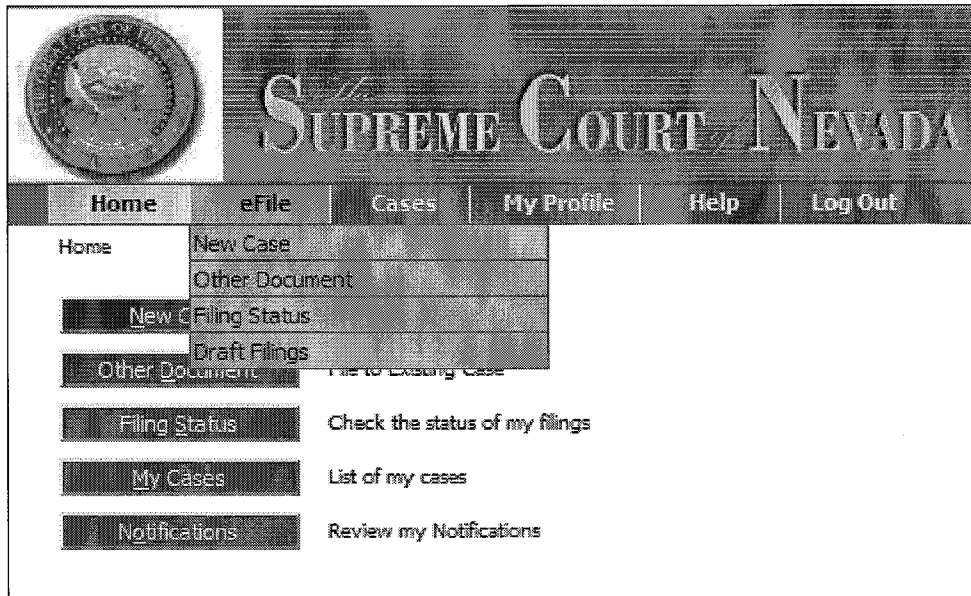
E – What if my document is larger than 4 megabytes

When your documents are larger than 4 megabytes you should break the documents into sections in your word processor and then add each one separately. The e-filing system will allow you to enter several documents in one submission.

5) What can I file?

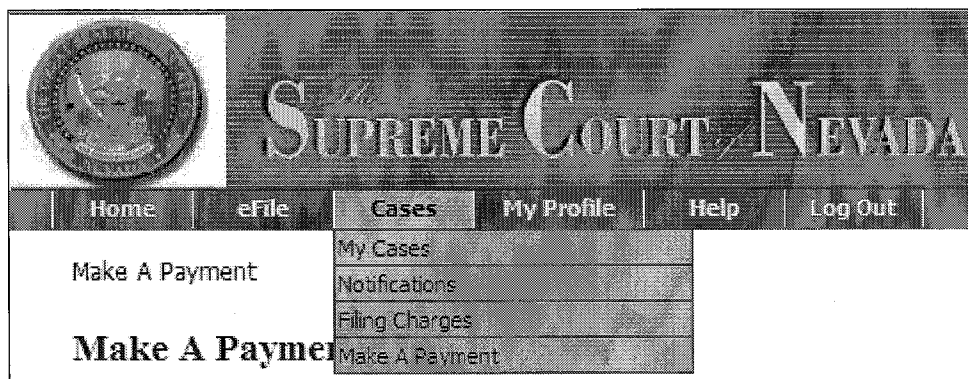
There are several types of filings that you can choose from depending on whether you are an attorney, a settlement judge, or a District Court Clerk. During the training we are going to walk through an example of filing a brief and filing an original proceeding. For step by step instructions of each of 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:

- * New Case – allows you to initiate an original proceeding
- * Other Documents - Submit briefs and other exhibits.
- * Filing Status - Review the status of submissions you previously sent in.
- * Draft Filings - Check to see if there is something you need to finish.



The Cases option links you to the starting point for several actions, which include:

- * My Cases – List of all cases that you are associated with or have filed to
- * Notification – Access your electronic notifications
- * Filing Charges – Record of paid filing charges by month
- * Make a Payment – Access to any pending payments or payments that are due

A – Initiating an appeal. This system only allows the District Court Clerk to initiate an appeals process. The attorney must submit their notice of appeal to the District Court and the Clerks from that District will e-file the appeals information to the Supreme Court using the e-filing system.

B - Filing an Original Proceeding

New Case links you to a series of screens the filer will follow to include information about filing original proceedings. You can get to this process either from the Home page or from the menu bar.

C – Filing on an existing Case

Other Documents links you to a series of screens the filer will follow to include information designed to get you the right case number to file briefs and other documents to an existing case including an appealed case. You can get to this process either from the Home page or from the menu bar.

D – Walking through the process

In this step each participant will walk through the process of uploading briefs or 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.

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

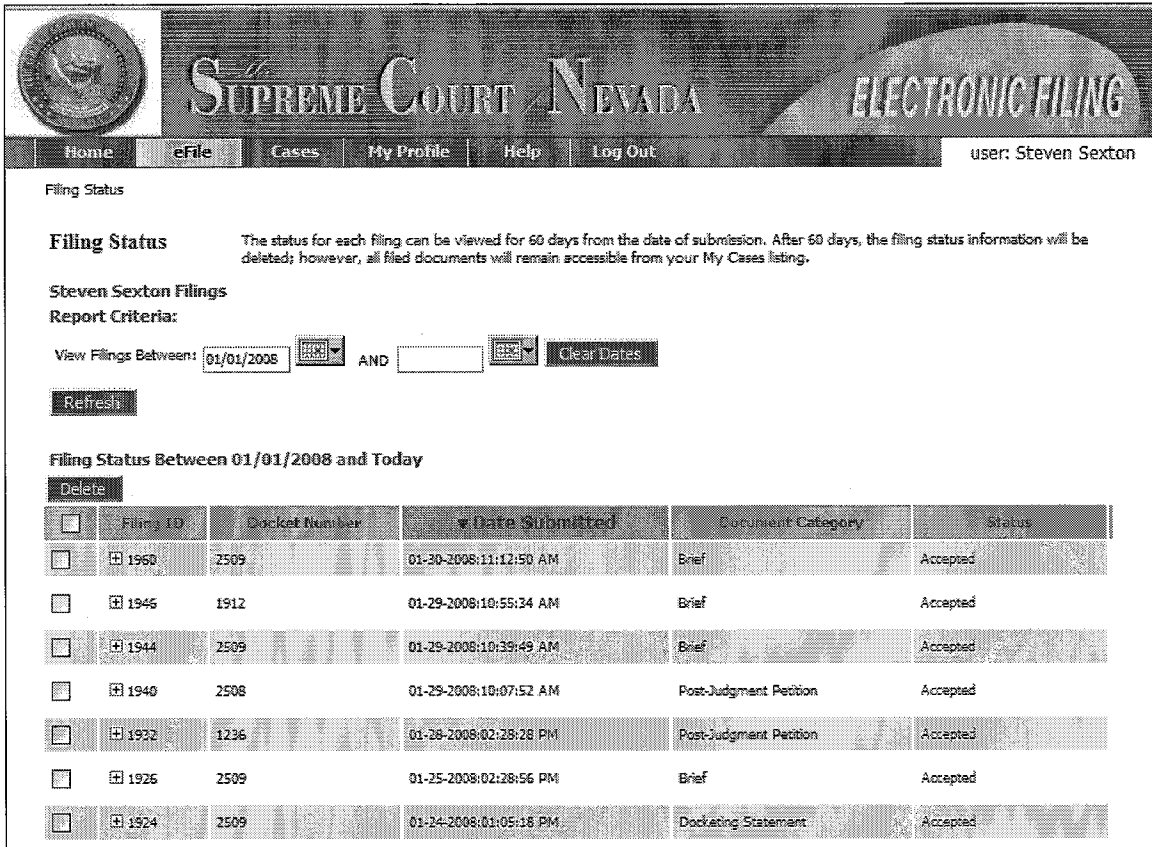
Many times a filer will think that the case is a new appeal when it is an extension of an existing case that is on appeal. The Clerk of the Supreme Court will determine whether it is an extension or not and associate the filing appropriately.

F - How do payments work?

Filers, both attorneys and district court clerks, have the ability to pay filing fees through the eFiling system. Attorneys pay the filing fee as part of the process of submitting the filing. District Court Clerks will receive an email notification when the Notice of Appeal filing has been approved. This email will alert the Clerk that payment is due and that they are required to go to the Make a Payment screen to complete the process.

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 filed 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 returned 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.



The screenshot shows the user interface for the Supreme Court of Nevada's Electronic Filing System. At the top, there is a header with the court's seal, the text "The SUPREME COURT NEVADA", and "ELECTRONIC FILING". Below this is a navigation bar with links for "Home", "eFile", "Cases", "My Profile", "Help", and "Log Out", along with the user name "user: Steven Sexton".

The main content area is titled "Filing Status" and includes a sub-section "Filing Status" with a note: "The status for each filing can be viewed for 60 days from the date of submission. After 60 days, the filing status information will be deleted; however, all filed documents will remain accessible from your My Cases listing." Below this is a section for "Steven Sexton Filings" with "Report Criteria:" and a date range filter set to "01/01/2008" and "AND" followed by a blank date field and a "Clear Dates" button. A "Refresh" button is also present.

The main section is titled "Filing Status Between 01/01/2008 and Today" and contains a "Delete" button and a table of filings. The table has columns for "Filing ID", "Docket Number", "Date Submitted", "Document Category", and "Status".

<input type="checkbox"/>	Filing ID	Docket Number	Date Submitted	Document Category	Status
<input type="checkbox"/>	1960	2509	01-20-2008:11:12:50 AM	Brief	Accepted
<input type="checkbox"/>	1946	1912	01-29-2008:10:55:34 AM	Brief	Accepted
<input type="checkbox"/>	1944	2509	01-29-2008:10:39:49 AM	Brief	Accepted
<input type="checkbox"/>	1940	2508	01-29-2008:10:07:52 AM	Post-Judgment Petition	Accepted
<input type="checkbox"/>	1932	1236	01-28-2008:02:28:28 PM	Post-Judgment Petition	Accepted
<input type="checkbox"/>	1926	2509	01-25-2008:02:28:56 PM	Brief	Accepted
<input type="checkbox"/>	1924	2509	01-24-2008:01:05:18 PM	Docketing Statement	Accepted

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 go days. 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 Clerk of the Supreme Court of Nevada notifying you of fees due 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 shows 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 you are involved with the system will send you notification. In the 'Notifications' screen you can see a listing of the notifications that were sent by other participants on the case. Each entry in the list represents a notice of 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 screenshot shows the Supreme Court of Nevada's electronic filing system. At the top, there is a navigation bar with links for Home, eFile, Cases, My Profile, Help, and Log Out. The user is identified as Steven Sexton. Below the navigation bar is a 'Notifications' section. Underneath, there are buttons for 'Delete', 'Mark As Read', and 'Mark As Unread'. The main content is a table of notifications:

<input type="checkbox"/>	Document(s) filed by...	Supreme Court Case Title
<input checked="" type="checkbox"/>	Original Proceeding was filed by or in behalf of Steven Sexton Documents: Received Proper Person Brief, test statuses	ESSEX VS. SEXEY
<input type="checkbox"/>	Criminal Appeal was filed by or in behalf of George Abbott Documents: Brief Appellant's Opening Brief on Appeal	SCHRIEKER VS. WONS
<input checked="" type="checkbox"/>	Criminal Appeal was filed by or in behalf of George Abbott Documents: Filed Document Part	ESSEX VS. SEXEY
<input checked="" type="checkbox"/>	Criminal Appeal was filed by or in behalf of Steven Sexton Documents: Filed Joinder to Brief, testing the sort order	1ST BETTER BUILDERS VS. SORRA
<input checked="" type="checkbox"/>	Original Proceeding was filed by or in behalf of Steven Sexton Documents: Filed Amicus Brief, test brief	ESSEX VS. SEXEY
<input checked="" type="checkbox"/>	Criminal Appeal was filed by or in behalf of Steven Sexton Documents: Filed Petition for Rehearing, rrrrr	SCHRIEKER VS. WONS

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 participants last name and then click on the link to get the list in the 'My Cases' list.

If you should be a participant on a case that is not listed you can call the Supreme Court Clerks Office to be added to and the case, and then efile a *Notice of Appearance* on the case.

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 law firm receive the notice of service as well?

Other members of your law firm 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 attorneys in your law firm 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 law firm's email system.

8) 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

Who is authorized to e-file 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>. You must first register and accept the terms of the user agreement and your account must be approved before you begin e-filing documents.

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

No.

Which cases will be included in the electronic filing program?

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

What documents can be e-filed?

All documents may be filed electronically, except for sealed or confidential documents.

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 court clerk will not scan or otherwise make such documents available electronically, but will electronically notify counsel of receipts of the or confidential documents.

Will the court issue notices, orders or opinions electronically?

Yes. The 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 will be notified electronically of the filing.

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 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 email 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?

No. Hard copies of the electronic documents are not required to be sent to the court.

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

After the clerk's office accepts the document for filing. The electronic filing system automatically endorses the document with the date and time of acceptance and emails a notice of electronic filing to all counsel.

How are electronic documents served?

When the clerk's office accepts a document for filing, the electronic filing system automatically emails a notice to all counsel who are registered efiler users 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 efile users 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 if you are a registered efile user. 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 who are registered efile users. It can also go to all email accounts they have listed on their user profiles and 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). Only black text on a white background is permitted. Otherwise, the format of an electronic document must conform to the applicable NRAPs.

Do I need to submit briefs and appendices with a colored cover?

Electronic briefs and appendices are submitted without the colored cover prescribed by the NRAPs. Instead of a cover, the brief must include a cover page produced on a white background.

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 email 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.

What hardware and software will attorneys need to participate in e-filing?

Attorneys will need the following hardware and software to electronically file, view, and retrieve documents in the electronic filing system.

- A personal computer running a standard platform such as Windows or a Macintosh.
- Internet service and a compatible browser.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word.
- A scanner to transmit documents that is not in your word processing system.

**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

A. WILLIAM MAUPIN
Associate Justice

MARK GIBBONS
Associate Justice

MICHAEL L. DOUGLAS
Associate Justice

JAMES W. HARDESTY
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.

H

Micallef, Shirley

1st Email - Receipt of Document

From: efilintest@nvcourts.nv.gov
Sent: Friday, April 04, 2008 2:19 PM
To: Micallef, Shirley
Subject: Receipt of Electronic Document in No.

Sent ONLY to person filing the document

RECEIPT OF ELECTRONIC DOCUMENT SUBMITTED FOR FILING

Docket Number:

Case Category:

Criminal Appeal

Submitted by:

Clark County Clerk

Date Submitted:

Apr 04 2008 02:16 p.m.

Document Category:

Notice of Appeal Documents

Document Title:

Notice of Appeal

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.

** Means that court's computer received the document*

Micallef, Shirley

2nd Email - Filing of Document

From: efilintest@nvcourts.nv.gov
Sent: Monday, April 07, 2008 10:23 AM
To: Micallef, Shirley

Sent ONLY to person filing the document

Subject: Acceptance of Electronic Document in RAUM (ALAN) VS. STATE, No.

ACCEPTANCE OF ELECTRONIC DOCUMENT SUBMITTED FOR FILING

Case Title: RAUM (ALAN) VS. STATE
Docket Number: 48336
Case Category: Criminal Appeal

Submitted by: Clark County Clerk
Date Submitted: Apr 04 2008 01:55 p.m.
Official File Stamp: Apr 07 2008 10:22 a.m.
Document Category: Notice of Appeal Documents
Document Title: Notice of Appeal
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.

** means clerk's office filed document -*

Micallef, Shirley

*Email to ALH Counsel
- Sent when clerk's
office files a document*

From: efilngfest@nvcourts.nv.gov
Sent: Monday, April 07, 2008 10:23 AM
To: Micallef, Shirley
Subject: Notification of Electronic Filing in RAUM (ALAN) VS. STATE, No. 48336

Supreme Court of Nevada

NOTICE OF ELECTRONIC FILING

Notice is given of the following activity:

Date and Time of Notice: Apr 07 2008 10:22 a.m.

Case Title: RAUM (ALAN) VS. STATE
Docket Number: 48336
Case Category: Criminal Appeal

Document Category: Notice of Appeal
Submitted by: Clark County Clerk
Official File Stamp: Apr 07 2008 10:22 a.m.
Filing Status: Accepted and Filed

Docket Text: Filed Certified Copy of Notice of Appeal. Notice of Appeal for Alan Raum, 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:

- Five Public Defender
- Four Public Defender
- Three Public Defender
- Two Public Defender
- Nevada Attorney General
- One Public Defender



Seven District Attorney
Six District Attorney
Five District Attorney
Four District Attorney
Three District Attorney
Two District Attorney
One District Attorney
Seven Public Defender
Six Public Defender

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

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.

Micallef, Shirley

*Email sent to Filer ONLY
- sent when clerk's office
rejects document for filing*

From: efilintest@nvcourts.nv.gov
Sent: Monday, April 07, 2008 3:11 PM
To: Micallef, Shirley
Subject: Rejection of Electronic Document in No. 9217

Docket Number: 9217
Case Category: Criminal Appeal

Submitted by: Nevada Attorney General
Date Submitted: Apr 07 2008 03:08 p.m.
Date Rejected: Apr 07 2008 03:11 p.m.
Note from Clerk: ✖ ✖ This document is incomplete. Please correct and resubmit.
Document Category: Fast Track Brief
Document Title: Brief Response
Filing Status: ✖ Rejected

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.

✖ Reason clerk's office rejected the document.

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 April, 2008.

PHILIP J. KOHN
Clark County Public Defender

By: Howard S. Brooks
Deputy Public Defender
Nevada Bar # 3374
309 South Third Street
Las Vegas, Nevada 89155
702-455-4685
brookshs@co.clark.nv.us

CERTIFICATE OF SERVICE

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

Nevada Attorney General 1
Howard Brooks
Clark Test 2 District Attorney

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

Carrie Connolly
Employee of Clark County
Public Defender's Office

Nevada Supreme Court Docket Sheet

Docket: 48339 LEE (SEDRIC) VS. STATE

SEDRIC LEE,
Appellant,
vs.
THE STATE OF NEVADA,
Respondent.

Supreme Court No. 48339
Consolidated With:

Counsel

Five Public Defender, Las Vegas, NV, as counsel for Appellant
 Four Public Defender, Las Vegas, NV, as counsel for Appellant
 One Public Defender, Las Vegas, NV, as counsel for Appellant
 Seven Public Defender, Las Vegas, NV, as counsel for Appellant
 Six Public Defender, Las Vegas, NV, as counsel for Appellant
 Three Public Defender, Las Vegas, NV, as counsel for Appellant
 Two Public Defender, Las Vegas, NV, as counsel for Appellant
 Five District Attorney, Las Vegas, NV, as counsel for Respondent
 Four District Attorney, Las Vegas, NV, as counsel for Respondent
 Nevada Attorney General, Fallon, NV, as counsel for Respondent
 One District Attorney, Las Vegas, NV, as counsel for Respondent
 Seven District Attorney, Las Vegas, NV, as counsel for Respondent
 Six District Attorney, Las Vegas, NV, as counsel for Respondent
 Three District Attorney, Las Vegas, NV, as counsel for Respondent
 Two District Attorney, Las Vegas, NV, as counsel for Respondent

Case Information

Panel: SNP		Panel Members: Unassigned
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: 48336, 48337, 48338		

District Court Case Information

Case Number: C1234
Case Title: The State of Nevada vs. Sedric Lee
Judicial District: Eighth **Division:** **County:** Clark Co.
Sitting Judge: Valerie Adair
Replaced By:



Notice of Appeal Filed: 04/04/08

Judgment Appealed From Filed: 03/17/08

Docket Entries

Date	Docket Entries	
04-07-2008	Filed Certified Copy of Notice of Appeal. Notice of Appeal for Sedric Lee, Appellant	08-00328
04-07-2008	Filing Fee Waived: Criminal.	

②

Master Service List

Docket Number and Case Title: 48339 - LEE (SEDRIC) VS. STATE

Case Category Criminal Appeal

Information current as of: Apr 07 2008 03:27 p.m.

Electronic notification will be sent to the following:

Five Public Defender
Four Public Defender
Three Public Defender
Two Public Defender
Nevada Attorney General
One Public Defender
Seven District Attorney
Six District Attorney
Five District Attorney
Four District Attorney
Three District Attorney
Two District Attorney
One District Attorney
Seven Public Defender
Six Public Defender

Notification by traditional means must be sent to the following:

②



Home | eFile | Cases | My Profile | Log Out

user: Clark County Cler

Filing Status ⇒ Package Pending

Filing Status

Filing Status - Package Pending

Submitted By: Clerk, Clark County
 To: Supreme Court of Nevada
 Filing Status: * Package Pending
 Date Submitted: Apr 04 2008 02:09 p.m.
 Date Received:
 Official File Stamp:

SAMPLE
Filing Status Report
- Access on Filing Status
Page
- Print for your records

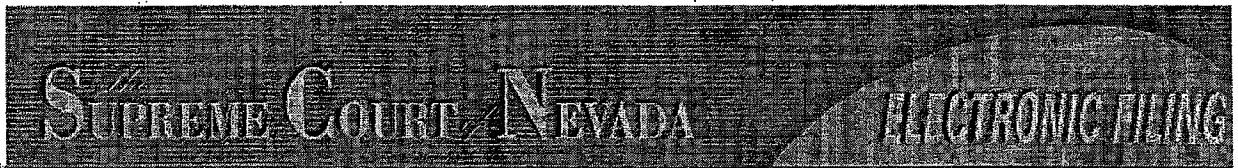
Case Title:
 Case Category: Criminal Appeal
 Document Category: Notice of Appeal Documents
 Docket Number:

** Package Pending = Document*
being prepared for transmission
to the court.

Filing ID: 3952
 Filing Status to be deleted on: 06-03-2008

Document Name	View Document
Notice of Appeal Documents Notice of Appeal	NoticeOfAppeal.pdf
Form Data	Generated XML Data





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user: Clark County Cler

Filing Status ⇒ Filed Subject To Acceptance

Filing Status

SAMPLE

Filing Status - Filed Subject To Acceptance

Submitted By: Clerk, Clark County
 To: Supreme Court of Nevada
 Filing Status: Filed Subject To Acceptance
 Date Submitted: Apr 04 2008 02:13 p.m.
 Date Received: Apr 04 2008 02:15 p.m.
 Official File Stamp:

= court's server received the document and forwarded it to the clerk's office

Case Title:
 Case Category: Criminal Appeal
 Document Category: Notice of Appeal Documents
 Docket Number:

Filing ID: 3953
 Filing Status to be deleted on: 06-03-2008

Document Name	View Document
Notice of Appeal Documents Notice of Appeal	NoticeOfAppeal.pdf
Form Data	Generated XML Data



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user: Clark County Cler

Filing Status ⇒ Awaiting Approval

SAMPLE

Filing Status

Filing Status - Awaiting Approval

Submitted By: Clerk, Clark County

To: Supreme Court of Nevada

Filing Status: Awaiting Approval = *clerk's office has received document for review*

Date Submitted: Apr 04 2008 01:55 p.m.

Date Received: Apr 04 2008 02:06 p.m.

Official File Stamp:

Case Title:

Case Category: Criminal Appeal

Document Category: Notice of Appeal Documents

Docket Number:

Filing ID: 3951

Filing Status to be deleted on: 06-03-2008

Document Name	View Document
Notice of Appeal Documents Notice of Appeal	NoticeOfAppeal.pdf
Form Data	Generated XML Data





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user: Clark Co

Filing Status ⇒ Accepted

SAMPLE

Filing Status

Filing Status - Accepted

Submitted By: Clerk, Clark County

To: Supreme Court of Nevada

Filing Status: Accepted = *clerk's office has filed the document*

Date Submitted: Apr 04 2008 02:09 p.m.

Date Received: Apr 04 2008 02:11 p.m.

Official File Stamp: Apr 07 2008 11:04 a.m.

Case Title: ALMY (KEVIN DREW) VS. STATE

Case Category: Criminal Appeal

Document Category: Notice of Appeal Documents

Docket Number: 48337

Document Number: 2008-00326

Filing ID: 3952

Filing Status to be deleted on: 06-06-2008

Document Name	View Document
Notice of Appeal Documents Notice of Appeal	NoticeOfAppeal.pdf
Form Data	Generated XML Data

Response:

[View Printable Confirmation Receipt of Acceptance](#)



Supreme Court of Nevada
NOTICE OF ELECTRONIC FILING

Notice is given of the following activity:

NEF - Incoming Document

Date and Time of Notice: Apr 07 2008 11:05 a.m.

Case Title: ALMY (KEVIN DREW) VS. STATE
Docket Number: 48337
Case Category: Criminal Appeal

Document Category: Notice of Appeal
Submitted by: Clark County Clerk
Official File Stamp: Apr 07 2008 11:04 a.m.
Filing Status: Accepted and Filed

Docket Text: Filed Certified Copy of Notice of Appeal. Notice of Appeal for Kevin Drew Almy, 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:

- Five Public Defender
- Four Public Defender
- Three Public Defender
- Two Public Defender
- Nevada Attorney General
- One Public Defender
- Seven District Attorney
- Six District Attorney
- Five District Attorney
- Four District Attorney
- Three District Attorney



Two District Attorney
One District Attorney
Seven Public Defender
Six Public Defender

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

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.

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Supreme Court of Nevada

NOTICE OF ELECTRONIC FILING

Notice is given of the following activity:

NEF - Outgoing Document
(Issued by Court)

Date and Time of Notice: Apr 07 2008 04:42 p.m.

Case Title: RAUM (ALAN) VS. STATE
Docket Number: 48336
Case Category: Criminal Appeal

Document Category: Filed Order Denying Motion. Motion to Dismiss is Denied.
Submitted by: Issued by Court
Official File Stamp: Apr 07 2008 04:40 p.m.
Filing Status: Accepted and Filed

Docket Text: Filed Order Denying Motion. Motion to Dismiss is Denied.

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.

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- Three Public Defender
- Two Public Defender
- Nevada Attorney General
- One Public Defender
- Seven District Attorney
- Six District Attorney
- Five District Attorney
- Four District Attorney
- Three District Attorney
- Two District Attorney

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One District Attorney
Seven Public Defender
Six Public Defender

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