Tybera

eFlex Electronic Filing

USER'S GUIDE FOR FILERS

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Introduction

The E-Filing system for the Nevada Department of Administration Hearings Division is designed to make the work associated with initiating and processing a case more efficient for both filers and court personnel. The web-based filer interface allows users to submit documents to the court electronically. The filer interface also provides the means for users to view case histories and check the status of submissions.

This user's guide is intended to instruct electronic filers on the features of the E-Filing System.

The Login page allows users to:

- Request an account,
- Login to the system using their username and password, once the account request has been approved,
- Use the *Forgot your Password* and *Forgot Your User Name* links to reset forgotten login credentials,
- Read informational posts from the system administrator, and
- Be directed to informational pages by clicking the provided links at the bottom of the screen.

How to Section

The How-To Section gives concise steps to complete a task. For greater detail with accompanying screenshots, refer to the **Navigating the Interface Section** (see pg. 22). Corresponding page numbers will be given with each sub-section.

How to Request an Account

1. Click the button **Request Account** on the **Log-in page**.
2. On the **User Agreement page**, click the ***HERE*** hyperlink to read the **Terms of Use** agreement.
3. Select the **radio button** "*I accept the terms of the user agreement*" and click the **Submit button**.
4. On the **User Roles page**, choose the applicable **User Role** and click **Next**.
5. Those selecting the **Pro Se** user will be directed to the **Request a User Account** profile page.
6. Those selecting the **Attorney role** or the **Representative (not a licensed attorney)** role will be directed to the **Select an Organization Page**. Scroll though the drop-down list in the **Existing** field and click the appropriate organization.
7. If the organization is not listed, click the radio button **New** and type the name in the provided field.
8. Click the **Next button**.

1. On the **Request a User Account Page,** create a user profile. Fields marked with an asterisk* are required. If you selected the **NEW organization radio button** on the previous page, you will need to enter your company's OFFICIAL ADDRESS here because it will be associated to future staff members who also request a user account for your company. After your account has been approved, if you want to personalize this for your individual situation, you can always go into your profile & modify this section. You can put in a branch office address or your home address if you work remotely.
9. Click **Submit**.
10. **Login** is available *after* you have received notification that the account request has been approved by the eFiling system's administrator.

How to Handle a forgotten username or password

Forgot Password

1. If you have forgotten your password, first enter your **username** and click the **Forgot Your Password** hyperlink on the **Filer Interface login page.**
2. On the **Password Reset page,** your username will be auto-filled in the provided field. Click the **Send Code button.**
3. A security code will be sent to the email on file for your account.
4. Enter the code into the security code field on the Password Reset page. Enter a new password in both provided fields and click submit.
5. Log into your account with your username and newly created password.

Forgot Username

If you have forgotten your username, click **Forgot Your User Name** on the **Login page**. A page will appear asking you to enter the *primary email address* associated with your account.

1. Fill in your primary email address, and click **Submit**.
2. Check your email account for a message sent from the eFlex system. It will contain your username.

How to Prepare documents prior to efiling.

Documents must be submitted in a system-accepted file format. Failure to do so will generate an error message.

- Most documents need to be submitted in a **PDF format**. After you prepare your word document, you must save it or scan it as a pdf. **Proposed** documents, on the other hand, need to be submitted as a word document (**doc or docx**); this allows the Hearing or Appeals Officer to make appropriate edits as needed.

- Individual document size is limited to **10 MB**. Multiple documents can be included in a single submission. The size limitation for an entire submission is **30 MB**.
- To keep the file size down when scanning, use the black and white setting rather than color (unless the loss of the color degrades the value of the evidence.) Color increases the size of a file. Another option to reduce file size is to reduce the dpi (dots per square inch) as long as the resolution is high enough to make the document readable. There are other tips & products online that can help with decreasing the size of your document, such as a pdf compressor.

How to File a New Case (see pg. 24 for greater detail & screenshots)

1. On the **Home Page:**
   a) Click the **New Case** button. Alternately, hover over the **eFile Tab** and select **New Case** from the drop-down selections.
2. On the **Jurisdiction page**, click the appropriate listing to proceed. Your selection will determine the options on the next page.
   a) If you select **Interlocal Agencies**, you will be directed to the **Case Type page** where you select the appropriate one for your filing.
      1) After selecting the agency, when you are directed to the **Case Initiation page**, the name of the agency that you selected (which is the name of the case type you selected) will automatically be added as a case party for your submission, with exceptions to **State bid Award Dispute (CC only),** which will automatically add **Department of Purchasing**.
      2) Click the **Add Person button** and fill in the information on the **Add a Party page**. Keep in mind that all fields with an asterisk are required in order to proceed to the next page. Click the **Next button**.
      3) This will return you to the **Case Initiation page**. If all information has been entered, click the **Next button**. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page** to proceed.

   b) If you select **Workers Compensation Appeals**, you will be directed to the **Case Type page** where you select the appropriate case type for your filing.
      1) If you select **Appeals – Division of Industrial Relations**, this will be your first interaction with the NV AHD system for your case. Therefore, on the **Case Initiation page**, there will not be a Hearings level case for you to reference.

2) If you select **Appeals - Victims of Crime Program** or **Appeals - Workers Compensation** or **Appeals - Workers Compensation (Heart and Lung**), on the **Case Initiation page**, you will need to enter the *Hearing case number* being appealed. Enter this number in the field labeled **Hearing Officer Number being appealed**. DO NOT enter the **dash-initials** after the case number because that is the *case title* and not the *case number*. Then click the **Update button** to the right of the field, which will pull in the available information from the Hearings level case, including the case participants.
3) In the **Court location field**, click the down-arrow to select from the drop-down menu.
4) In the **Filed By field**, click the down-arrow to select which party is filing the case.
5) In the **Add Case Participants section**, the parties should already be listed from when you clicked the **Update button** (except for the case type **Appeals – Division of Industrial Relations**.) Add or remove parties as needed. Click the appropriate buttons to edit or add: **Add Person (Claimant), Add Employer,** or **Add Insurer.** Doing so will direct you to the **Add a Party** profile page. Fill out the profile information. Click the **Next button** to proceed. This will return you to the **Case Initiation page**. If all information has been entered, click the **Next button** at the bottom of the screen. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page**.

c) If you select **Workers Compensation Hearings,** you will be directed to the **Case Type page** where you select the appropriate case type for your filing.

1) If you select **Hearing – Victims of Crime Program**, you will be directed to the **Case Initiation page**. Fill in the requested information. In the **Add Case Participants section**, the listing of **Victims of Crime Program** will already display as a case party. Click the **Add Person (Claimant) button** to be directed to the **Add a Party profile page**. Here you will add the information for the applicant, understanding that fields with an asterisk are required. Click the **Next button** to proceed. This will return you to the **Case Initiation page**. If all information has been entered, click the **Next button**. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page**.
2) If you select **Hearing – Workers Compensation** or **Hearing – Workers Compensation (Heart and Lung)**, you will be directed to the **Case Initiation page**. Fill in the requested information, keeping in mind that all fields are required. In the **Add Case Participants section**, click each button, **Add Person (Claimant)**, **Add Employer**, and **Add Insurer** (which also means TPA) to be directed to the **Add a Party profile page**. Fill in the fields, understanding that fields with an asterisk are required. Click the **Next button** to proceed. This will return you to the **Case Initiation page**. If all information has been entered, click the **Next button**. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page**.

3. On the **Add a Document Page:**
   a) **Document Category field –** This is an optional field. Many document types are located more easily by making a selection in the **Document category field** first, which filters what can be viewed and selected from the **Document Type field**.

   b) **Document Type field -** Select the appropriate document type from the drop-down menu. Documents marked with an asterisk* are required for the submission. All case initiations require the document **Request for Hearing before Appeals Officer** or the **Request for Hearing before Hearing Officer** as designated by the case type selected by the filer. Both of these documents are *system-generated* with information provided by the filer from the **Case Initiation page**. Click the hyperlink *View Generated Document* to see how the document will look when it is submitted. If edits are needed, click the icon in the **Edit Data column** on the **Case Data** line to return to the **Case Initiation page**. Make any needed corrections and click **Next** to return to the **Add a Document page**. Click the *View Generated Document* again to see if it accurately displays the needed information.

   c) **Additional Text field –** This field is optional and is used to enter text to give greater detail to the description of the document type. For example, when submitting evidence, the document type is **Evidence Packet**. It would be helpful to you, opposing counsel, and the judge if you identify in the additional text field what the evidence is. This text will ultimately display as part of the document listing in the official **Case Summary**.

   d) Mark the **privacy setting** checkboxes if applicable. By default, all documents will be considered PUBLIC unless otherwise noted.

   e) The **Acceptable File Format Type(s)** reminds the filer in what format the document needs to be for upload. *Proposed documents* need to be in **doc** or **docx** format.

   f) Click the **Browse button** to locate and select the document from your computer. When the *title of the document* displays next to the **Browse button**, click the **Add button** to upload the selected document to the filing.

   g) Add subsequent documents one at a time following the steps listed above.

   NOTE: Please know that the **Determination Letter** or **Unanswered Letter (Defacto Denial)** is also a *required document* for a case initiation. It is configured to attach itself to another document inside the submission. After browsing your computer for this document and clicking **Add**, the system will direct you to a new screen when you are required to mark the radio button next to the document to which it should be attached. Most commonly, only the **Request for Hearing before Hearing Officer** will display and by default the system will select its radio button. However, if you have added multiple documents on the **Add a Document page** *prior* to uploading the **Determination Letter**, each document will be listed and the marked radio button will be next to the last document you uploaded. Mark the **Request for Hearing before Hearing Officer** document and click **Next**.

h) If you choose to finish the submission at a later time, click the **Move to Draft Button** at the bottom of the page. All data will be saved. (To retrieve the **Draft** later, click the **Draft Filings button** or hover over the **eFile tab** and select **Draft Filings.** Click the *hyperlink case type* in the **Description column** to proceed. It will return you to the **Add a Document page**.)

i) Click **Next** at the bottom of the page to proceed with the filing once all documents have been added.

4. On the **Review and Submit Filing Page:**

   The filer may view, edit, add/or remove documents, go back to a previous page in the case initiation process, cancel the filing, move the filing to the **Draft page** to act on it at a later time, or submit the filing to the court.

   a) **The Client #** - This is an *optional field* and is listed only as a convenience to the filer who may have an internal office filing system by which they identify their clients. This number can be used to filter data on the **My Filings page** or the **Draft Filings page** in the interface.

   b) The **Change Case Data button** enables the filer to return to the **Case Initiation page** to view and/or edit case participant information.

   c) The **Add/Remove documents button** enables the filer to return to the **Add a Document page** to make any changes. The documents being submitted to the court may be viewed from the **Review and Submit page** by clicking their listing under the **View Document column.**

   d) The **Special Filing Instructions for the Clerk** is an optional field and is available should you choose to make comments to the court. Any comments made will be *unofficial* and will not be recorded in the official **Case Summary**. In essence, it is just communication between you and the clerk as if you were at the front counter handing them the submission and offering comments.

   e) Click the button **Submit the Filing.** You may also choose to select **Back, Cancel (Delete)** or **Move to Draft** as needed.

NOTE: When you initiate a new case, once the filing is approved by the court, the case will automatically be added to your "*Cases*" list, accessed by clicking the **Existing Cases button** on the **Home page.** The **Cases data table** is a useful resource to easily find case-relevant information.

How to File to an Existing Case (see pg. 30 for greater detail & screenshots)

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.
2. The top portion of the **Cases page** displays a **Case Number text field**. Enter a case number and click the **eFile button** to its right. Alternately, locate the case within the **Case Data Table** and click the

eFile *hyperlink* on its line. The user will be directed to the **Add-a-Document page** to proceed with the filing.

3. Follow steps 3 and 4 listed above in the section **How to File a New Case** for the **Add a Document page** and the **Review and Approve Filing page**.

How to File a Proposed Order

1. **Proposed Decisions and Orders** and **Proposed Interim Orders** must be filed in a Word doc format (not pdf). You do *not* need submit a cover letter alongside these Proposed Orders. The Court will automatically hold them for 5 days for any objection.
2. **Proposed Stipulated Settlements** and **Orders of Dismissal** must be split into *two* separate documents. The **proposed Stipulated Settlement** should be filed in **pdf format** as the lead document. The **Proposed Order of Dismissal** should be filed in **word format** as the subsequent filing.
3. When you file a motion or other documents requiring proposed orders granting and denying to be attached, you should file the **Motion** as the *lead document* in pdf format. You should then add the **Proposed Orders granting and denying** *separately* to the lead document in **Word (doc) format**. Therefore, the motion filing in eFlex will consist of three separate documents added to the same filing.
4. You do not need to sign the 'submitted by' section on Proposed Orders. By virtue of filing the Proposed Orders under the filing attorney's name, the attorney has submitted it. However, if the submitting attorney wants to sign the submission, they will need to use an electronic signature of /s/ and their typed name.
5. **Do not attach** Certificates of Mailing/Service to any Proposed Orders. The Court will rely upon the Certificates of Service generated through the e-filing system.

How to Check the Filing Status of a Submission (see pg. 37 for greater detail & screenshots)

On the **Home Page**, click the **My Filings button** to be directed to the **My Filings page**. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **My Filings** from the drop-down list.

1. Use the **filtering fields** at the top of the page to direct what information will display in the **data table** at the bottom of the page. Click **Go** to initiate the search. By default, today's date will show in the **View Filings Between** fields.

2. View the **Status column** on the right. It will display the current status of the filing within the system. The final state will be **Filed** or **Filed-Presented to Judge**.

   Other statuses include:

- **Received** - The submission has received a time stamp and will be placed in a queue for further processing.
- **Awaiting Approval** - The submission is in a queue for further processing.
- **Receipt Pending** - An error occurred in communications. Call the e-Filing administrator.
- **Rejected** - Submission was denied. See the note from the clerk for an explanation by clicking the ***Rejected*** status to be directed to the **Filing Status page** where the reason for rejection will be stated. Click **Back** to return to the **My Filings page**. To start the resubmission process, click the one-time use **Resubmit button.**
- **Filed** – The final status of the filing. No further action. The filer should look at their case history or receipt of the submission to download signed documents and check for notes from the Clerk.
- **In Draft/Resubmitted** - This original submission was "Rejected," and the filer clicked the **Resubmit button** to create and submit a new filing, which receives a new **Filing ID number**.

How to Access the Confirmation of Receipt and Court-stamped Documents (pg. 41)

The **Filing Status Page** allows you to access documents that were filed with your case for either viewing or printing purposes.

1. On the **My Filings page**, click the submission's *hyperlink status* inside the **Status Column**.
2. The Documents, as filed in the original submission, will display in the section with the column headings **Document Name** and **View Document**. These documents *do not* have the court's time and date stamp.
3. Below the horizontal line is the **Response section**, meaning the response from the court section. It will show the documents after they have been processed and returned by the court. When clicking on the hyperlink document title, the document will display with the court's time and date stamp on them. When applicable to the document type, it will also have the court's electronic signature. These are available for download and printing.
4. Click the **receipt.html** under the **View Document column**. This will open the **Confirmation of Receipt**, which is the Court's official notification that the submission was received. It is recommended that you print or save a copy for your records because documents are routinely removed from the Filer Interface after a set number of days/months as directed by the court. (The standard time is 90 days.)

How to Resubmit a Rejected Filing (see pg. 42 for greater detail & screenshots)

If the clerk rejects a filing, they are instructed to enter a note for the filer to explain the reason why it was rejected. These instructions are accessed through the **My Filings page** by clicking on the **Status hyperlink**. The icon of an *exclamation point inside a yellow rectangle* is the flag that notifies the filer that there is a note awaiting them from the court. With the instructions from the clerk, the filer can make the corrections to the filing and resubmit it.

1. On the **My Filings page**, click the submission's *hyperlink status* **Rejected** inside the **Status Column** to be directed to the **Filing Status page** where you may read the REASON for the rejection. Click the **back button** to return to the **My Filings page**.
2. Click the **Resubmit** button, which is displayed to the right of the status column. A pop-up box will state: You are requesting the e-filing system to create a draft filing where you must revise the previously rejected submission. These revisions may include but are not limited to editing and replacing data, correcting any mistakes, adding documents to the submission, or entering a new payment method. The correction depends on the reason your submission was rejected. Click the rejected status link to read the rejection reason to understand what you must change. Until you complete the draft filing that this action will create, your corrected submission will not be sent to the court, nor will it receive a date and time stamp." Click **Cancel** or click **Confirm** to proceed.

   In essence, the resubmit button is a "one-time-use" button that will cause the eFlex system to *clone the information* from the rejected submission and route the user to the **Add a Document page.** The filer needs to make the necessary corrections to the filing so they can proceed by resubmitting it back to the court. After the corrections have been made on the **Add a Document page**, click **Next.**
2. On the **Review and Approve Filing page** click **Submit.**
3. The **Filing Status page** will now display the status of **In Draft/Resubmitted** for the original filing and will create a new data line for the resubmitted filing with a new filing ID.

How to View Notifications (see pg. 45 for greater detail & screenshots)

On the **Home Page**, click the **Notifications Button** to be directed to the **Notifications page**. Alternately, hover over the **Cases Tab** on the **Menu Bar** and select **Notifications** from the drop-down list. This page is where the filer may read the "***official" notifications*** from the court. If there is a number in parentheses next to the **Notifications** button on the **Home page**, this indicates how many "unread" notifications currently exist.

1. The two **Search By fields** at the top of the page allow the filer to filter the display of information in the **Notifications Data Table**, if they choose. Otherwise, it will display the most current notifications, per the default **Notification Date** header. In the left field, select what information you want to search by and in the right search field, enter the information you are searching for. Click **Go** to *initiate the Search*.
2. Notifications that *have not* been read will have a bolded heading in the **Document(s) filed by** column and a closed envelope to the left of the **Notification ID** column.
3. Clicking the ***hyperlink* Document Title** will open a new browser tab to display the *official* NEF, or *Notice of Electronic Filing*.
   a) The top of the NEF contains case-related information, including **document(s)** filed.

b) The bottom portion of the NEF indicates how the case parties were served, whether electronically by traditional means.

c) Persons with eFiling accounts will be served electronically and will display first on the NEF.

d) Persons still requiring service by traditional means are listed under the second heading.

4. Back on the **Notifications page**, the *filed documents* in the submission will be listed underneath the bolded title of the NEF in a smaller font. To open and view them, click the *hyperlink document title.*
   - The eFlex system also sends ***courtesy email notifications***, to communicate with the efiling account user when filings are submitted on their cases. All email addresses entered in the case parties' profile will receive the email messages. There are 3 types of email notifications sent:
     - **Received Notice** – This states that the submission was *received* by the court.
     - **Accepted Notice** – This states that the submission was *accepted,* or approved and recorded by the court.
     - **Courtesy NEF** – The "NEF," which means *Notice of Electronic Filing*, identifies document(s) that were filed to the court and which case participants received electronic notification through the eFiling system and which participants need to be served in the traditional manner. Addresses for the latter are included for mailing purposes.
   - Email notifications are considered ***courtesy notifications*** only and not ***official notifications*** because emails can be lost; they can get blocked by spam, or you may not receive them based on issues with your email server. These circumstances are out of the control of the eFiling system. For this purpose, the *official notifications* come through the **Filer Interface**. These notifications can be tracked by the clerk to ensure that everyone has been served electronically.
   - Once you have efiled on a case and have been added as a party to that case by the clerk of court, your username will be associated with that case. When someone else sends a follow-up submission on any case on which you have been indexed as a participant, you will receive a *courtesy email* of this action and an *official notification* on your **Notification page.**
   - For participants on the case that *do not* have an efiling account, it is required of the efiling user to continue the practice of service to those participants via paper and to include the **Certificate of Service** as part of the documents in the filings.

How to Access Your Case Information (see pg. 31 for greater detail & screenshots)

On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list. This directs the user to the **Cases Page.**

Your cases will display in an organized data table.

- The data in each column has an ascending/descending sort feature that sorts alphabetically or numerically. Click the **column header** of choice to cause the table display to be organized according to the header selected. Clicking the column header a second time reverses the order of the displayed information.

- Clicking the **+sign** next to any listing in the **Case Title column** will *expand* the section and display the case documents on that case. Clicking the ***hyperlink*** **Document Title** will open the document for viewing, printing, or saving. Clicking the **– sign** will *collapse* the section.
- Clicking the ***hyperlink Case Number*** in the **Case Number column** on the line of the intended case, will open a new browser tab and display the **Case History**, which includes case participant information, hearing information, sub case and lead case information, and links to open, view, and print court-stamped documents in their final state as they are recorded permanently in the CMS (case management system).
- Clicking the ***hyperlink*** **Service List** will open a new browser tab that displays a page identifying those case parties who will receive a filing's notification electronically and/or those who will need to be served in the traditional manner. (This list will change if those being served traditionally acquire an eFiling user account.)
- The case data table can get lengthy over time. To help manage this, rely on the radio buttons **Show Active**, **Show Inactive,** and **Show both**. Mark the checkbox in the **Inactive column** to transfer a displayed case from the **Active page** to the **Inactive page**.

How to File a Notice of Appearance (see pg. 34 for greater detail & screenshots)

Although users of the eFiling system may access case information on cases where they are not a case participant, they will *not* receive notifications of case activity on these cases unless they become a recorded case participant on the case. If you initiate a case, you will automatically be connected electronically to your care. If you did not, it may become necessary for *attorneys* and *representative (not a licensed attorney)*, to file the document type **Notice of Appearance**. Pro se filers will need to file the document type **Notice of Appearance** to be electronically associated to their cases, if they did not initiate the case.

1. Prepare the document **Notice of Appearance** as a pdf, or **Notice of Association** if you are a self-represented pro se filer.
2. On the **Home page**, click the **Existing Cases button**.
3. On the **Cases page**, enter the **case number** in the provided field. DO NOT enter the **dash-initials** after the case number because that is the *case title* and not the *case number.* Only use numbers (unless you are using one of the 1500 Carson City imported cases that had duplicate numbers to Las Vegas cases and had to be distinguished with a CC being placed before the case numbers.) Click the **eFile button** to the right of the field.
4. On the **Add a Document page**, select **Parties & Counsel** in the **Document Category field** and **Notice of Appearance** in the **Document Type field**.
5. In the **Additional Text field**, enter your name.

6. Click the **Browse button** to locate and select the prepared document from your computer.
7. When you see the name of your document displayed next to the **Browse button**, click the **Add button**. This will direct you to the **Notice of Appearance page.**
8. Mark the square checkbox next to the case participant for whom you are filing your appearance to the case. Click **Next.**
9. Back on the **Add a Document page**, click **Next** button at the bottom of the page to proceed.
10. On the **Review and Submit Filing Page**, click the **Submit the Filing button**

How to File a Request for Bypass

Part I

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.
2. On the **Cases page**, enter the case number in the provided field and click the **eFile button** to its right. Alternately, locate the case in your **cases data table** and click the ***eFile*** *hyperlink* in the **eFile column** on the line of the case.
3. On the **Add a Document page**, select **Bypass** in the **Document Category** field.
4. The drop-down menu in the **Document Type field** will display:
   - Bypass Agreement
   - Bypass Disagreement
   - Bypass Request (to opposing counsel)
   - Bypass Request (unopposed, must attach email)

   The **Bypass Agreement** and the **Bypass Disagreement** are documents to be filed when *responding* to opposing counsel's **Request for Bypass.**
   If you are *initiating* the Bypass,
   - select the **Bypass Request (to opposing counsel)** if you *have not* communicated with the other party and together *have not* agreed to Bypass the case.
   - Select the **Bypass Request (unopposed, must attach email)** if both parties *have* already communicated with one another and have agreed to a Bypass. The *required email*, as stated in the document's name, provides proof that both parties have agreed upon this action.
5. When you select the document type **Bypass Request (to opposing counsel),** the **Browse button** will be grayed out on the **Add a Document page** and will be inaccessible, because this document type is "document-less", meaning that the system will create a quick communication document on the case so that you do not need to draft a document. Click the **Add button**.
   a. When the document-less document **Bypass Request (to opposing counsel),** displays in the document data table, if you click the *hyperlink* **View Generated Document** under the **View**

Document column, there will not be a document, per se. It will only be a “document” that displays the title of the document.

6. When you select the document type **Bypass Request (unopposed, must attach email),** the **Browse button** *will* be accessible. This will allow you to upload the email, which needs to be in a pdf format.
7. Once the correct document displays in the document table, click the **Next button** to be directed to the **Review and Submit Filing page**.
8. Click the **Submit the Filing button**.
9. These document types are configured to **auto-approve,** so email notification and official notification will go out to you and to opposing counsel as soon as it is processed in the system.

NOTE: Be aware that if you submit the document **Bypass Request (unopposed, must attach e-mail**), but neglect to include an email in your submission, the **Order of Bypass – Transfer to AO** will not be issued.

Part II

As opposing counsel, when you receive notification that a **Bypass Request (unopposed, must attach e-mail**) has been filed on your case, nothing is required of you at this point. The Hearing Officer will rule on this Request and if approved, will send out an **Order to Bypass – transfer to AO**.

If you receive notification that a **Bypass Request (to opposing counsel)** has been filed on your case, follow these steps:

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.
2. On the **Cases page**, enter the case number in the provided field and click the **eFile button** to its right. Alternately, locate the case in your **cases data table** and click the ***eFile*** *hyperlink* in the **eFile column** on the line of the case.
3. On the **Add a Document page**, select **Bypass** in the **Document Category** field.
4. In the **Document Type field**, select either **Bypass Agreement** or **Bypass Disagreement.**
5. When you select either *responding* document, the **Browse button** will be grayed out on the **Add a Document page** and will be inaccessible, because these document types are “document-less”, meaning that the system will create a quick communication document on the case so that you do not need to draft a document. Click the **Add button**.
6. The document name will display in the document data table, but there will not be the ability to view the document under the **View document column**, because it is document-less.
7. Click the **Next button** to be directed to the **Review and Submit Filing page**.
8. Click the **Submit the Filing button**.
9. These document types are configured to **auto-approve,** so email notification and official notification will go out to you and to opposing counsel as soon as it is processed in the system.

Part III

1. After the judge reviews your case, the court will efile one or the other on the case:

- Bypass Denied (Hearing will go forward)
- Bypass approved (Order to follow)

2. If the bypass is **approved**, the court will also send out an **Order to Bypass – transfer to AO.**

NOTE: When a Bypass request has been approved by the court, **the court will initiate the Appeals case**. The filer *does not* initiate the Appeals case.

How to File a Consolidation Request

PLEASE NOTE: File all **Requests for Consolidation** to the *lowest-numbered case*. This is the policy that attorneys practicing in the South are used to, but this is a change for attorneys practicing in the North. You will file your **Request for Consolidation** in the lowest-numbered case, and if the judge assigned to the lowest-numbered case grants your Motion, your case(s) will be consolidated to the lowest-numbered case. Do not submit any request pertaining to consolidation in the higher-numbered case.

Additionally, this instruction suspends the instruction in the Listserv email sent 4.23.25 which advised counsel to request consolidation "with the appeal filed earliest in time, which may not be the appeal with the lowest number."

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.
2. On the **Cases page**, enter the case number in the provided field and click the **eFile button** to its right. Alternately, locate the case in your **cases data table** and click the ***eFile** hyperlink* in the **eFile column** on the line of the case.
3. On the **Add a Document page**, select **Consolidation Requests** in the **Document Category** field.
4. The drop-down menu in the **Document Type field** will display:
    - Consolidation Agreement (in response to opposing counsel request)
    - Consolidation Disagreement (in response to opposing counsel request)
    - Consolidation Request (to opposing counsel)
    - Consolidation Request (unopposed, must attach email)
    - Request for Consolidation (Formal)

    The **Consolidation Agreement** and the **Consolidation Disagreement** are documents to be filed when *responding* to opposing counsel's **Consolidation Request.**
    If you are *initiating* the Consolidation Request,
    - select the **Consolidation Request (to opposing counsel)** if you *have not* communicated with the other party and *have not* both agreed to a **Consolidation.**
    - Select the **Consolidation Request (unopposed, must attach email)** if both parties *have* already communicated with one another and have agreed to a **Consolidation.** The *required email,* as stated in the document's name, provides proof that both parties have agreed upon this action.

- You may choose to prepare a document for a Consolidation Request rather than opting for the quick, document-less option. In this case, select the document type **Request for Consolidation (Formal).**

NOTE: After selecting the document type, enter the cases to be consolidated into the **Additional text field** with a comma separating each listed case number.

5. When you select the document type **Consolidation Request (to opposing counsel),** the **Browse button** will be grayed out on the **Add a Document page** and will be inaccessible, because this document type is "document-less", meaning that the system will create a quick communication document on the case so that you do not need to draft a document. Click the **Add button**.
   a. When the document-less document **Consolidation Request (to opposing counsel),** displays in the document data table, if you click the *hyperlink* **View Generated Document** under the **View Document column**, there will not be a document, per se. It will only be a "document" that displays the title of the document.
6. When you select the document type **Consolidation Request (unopposed, must attach email),** the **Browse button** *will* be accessible. This will allow you to upload the email, which needs to be in a pdf format.
7. If you choose the document type **Request for Consolidation (Formal)**, the **Browse button** will function as usual, allowing you to upload the prepared document.
8. Once the correct document displays in the document table, click the **Next button** to be directed to the **Review and Submit Filing page**.
9. Click the **Submit the Filing button**.
10. These document types are configured to **auto-approve,** so email notification and official notification will go out to you and to opposing counsel as soon as it is processed in the system.
    NOTE: Be aware that if you submit the document **Consolidation Request (unopposed, must attach e-mail**), but neglect to include an email in your submission, the **Order of Consolidation (Appeals Office)** will not be issued.

Part II

As opposing counsel, when you receive notification that a **Consolidation Request (unopposed, must attach e-mail**) has been filed on your case, nothing is required of you at this point. The Appeals Officer will rule on this Request and if approved, will send out an **Order of Consolidation (Appeals Office)**

If you receive notification that a **Consolidation Request (to opposing counsel)** has been filed on your case, follow these steps:

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.

2. On the **Cases page**, enter the case number in the provided field and click the **eFile button** to its right. Alternately, locate the case in your **cases data table** and click the ***eFile** hyperlink* in the **eFile column** on the line of the case.
3. On the **Add a Document page**, select **Consolidation Requests** in the **Document Category** field.
4. In the **Document Type field**, select either **Consolidation Agreement (in response to opposing counsel request)** or **Consolidation Disagreement (in response to opposing counsel request).**
5. When you select either *responding* document, the **Browse button** will be grayed out on the **Add a Document page** and will be inaccessible, because these document types are "document-less", meaning that the system will create a quick communication document on the case so that you do not need to draft a document. Click the **Add button**.
6. The document name will display in the document data table, but there will not be the ability to view the document under the **View document column**, because it is document-less.
7. Click the **Next button** to be directed to the **Review and Submit Filing page**.
8. Click the **Submit the Filing button**.
9. These document types are configured to **auto-approve,** so email notification and official notification will go out to you and to opposing counsel as soon as it is processed.

Part III

1. After the judge reviews your case, the court will efile one or the other on the case:
   - Consolidation Request Denied by AO, or
   - Consolidation Request Granted by AO (Order to follow)
2. If the Consolidation is **approved**, the court will also send out an **Order of Consolidation (Appeals Office).**

How to File a Continuance Request

PLEASE NOTE: Effective January 5, 2026, **Requests for Continuance** at the AO level in **both Las Vegas and Carson City** locations **must be made via eFlex only**. Requests made *via email only* **will not** be processed. You may send a courtesy email to let the Court know you have filed the request in eFlex, but if *you only send an email, your request **will not** be processed*. This is for the Carson City office as well, eliminating the long-standing practice of the parties jointly calling the Carson City office to request a continuance.

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.
2. On the **Cases page**, enter the case number in the provided field and click the **eFile button** to its right. Alternately, locate the case in your **cases data table** and click the ***eFile** hyperlink* in the **eFile column** on the line of the case.
3. On the **Add a Document page**, select **Continuance Requests** in the **Document Category** field.
4. In the **Document Type field,** choose one or the other of the following, as appropriate to the case:

- Continuance Request (to opposing counsel), or
- Continuance Request (unopposed, must attach email)

a. select the **Continuance Request (to opposing counsel),** if you *have not* communicated with the other party regarding a **Continuance.**

b. Select the **Continuance Request (unopposed, must attach email)** if both parties *have already* communicated with one another and have agreed together to file a Continuance. The *required email* as stated in the document's name, provides proof that both parties have agreed upon this action.

5. When you select the document type **Continuance Request (to opposing counsel),** the **Browse button** will be grayed out on the **Add a Document page** and will be inaccessible, because this document type is "document-less", meaning that the system will create a quick communication document on the case so that you do not need to draft a document. Click the **Add button**.
   a. When the document-less document **Continuance Request (to opposing counsel),** displays in the document data table, if you click the *hyperlink* **View Generated Document** under the **View Document column**, there will not be a document, per se. It will only be a "document" that displays the title of the document.
6. When you select the document type **Continuance Request (unopposed, must attach email),** the **Browse button** *will* be accessible. This will allow you to upload the email, which needs to be in a pdf format.
7. Once the correct document displays in the document table, click the **Next button** to be directed to the **Review and Submit Filing page**.
8. Click the **Submit the Filing button**.
9. Both of these document types are configured to **auto-approve,** so email notification and official notification will go out to you and to opposing counsel as soon as it is processed in the system. NOTE: Be aware that if you submit the document **Continuance Request (unopposed, must attach e-mail**), but neglect to include an email in your submission, the **Notice of Resetting** will not be issued.

Part II

As opposing counsel, when you receive notification that a **Continuance Request (unopposed, must attach e-mail**) has been filed on your case, nothing is required of you at this point. The Hearing Officer will rule on this Request and if approved, will send out a **Notice of Resetting**.

If you receive notification that a **Continuance Request (to opposing counsel)** has been filed on your case, follow these steps:

1. On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list.
2. On the **Cases page**, enter the case number in the provided field and click the **eFile button** to its right. Alternately, locate the case in your **cases data table** and click the ***eFile*** *hyperlink* in the **eFile column** on the line of the case.

3. On the **Add a Document page**, select **Continuance Requests** in the **Document Category** field.
4. In the **Document Type field**, select either **Continuance Agreement (in response to request from opposing counsel)** or **Continuance Disagreement (in response to request from opposing counsel).** When you select either *responding* document, the **Browse button** will be grayed out on the **Add a Document page** and will be inaccessible, because these document types are "document-less", meaning that the system will create a quick communication document on the case so that you do not need to draft a document. Click the **Add button**.
5. Although the document name will display in the document data table, If you click the *hyperlink* **View Generated Document** under the **View Document column**, there will not be a document, per se. It will only be a "document" that displays the title of the document. That is because this is meant to be a quick communication with the court.
6. Click the **Next button** to be directed to the **Review and Submit Filing page**.
7. Click the **Submit the Filing button**.
8. These document types are configured to **auto-approve,** so email notification and official notification will go out to you and to opposing counsel as soon as it is processed in the system.

Part III

1. After the judge reviews your case, the court will efile one or the other on the case:
   - Continuance Denied by Judge (Hearing will go forward)
   - Continuance Granted by Judge (Notice of Resetting to follow)
2. If the Continuance is **approved**, the court will also send out a **Notice of Resetting.**
   NOTE: a filer can always view scheduled hearing information on the **Case Summary page**. This is accessed by clicking the *hyperlink case number* on the **Cases page**. Click the box next to the **Show/Hide Events** to expand the hidden section to see the hearing date(s).

How to complete a Draft Filing (see pg. 44 for greater detail & screenshots)

On the **Home Page**, click the **Draft Filings button** or hover over the **eFile Tab** on the **Menu Bar** and select **Draft Filings** from the drop-down list. If there is a number in parentheses next to the **Draft Filings button** on the **Home page**, this indicates how many incomplete filings have yet to be submitted to the court.

1. On the **Draft Filings page**, there is a data table with each line representing an individual, incomplete filing, divided into columns of information. If the filing has no data displaying in the **Court Case # column** and the **Case Title column**, this indicates this is a case initiation filing, because it has yet to be processed by the court to receive a case number or a case title.

2. **Column headers** in the data table have an ascending/descending sort feature that sorts alphabetically or numerically. Click the **column header** of choice to cause the table display to be

organized according to the header selected. Clicking the **column header** a second time reverses the order of the displayed information.

3. The **default column** for the data table is the **Create Date,** which means the most recent filings will be at the top. The default header is recognized by the block color difference between that and other headers. If another column is selected for filtering, this will become the new default setting for the *session*. If you leave the page and return again in the same time session, it will stay as the default setting. However, if you logout or the session terminates because of inactivity, when you log back in, the setting will refresh and the **Create Date** will once again resume as the default column header.
4. To proceed, click the *hyperlink Description* on the line of the filing you intend to complete. This will direct you to the **Add a Document page.** Add documents, if applicable, and click **Next** to be directed to the **Review and Approve Filing page.** Click the button **Submit the Filing** to complete the process and submit the filing to the court.

How to Request an Interpreter

Continue using the same Interpreter Request form as previously used when you require an interpreter for an Appeals-level hearing (https://hearings.nv.gov/uploadedFiles/hearingsnvgov/Content/forms/REQUEST FOR INTERPRETER SERVICES.pdf).

File the completed form in eFlex by selecting the Document Type "Interpreter Request." (Note, you must not select a Document Category, as the Interpreter Request is not categorized and needs to be selected using only the Document Type.)

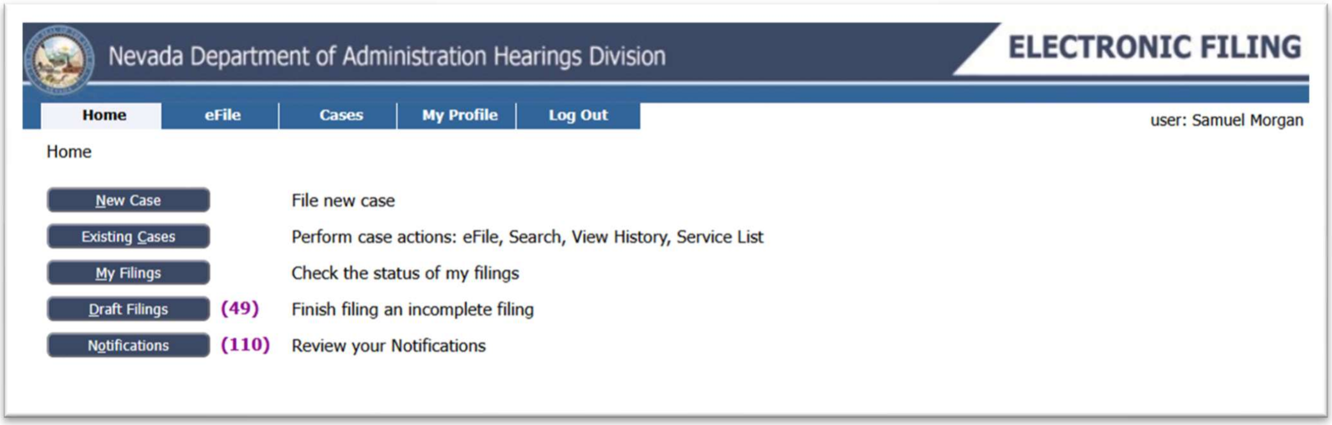
You must still make any cancellations of Interpreter Requests to the AO Assistant by email within 48 hours to avoid late cancellation fees.

Navigating the Interface

THE HOME PAGE

The **Home page** of the **Filer Interface** is the first screen upon login. The **Home Buttons** provide quick access links to take the user to the screens most often visited. The user may also navigate the interface using the **Menu Bar** which is conveniently located across the top of every page. Hover over each tab to display page options available for the filer. Many of these menu items are replicated as a **Home button**.

Figure: The Home page



- Any number in parentheses next to the **Buttons** indicates the number that has yet to be acted upon by the filer.
- The **username** appears in the upper right corner of the screen, based on the user's profile information.
- For best results, users are strongly encouraged to use *only* the navigation buttons that are displayed on the eFiling interface, rather than using the internet browser back arrow. These navigation buttons will appear at the bottom of each page and will give the user options such a **Back** or **Next**.
- Another navigation tool is the **breadcrumb trail** displayed at the top of every page, just under the **menu bar**. The active links show the pages the user has visited to get to the current page. Clicking any of these links will take the user back to the page listed.

Figure: Breadcrumb trail

- The eFiling system is a web application. If there is no activity on the webpage for 30 minutes, the web session will terminate automatically. A session is considered active as long as the Filer is interacting with the web server. For example, if the Filer does not click a Submit, Next, or Save button within the designated time period, the session will time out and terminate automatically. When the session times out, the screen will not change, but it will appear as if the Filer is still logged on. However, as soon as the Filer clicks an action button, a login prompt will appear. Typing in a text field does not count as being “active.”

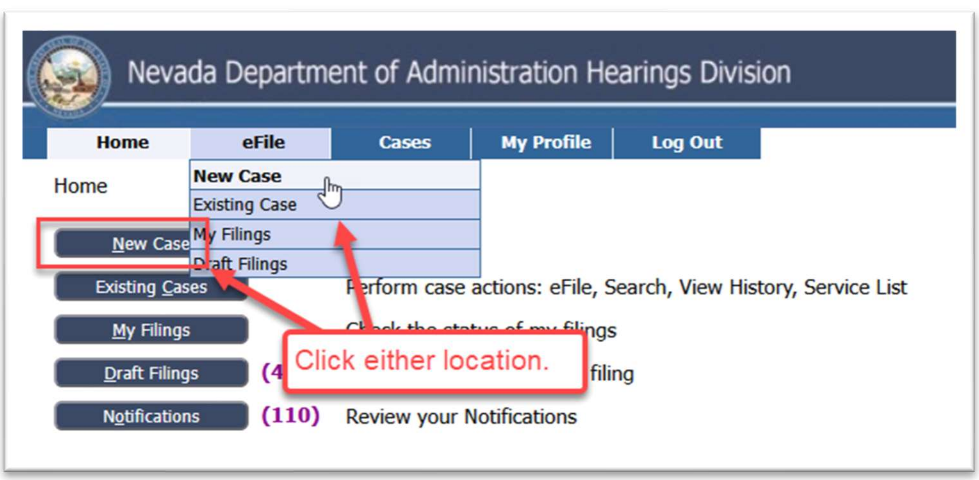
- In addition, web browsers keep “session data”. For this reason, it is important that the Filer only open *one instance* of E-Filing at any given time. Having multiple windows of E-Filing open at the same time with the same account user on one computer could cause significant problems with the filings because the information for web sessions is not stored separately by the browser. This could possibly create duplicate filings or merge data from separate filings into one filing.

QUICK ACCESS BUTTONS ON THE HOME PAGE:

INITIATING A NEW CASE

On the **Home Page**, click the **New Case** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **New Case** from the drop-down list.

Figure: Navigating to New Cases

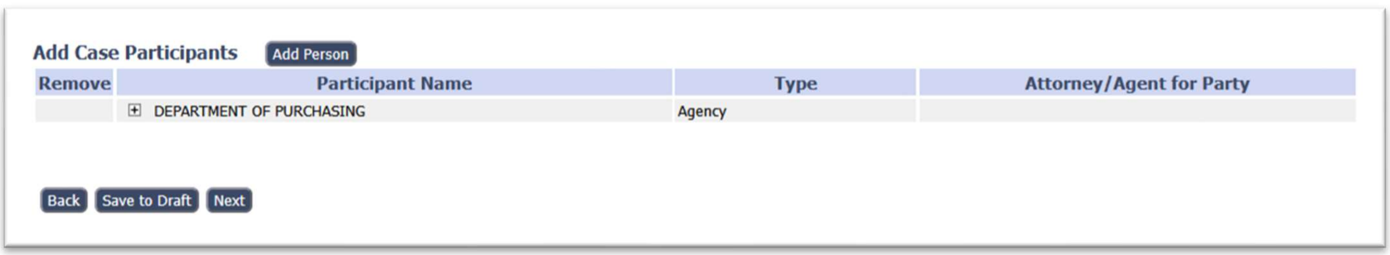


1. On the **Home Page:**
    a) Click the **New Case** button. Alternately, hover over the **eFile Tab** and select **New Case** from the drop-down selections.
2. On the **Jurisdiction page**, click the appropriate listing to proceed. Your selection will determine the options on the next page.
    a) If you select **Interlocal Agencies**, you will be directed to the **Case Type page** where you select the appropriate type for your filing.

Figure: Case Types for Interlocal Agencies

1) After selecting the agency, when you are directed to the **Case Initiation page**, the name of the agency that you selected (which is the name of the case type you selected) will automatically be added as a case party for your submission, with exceptions to **State bid Award Dispute (CC only),** which will automatically add **Department of Purchasing**.

Figure: Add Person button



2) Click the **Add Person button** and fill in the information on the **Add a Party page**. Keep in mind that all fields with an asterisk are required in order to proceed to the next page. Click the **Next button**.
3) This will return you to the **Case Initiation page**. Click the **Next button**. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page** to proceed.

b) If you select **Workers Compensation Appeals** on the **Jurisdiction page,** you will be directed to the **Case Type page** where you select the appropriate case type for your filing.

Figure: Case Types for Appeals - Workers Compensation

1) If you select **Appeals – Division of Industrial Relations**, this will be your first interaction with the NV AHD system for your case. Therefore, on the **Case Initiation page**, there will not be a Hearings level case for you to reference.
2) If you select **Appeals - Victims of Crime Program** or **Appeals - Workers Compensation** or **Appeals - Workers Compensation (Heart and Lung)**, on the **Case Initiation page**, you will need to enter the *Hearing case number* being appealed. Enter this number in the field labeled **Hearing Officer Number being appealed**. DO NOT enter the **dash-initials** after the case number because that is the *case title* and not the *case number*. Then click the **Update button** to the right of the field, which will pull in the available information from the Hearings level case, including the case participants.
3) In the **Court location field**, click the down-arrow to select from the drop-down menu.
4) In the **Filed By field**, click the down-arrow to select which party is filing the case.
5) The **Filing Information fields** will populate when you click the **Update button**. If there are fields which are empty, fill them in fully. Blank fields may be related to import issues.
6) The **Issue of Case** section will also transfer in information from the Hearing case. Feel free to edit as needed.
7) In the **Add Case Participants** section, the parties should already be listed from when you clicked the **Update button** (except for the case type **Appeals – Division of Industrial Relations**.) Add or remove parties as needed. Click the appropriate buttons to edit or add: **Add Person (Claimant), Add Employer,** or **Add Insurer.** Doing so will direct you to the **Add a Party** profile page. Fill out the profile information, understanding that fields with an asterisk are required. Click the **Next button** to proceed. This will return you to the **Case Initiation page**. When all information has been entered, click the **Next button** at the bottom of the screen. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page**.

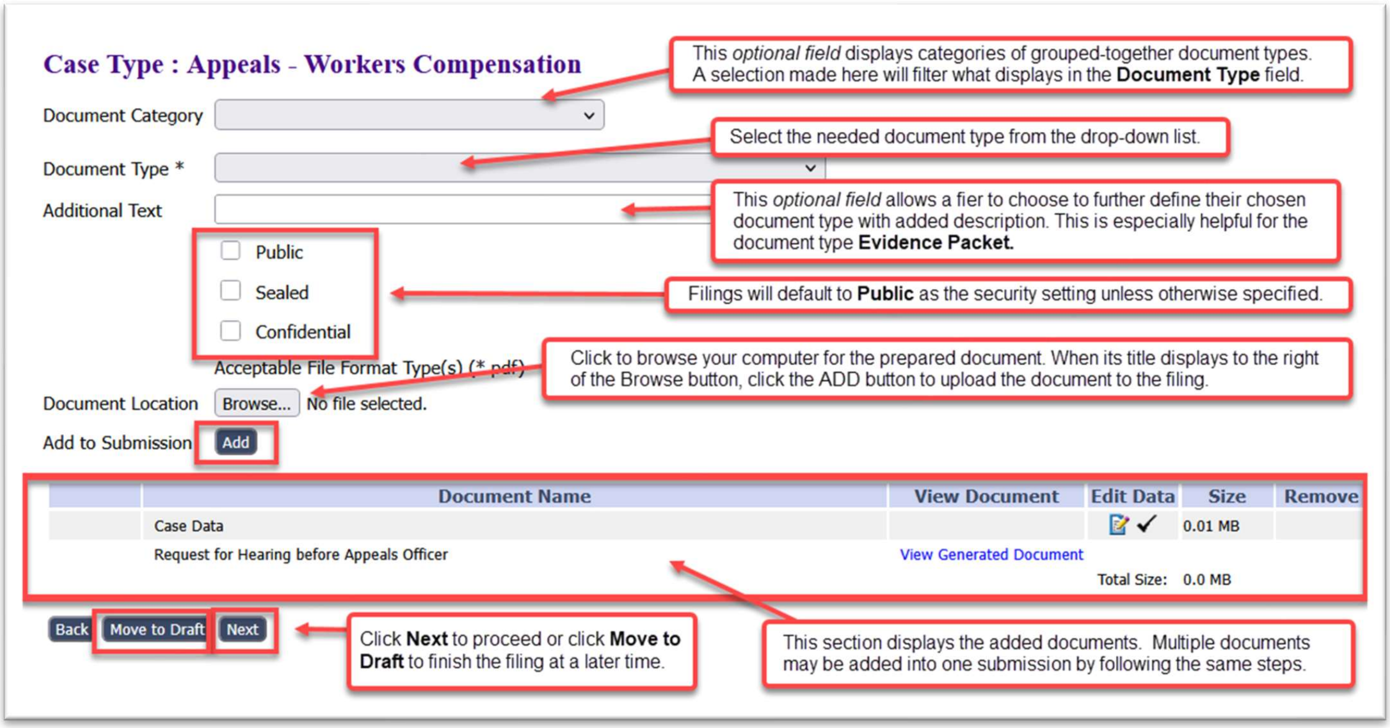
c) If you select **Workers Compensation Hearings** on the **Jurisdiction page,** you will be directed to the **Case Type page** where you select the appropriate case type for your filing.

Figure: Case Types for Hearing - Workers Compensation

1) If you select **Hearing – Victims of Crime Program**, you will be directed to the **Case Initiation page**. Fill in the requested information. In the **Add Case Participants section**, the listing of **Victims of Crime Program** will already display as a case party. Click the **Add Person (Claimant) button** to be directed to the **Add a Party profile page**. Here you will add the information for the applicant, understanding that fields with an asterisk are required. Click the **Next button** to proceed. This will return you to the **Case Initiation page**. When all information has been entered, click the **Next button**. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page**.
2) If you select **Hearing – Workers Compensation** or **Hearing – Workers Compensation (Heart and Lung)**, you will be directed to the **Case Initiation page**. Fill in the requested information, keeping in mind that all fields are required. In the **Add Case Participants section**, click each button, **Add Person (Claimant)**, **Add Employer**, and **Add Insurer** (which also means TPA) to be directed to the **Add a Party profile page**. Fill in the fields, understanding that fields with an asterisk are required. Click the **Next button** to proceed. This will return you to the **Case Initiation page**. If all information has been entered, click the **Next button**. This will direct you to the **Add a Document page**. See instructions below under **3. Add a Document page**.

3. On the **Add a Document Page:**

Figure: The Add a Document Page



a) **Document Category field –** This field is *optional*. Many document types are grouped together under a category and can more easily be located by first making a selection in the **Document category field.** This field filters what can be viewed and selected from the **Document Type field**.

b) **Document Type field -** Select the appropriate document type from the drop-down menu. Documents marked with an asterisk* are required for the submission. All case initiations require the document **Request for Hearing before Appeals Officer** or the **Request for Hearing before Hearing Officer** as designated by the case type selected by the filer. Both of these documents are *system-generated* with information provided by the filer from the **Case Initiation page**. Click the hyperlink *View Generated Document* to see how the document will look when it is submitted. If edits are needed, click the icon in the **Edit Data column** on the **Case Data** line to return to the **Case Initiation page**. Make any needed corrections and click **Next** to return to the **Add a Document page**. Click the *View Generated Document* again to see if it accurately displays the needed information.

c) **Additional Text field –** This field is *optional* and is used to enter text to give greater detail to the description of the document type. For example, when submitting evidence, the document type is **Evidence Packet**. It would be helpful to you, opposing counsel, and the judge if you identify in the additional text field what the evidence is. This text will ultimately display as part of the document listing in the official **Case Summary**.

d) Mark the **privacy setting** checkboxes if applicable. By default, all documents will be considered PUBLIC unless otherwise noted.

e) The **Acceptable File Format Type(s)** reminds the filer in what format the document needs to be for upload. *Proposed documents* need to be in **doc** or **docx** format.

f) Click the **Browse button** to locate and select the document from your computer. When the *title of the document* displays next to the **Browse button**, click the **Add button** to upload the selected document to the filing. (Each document uploaded to the system must be 10 megabytes or less. Multiple documents can be included in a single submission. The size limitation for an entire submission is **30 MB**.)

Figure: Document has yet to be added

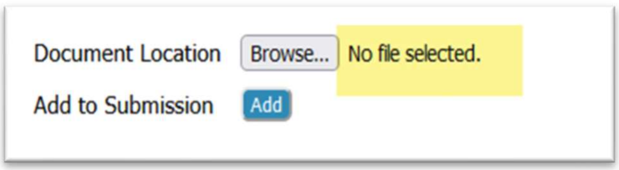
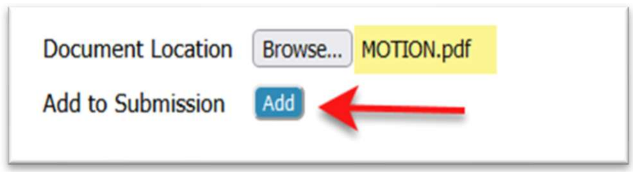


Figure: Document has been uploaded. Click Add.



g) Add subsequent documents one at a time following the steps listed above.

NOTE: Please know that the **Determination Letter** or **Unanswered Letter (Defacto Denial)** is also a *required document* for a case initiation. It is configured to attach itself to another document inside the submission. After browsing your computer for this document and clicking **Add**, the system will direct you to a new screen when you are required to mark the radio button next to the document to which it should be attached. Most commonly, only the **Request for Hearing before Hearing Officer** will display and by default the system will select its radio button. However, if you have added multiple documents on the **Add a Document page** *prior* to uploading the **Determination Letter**, each document will be listed and the marked radio button will be next to the last document you uploaded. Mark the **Request for Hearing before Hearing Officer** document and click **Next**.

h) If you choose to finish the submission at a later time, click the **Move to Draft Button** at the bottom of the page. All data will be saved. (To retrieve the **Draft** later, click the **Draft Filings button** or hover over the **eFile tab** and select **Draft Filings.** Click the *hyperlink case type* in the **Description column** to proceed. It will return you to the **Add a Document page**.)

i) Click **Next** at the bottom of the page to proceed with the filing once all documents have been added.

5. On the **Review and Submit Filing Page:**

From the **Review and Submit Filing page**, the filer may view, edit, add/or remove documents, go back to a previous page in the case initiation process, cancel the filing, move the filing to the **Draft page** to act on it at a later time, or submit the filing to the court.

a) **The Client #** - This is an *optional field* and is listed only as a convenience to the filer who may have an internal office filing system by which they identify their clients. This number can be used to filter data on the **My Filings page** or the **Draft Filings page** in the interface.

Figure: The Client # field

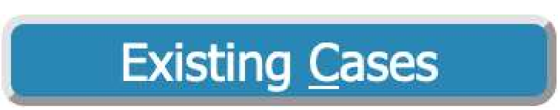
b) The **Change Case Data button** enables the filer to return to the **Case Initiation page** to view and/or edit case participant information.

c) The **Add/Remove documents button** enables the filer to return to the **Add a Document page** to make any changes. The documents being submitted to the court may be viewed from the **Review and Submit page** by clicking their listing under the **View Document column.**

d) The **Special Filing Instructions for the Clerk** is an optional field and is available should you choose to make comments to the court. Any comments made will be *unofficial* and will not be recorded in the official **Case Summary**. In essence, it is just communication between you and the clerk as if you were at the front counter handing them the submission and offering comments.

e) Click the button **Submit the Filing.** You may also choose to select **Back, Cancel (Delete)** or **Move to Draft** as needed.

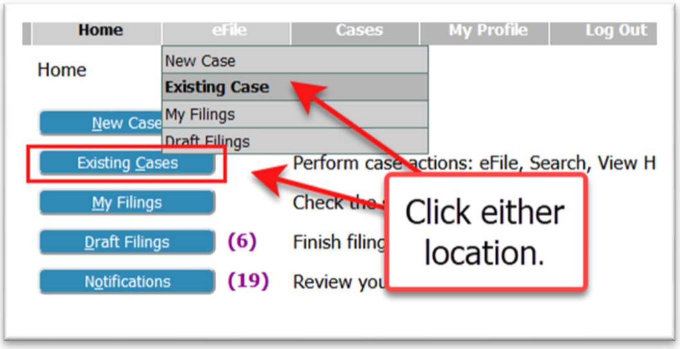
NOTE: When you initiate a new case, once the filing is approved, the case will automatically be added to your "*Cases*" list, accessed by clicking the **Existing Cases button** on the **Home page.** The **Cases data table** is a useful resource to easily find case-relevant information.



FILING TO AN EXISTING CASE

On the **Home Page**, click the **Existing Cases** button. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Existing Case** from the drop-down list. This directs the user to the **Cases Page.** The **Cases page** not only allows a filer to efile to an existing case, it also gives the user easy access to cases, documents filed to the cases, and to the service list information associated to a particular case at the time of the query.

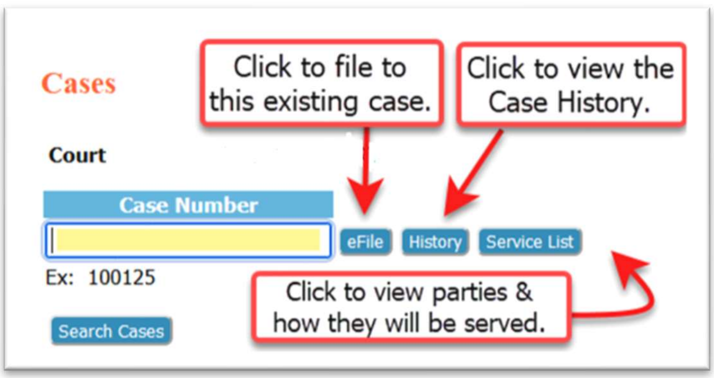
Figure: Navigating to the Existing Cases Page



THE CASES PAGE

1. The top portion of the **Cases page** displays a Case Number text field. Enter a case number and click one of the three buttons to its right:

Figure: Action Buttons on the Cases Page



- The **eFile button** - This button directs the user to the **Add-a-Document page** to proceed with a new filing.
- The **History button** - This opens a new browser tab and displays the **Case History**, which Includes the following information: the judge, the case number, the case type, date when opened, current status, past and future hearings, and case documents.
- The **Service List button** - This opens a new browser tab and identifies those case parties who will receive a filing's notification electronically or those who will need to be served in the traditional manner. (This list may change depending on when new filers request an efiling account and thereby gain notification access.
- The **Search Cases button** is used to quickly locate any case within the NV AHD eFiling system. Click the **Search Cases button** to display the pop-up box.
  - Enter a part of the case title or the complete case number in the provided fields.
  - Mark the radio button **My Cases** or **All Cases**.
  - Click the **Search Button** to initiate the search.

Figure: The Search Cases Button

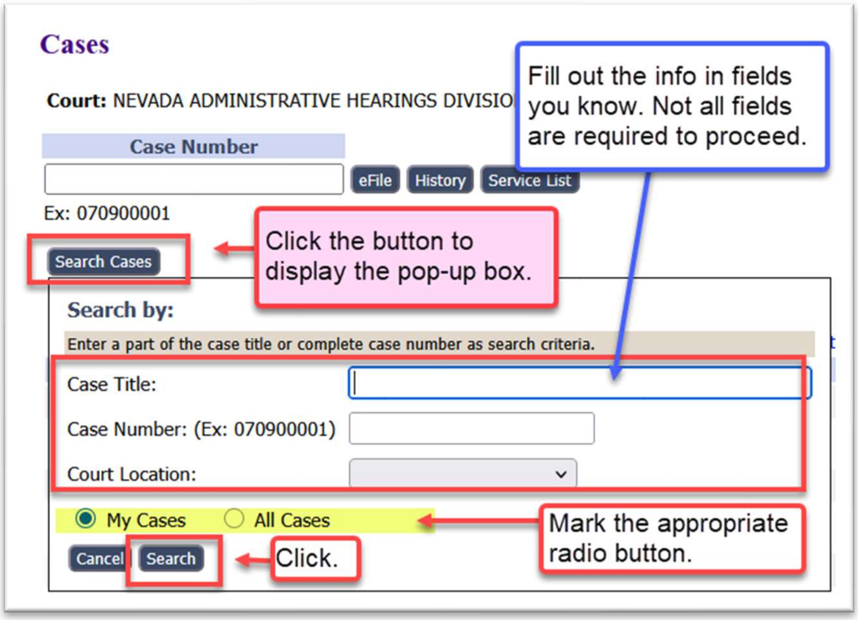
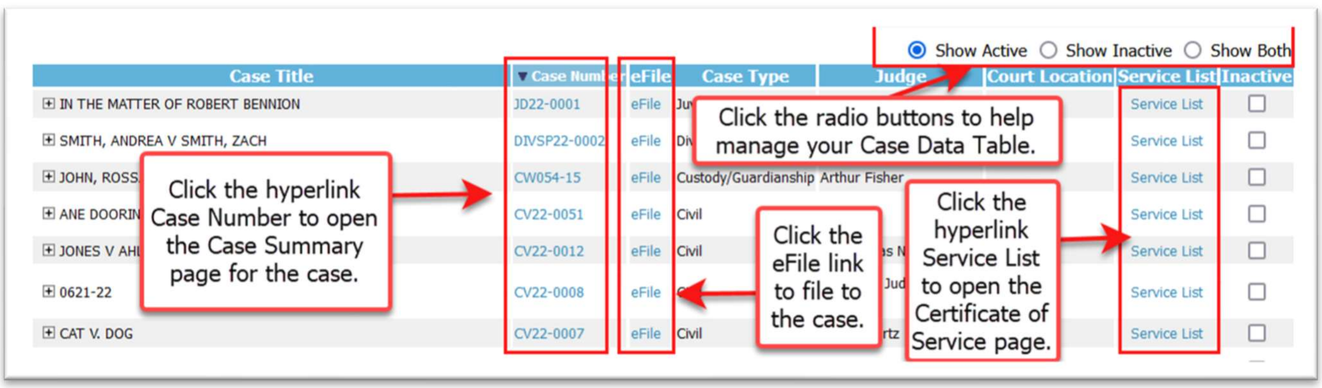


Figure: The Case Data Table



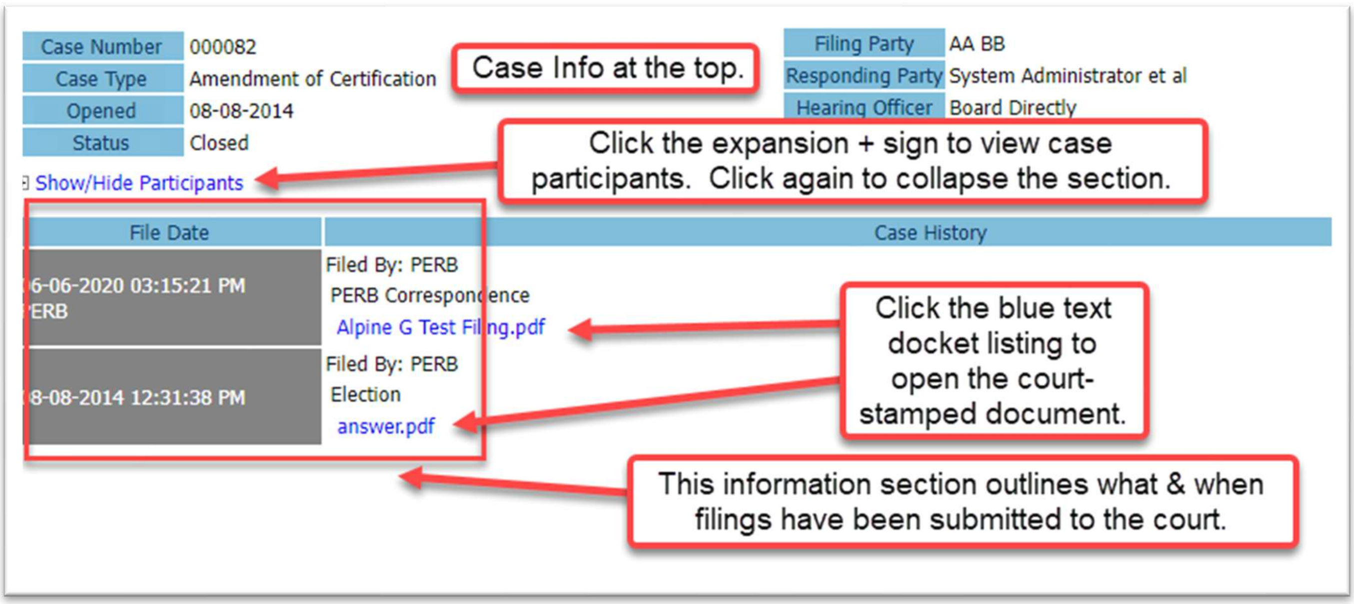
The Cases Data Table displays all of your cases in an easy-to-read format. Each line is a separate case with its data divided into separate columns of information.

- The data in each column has an ascending/descending sort feature that sorts alphabetically or numerically. Click the **column header** of choice to cause the table to be organized according to the header selected. Clicking the column header a second time reverses the order of the displayed information.
- Hovering and pausing over any blue text hyperlink will pop-up a help guide for the user explaining what action will happen if you click on it.
- Clicking the **+sign** next to any listing in the **Case Title column** will *expand* the section and display the documents filed to the case. Clicking the ***hyperlink* Document Title** will open the document for viewing, printing, or saving. Clicking the **– sign** will *collapse* the section.

- Clicking the ***hyperlink case number*** in the **Case Number column** on the line of the intended case, will open a new browser tab and display the **Case Summary/History**, which includes the following information: the judge, the case number, the case type, date when opened, current status, past and future hearings, and case documents.
- Clicking the ***hyperlink document titles*** will display the document in its final state with the court-stamp on it as it is recorded permanently in the Case Management System.

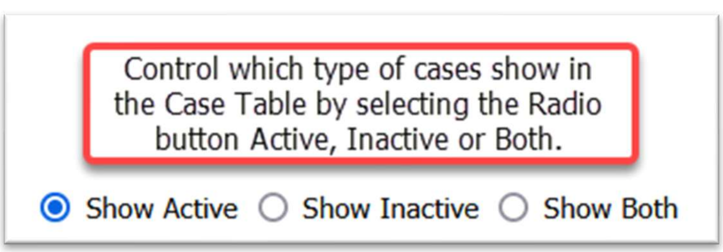
THE CASE SUMMARY/HISTORY PAGE

Figure: The Case Summary/History Page



- Clicking the ***eFile hyperlink*** on the **Case History page** will direct the filer to the **Add a Document page** to proceed with a new filing to the existing case.
- Manage the data shown inside the **Case Data Table** by using the radio buttons: **Show Active**, **Show Inactive** and **Show Both** to set which cases will display**.** Marking the checkbox in the **Inactive column** gives the user the option to hide the case from view.

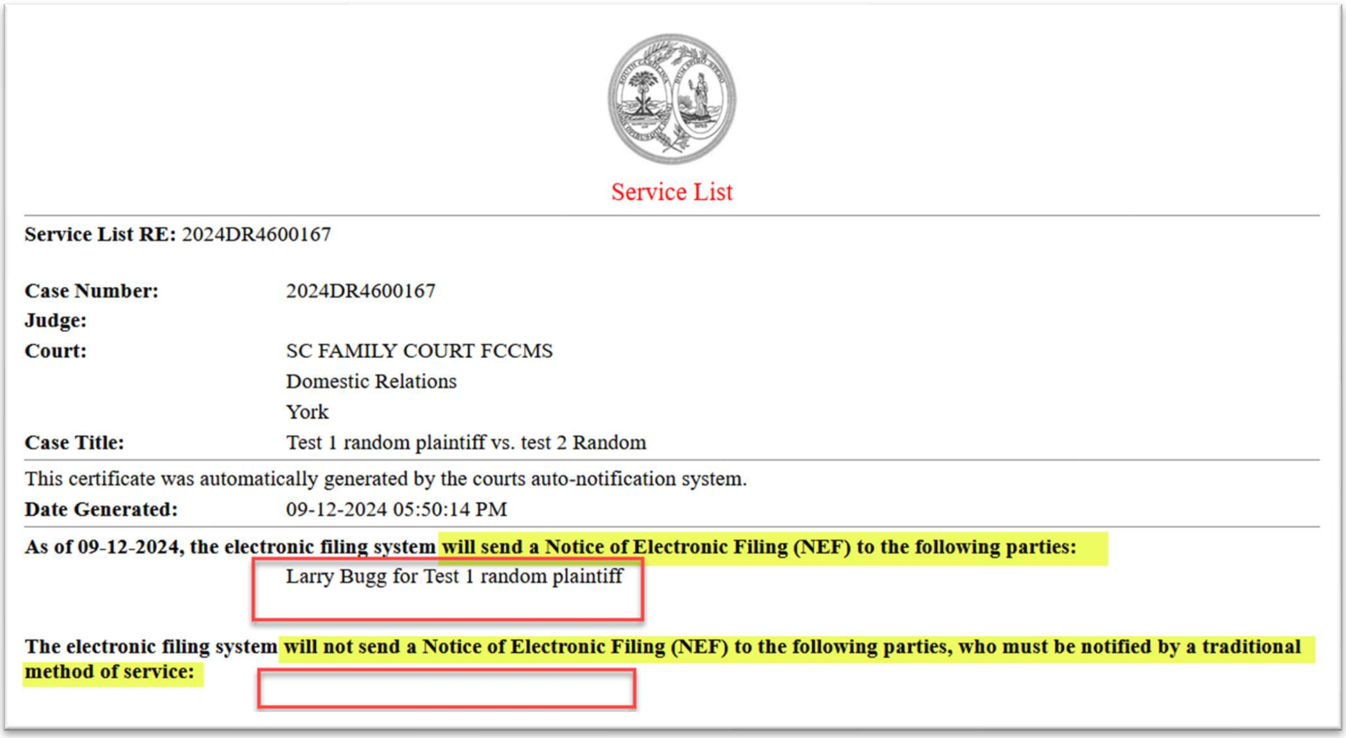
Figure: Radio buttons on the Cases Page



- Clicking the ***hyperlink Service List*** in the **Service List Column** opens a new browser tab and identifies those case parties who received a filing's notification electronically or by traditional means. (This list will vary depending on when new filers request an efiling account and gain access to electronic notification.)

THE SERVICE LIST

Figure: The Service List



Service List

Service List RE: 2024DR4600167

Case Number:	2024DR4600167
Judge:	
Court:	SC FAMILY COURT FCCMS Domestic Relations York
Case Title:	Test 1 random plaintiff vs. test 2 Random

This certificate was automatically generated by the courts auto-notification system.

Date Generated: 09-12-2024 05:50:14 PM

As of 09-12-2024, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:

Larry Bugg for Test 1 random plaintiff

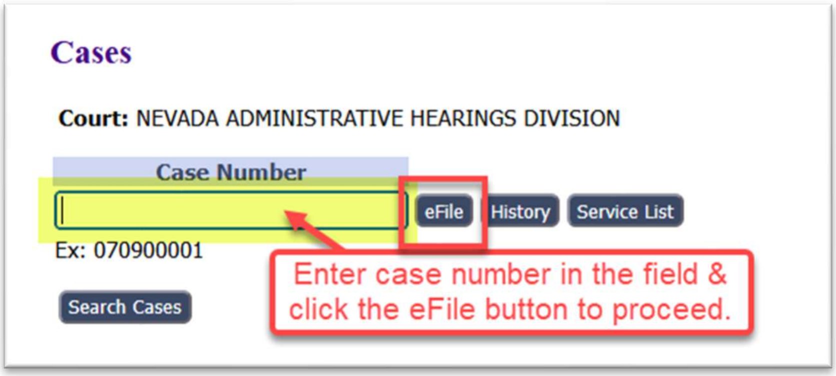
The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

FILING A NOTICE OF APPEARANCE BY AN ATTORNEY OR NON-ATTORNEY REPRESENTATIVE

Although users of the eFiling system may access case information on cases where they are not a case participant, they will *not* receive notifications of case activity on these cases unless they become a recorded case participant on the case. If you initiate a case, you will automatically be connected electronically to your care. If you did not, it may become necessary for *attorneys* and *representative (not a licensed attorney)*, to file the document type **Notice of Appearance**. Pro se filers will need to file the document type **Notice of Appearance** to be electronically associated to their cases, if they did not initiate the case.

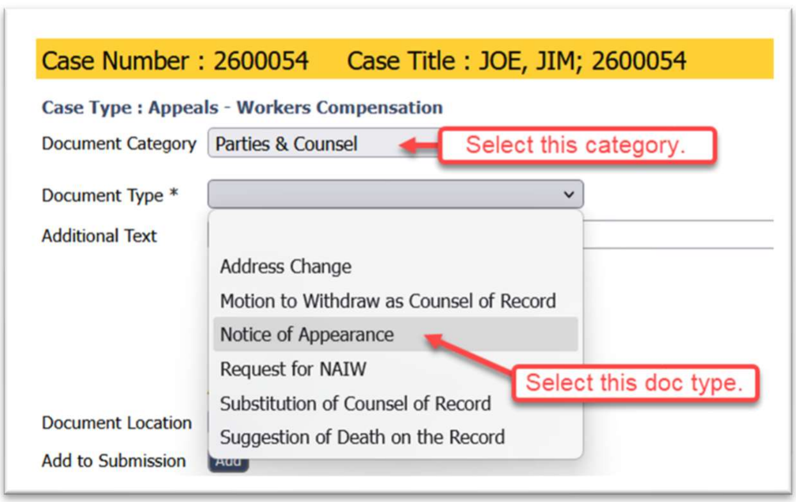
1. Prepare the document **Notice of Appearance** as a pdf, or **Notice of Association** if you are a self-represented pro se filer.
2. On the **Home page**, click the **Existing Cases button**.
3. On the **Cases page**, enter the **case number** in the provided field. DO NOT enter the **dash-initials** after the case number because that is the *case title* and not the *case number.* Only use numbers (unless you are using one of the 1500 Carson City imported cases that had duplicate numbers to Las Vegas cases and had to be distinguished with a CC being placed before the case numbers.) Click the **eFile button** to the right of the field.

Figure: Filing to an existing case



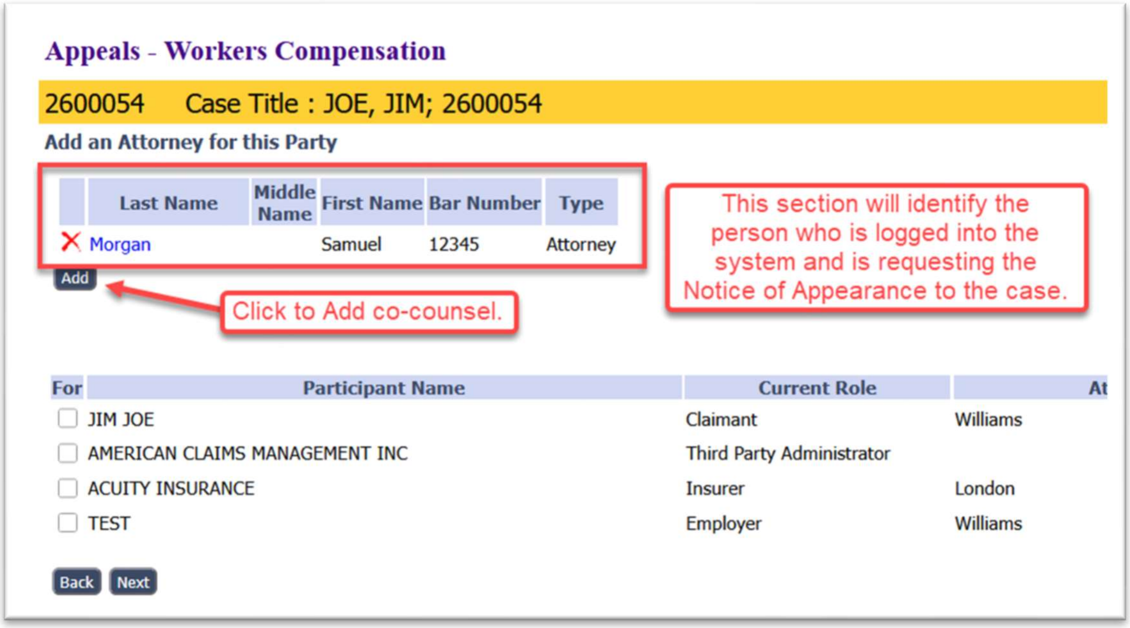
4. On the **Add a Document page**, select **Parties & Counsel** in the **Document Category field** and **Notice of Appearance** in the **Document Type field**.

Figure: Select Notice of Appearance



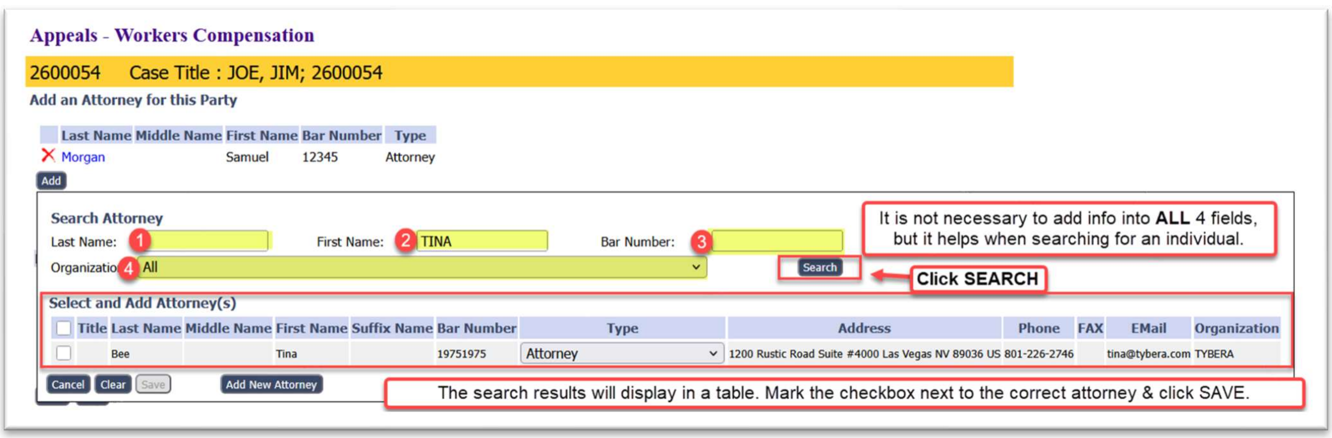
5. In the **Additional Text field**, enter your name.
6. Click the **Browse button** to locate and select the prepared document from your computer.
7. When you see the name of your document displayed next to the **Browse button**, click the **Add button**. This will direct you to the **Notice of Appearance page.**

Figure: Notice of Appearance page



8. In the section **Add an Attorney for this Party,** the name of the person who is logged in, whether that be an attorney or non-attorney representative, will auto-populate the table. If **co-counsel** needs to be added, click the **ADD button** and a pop-up box will display which will allow you to search for the individual.
    a. Fill in one or more of the four search fields. Click **Search.**

Figure: Pop-up box to search for an attorney in the system



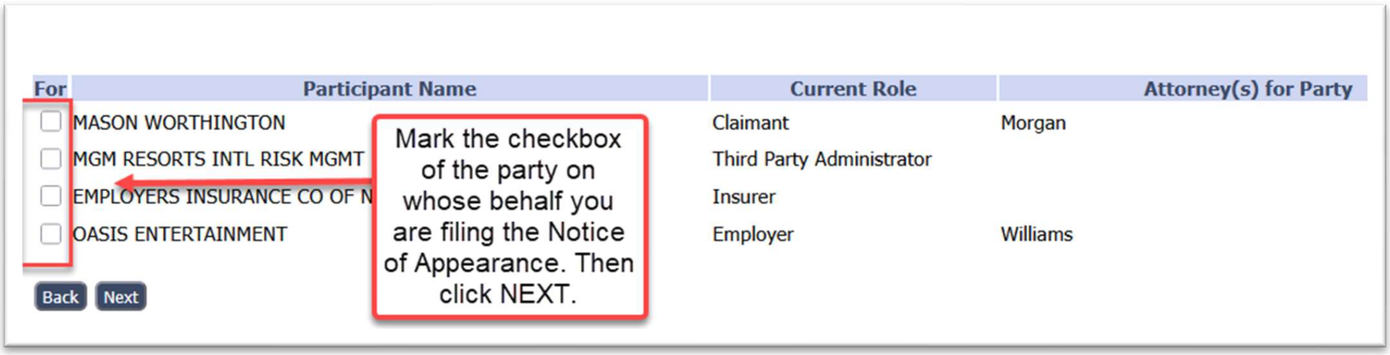
    b. An attorney table will display with individuals in the system who match your search criteria.
    c. Mark the **checkbox** on the line of the correct individual.
    d. In the **Type column**, choose either *Attorney* or *Non-attorney representative*.
    e. Click the **Save button**.

f. If the person you are looking for is not found through searching, you may choose to add them, if you know their name and their bar number

g. Click the button **Add New Attorney** and fill out the pop-up profile page. Please know that the **Last Name field** and the **Bar Number field** are *required* in order to click **Save** at the bottom of the box.

9. Mark the **checkbox** next to the case participant on whose behalf you are filing the Notice of Appearance. Click **Next**.

Figure: Checkboxes inside the Case Participant table



10. Back on the **Add a Document page**, click **Next** button at the bottom of the page to proceed.

11. On the **Review and Submit Filing Page**, click the **Submit the Filing button**

CHECKING THE STATUS OF A FILING

After submitting a filing, the system will direct you to the **My Filings page** where you can view the statuses of any one of your submissions.

Or, on the **Home Page**, click the **My Filings button** to be directed to the **My Filings page**. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **My Filings** from the drop-down list.

Figure: Navigating to the My Filings Page

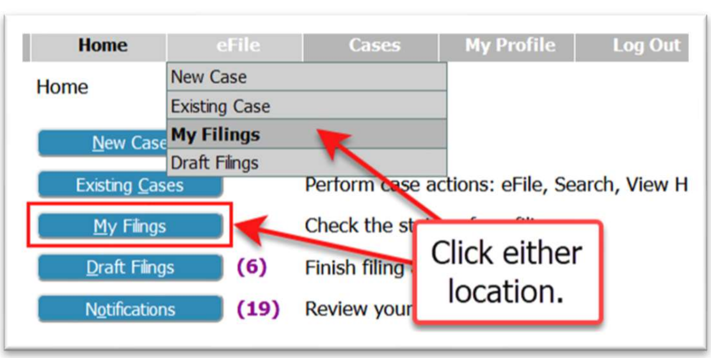
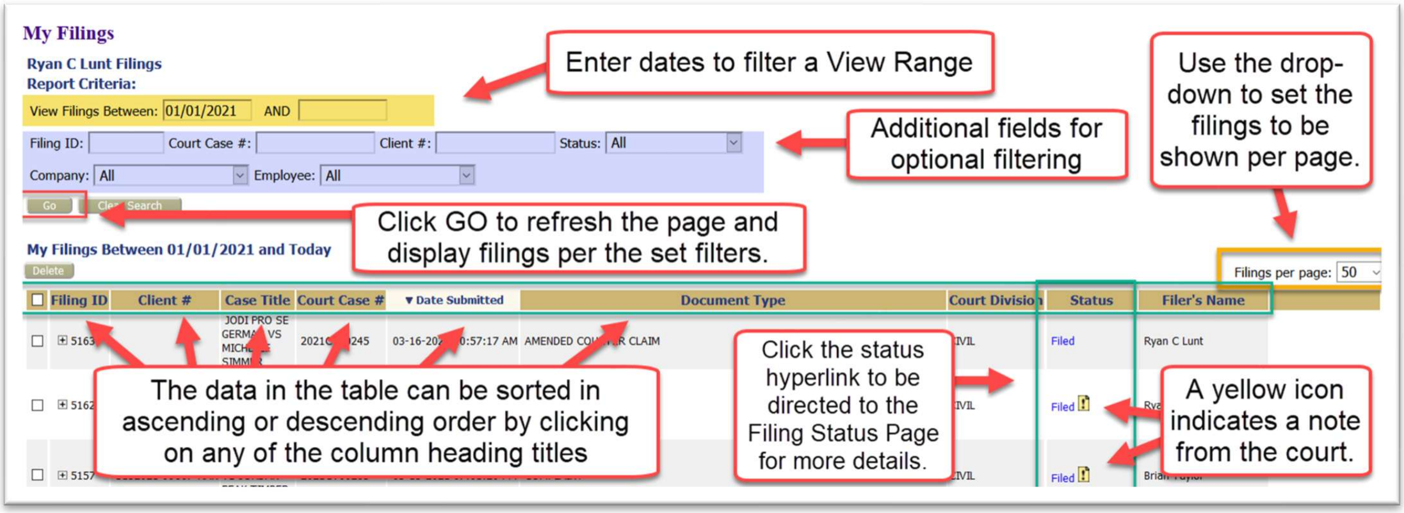


Figure: Overview of My Filings Page



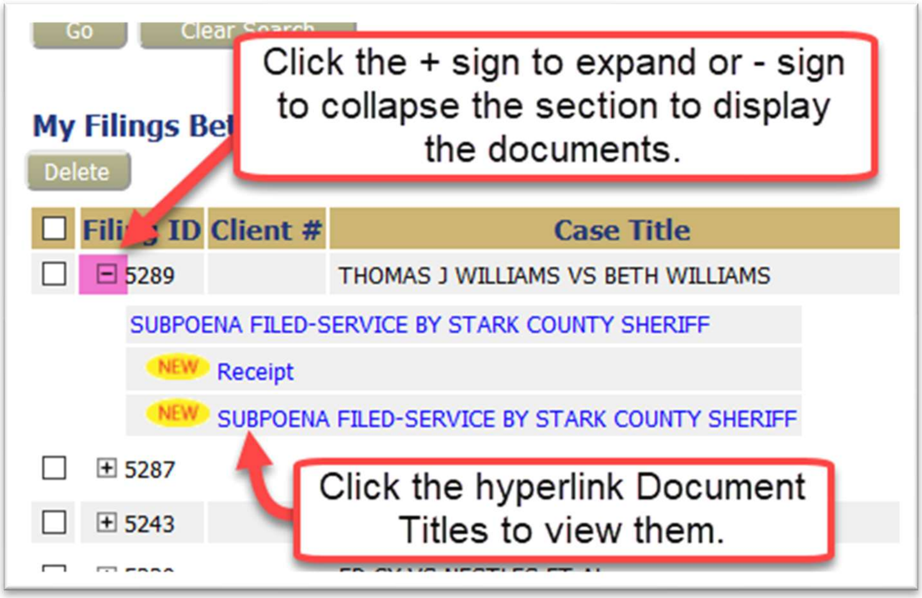
1. Use the *filtering fields* at the top of the page to narrow your search: Filing ID, Court Case #, Status, or Client # (This number corresponds to the *optional* **client # field** on the **Review and Submit page.** It is offered as a convenience to the filer if they have an internal filing system related to their clients. It is not a number used by the efiling system.) For the fields **View Filings Between**, set the date to include the date of submission. Click **Go** to refresh the page and locate the submission listing.

2. **Column headers** in the data table have an ascending/descending sort feature that sorts alphabetically or numerically. Click the **column header** of choice to cause the table display to be organized according to the header selected. Clicking the **column header** a second time reverses the order of the displayed information.

3. The default column for the data table is the **Date Submitted column,** which means the most recent filings will be at the top. This is recognized by the block color difference of the column header that is controlling the data display. If another column is selected for filtering, this will become the new default setting for the session. If you leave the page and return again in the same time session, it will stay as the default setting. However, if you logout or the session terminates because of inactivity, when you log back in, the setting will refresh and the **Date Submitted** will once again resume as the default column header.

4. Clicking the **+ sign** in the **Filing ID column** *expands* the section and displays the documents in the filing. Click the **– sign** to *collapse* the section. To view the documents, click their **hyperlink name**.

Figure: The + sign expands & collapses



5. When viewing the expanded section after clicking the **+ sign**, if **Receipt** is one of the documents displayed, this means the filing has been processed and its status is **Filed**. The Receipt document is the **Confirmation of Receipt** document sent to the filer from the court. Click its *hyperlink* to open a new browser tab to view or print this document.

6. The right column is the **Status column**. This column allows the filer to follow the progress of the filing through its various stages of processing. Some statuses happen so quickly that each stage may not visibly be tracked. Clicking the **Go button** will refresh the page view and post any changes in the status. Once it has been completely processed, the Final state is **Filed**.

   Other statuses include:

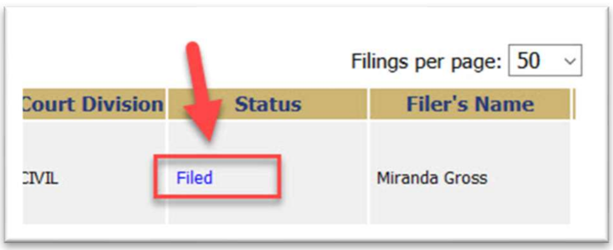
   - **Received** - The submission has received a time stamp and will be placed in a queue for further processing.
   - **Awaiting Approval** - The submission is in a queue for further processing.
   - **Receipt Pending** - An error occurred in communications. Call the e-Filing administrator.
   - **Rejected** - Submission was denied. See the note from the clerk for an explanation. To start the resubmission process, click **Resubmit**.
   - **Filed** – The final status of the filing. No further action. The filer should look at their case history or receipt of the submission to download signed documents and check for notes from the Clerk.
   - **Accepted-Presented to Judge** –Accepted and routed to a Judicial Queue for a judge to review. This means that even though the submission has been filed, the proposed document may not have been reviewed at this time, but it has been presented to a judge.

- **Resubmitted** - This submission was "Rejected," and the filer used the old submission to create a new submission. The status of this submission has no future value, and the filer needs to look at the new submission status.

THE FILING STATUS PAGE

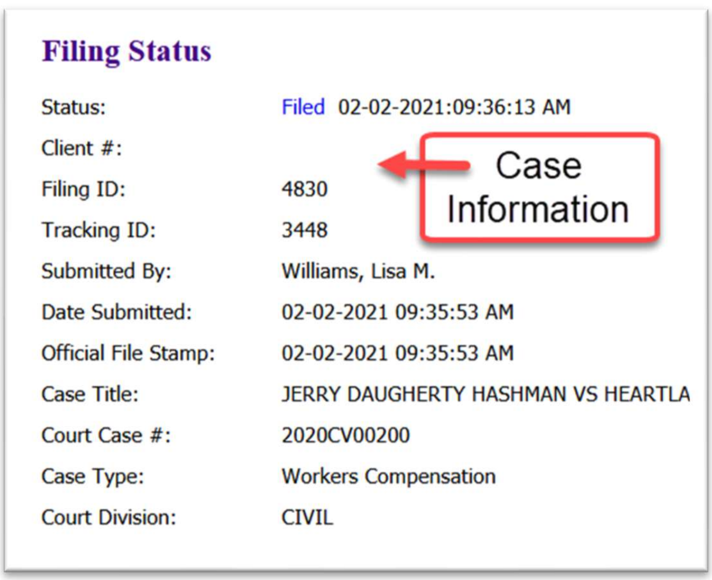
7. The **status** listed in the **Status Column** is a hyperlink. Click to be directed to additional information.

Figure: The Hyperlink Status on the Filing Status Page



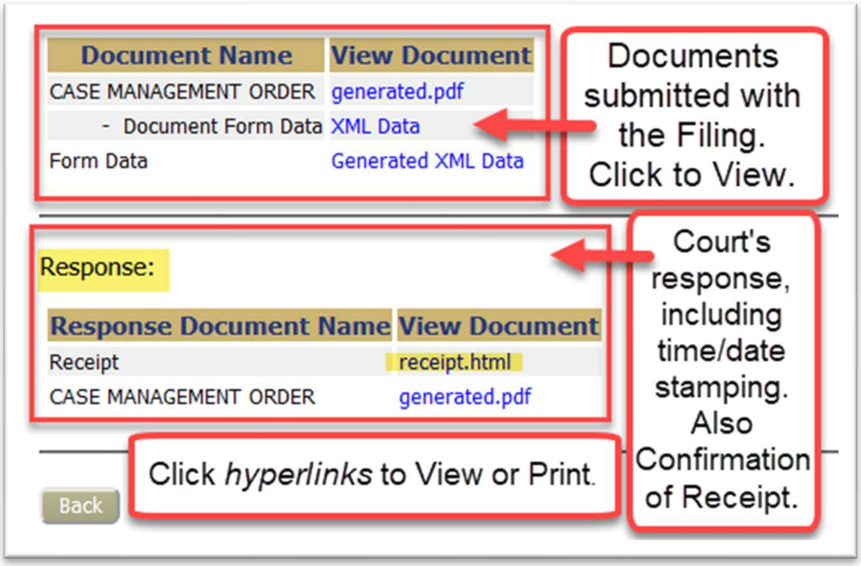
8. The top portion of the **Filing Status Page** displays specifics associated to your filing – the filing ID, tracking ID, the individual who submitted the filing, the date submitted, the official file stamp, the case title, case number, case type, and court division.

Figure: Top Portion of the Filing Status Page



9. The Documents, as filed in the original submission, will display in the section with the column headings **Document Name** and **View Document**. These documents do not have the court's time and date stamp.

Figure: Bottom Portion of the Filing Status Page

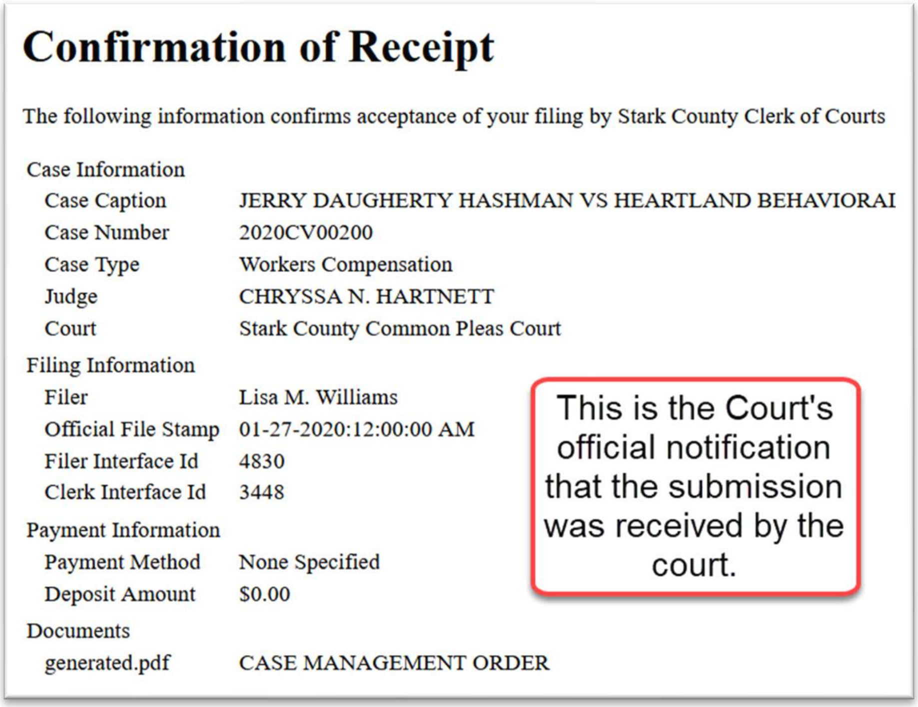


10. Below the horizontal line is the **Response section**, meaning the response from the court. This section displays the documents *after* they have been processed with the court's time and date stamp on them. When applicable to the document type, it will also have the court's electronic signature. Click the documents' hyperlink listings to display the document in a newly opened browser tab. Any document that is listed as *generated.pdf* is a system-generated document. Do not open the *form.xml link* as this is simply computer code that the system administrator can use for information should troubleshooting be necessary.
11. If the filing status shows ***filed*** on the **My Filing page**, the **Confirmation of Receipt** is available on this page.

CONFIRMATION OF RECEIPT

The **Confirmation of Receipt** is the Court's official notification that the submission was received. Click the **hyperlink receipt.html** to open a new browser tab to display the **Receipt.** It is recommended that you print or save a copy for your records because documents will be removed from your Filer Interface periodically as determined by the court.

Figure: The Confirmation of Receipt



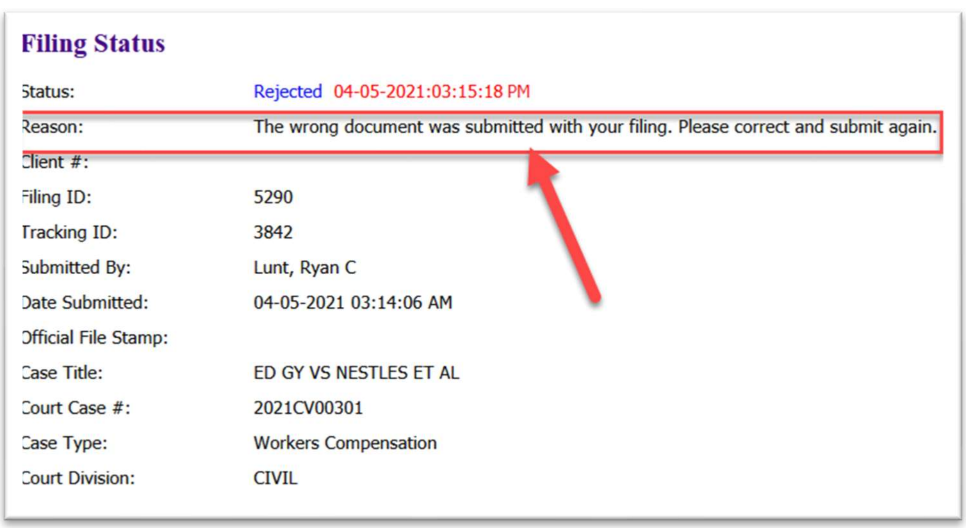
Confirmation of Receipt

The following information confirms acceptance of your filing by Stark County Clerk of Courts

Case Information	
Case Caption	JERRY DAUGHERTY HASHMAN VS HEARTLAND BEHAVIORAI
Case Number	2020CV00200
Case Type	Workers Compensation
Judge	CHRYSSA N. HARTNETT
Court	Stark County Common Pleas Court
Filing Information	
Filer	Lisa M. Williams
Official File Stamp	01-27-2020:12:00:00 AM
Filer Interface Id	4830
Clerk Interface Id	3448
Payment Information	
Payment Method	None Specified
Deposit Amount	$0.00
Documents	
generated.pdf	CASE MANAGEMENT ORDER

12. If the filing's status shows **rejected** on the **My Filing page**, the *reason* for the rejection will post on the **Filing Status page.** Understanding what is missing or incorrect about their filing, the filer will be able to correct and resubmit the filing.

Figure: The Reason a filing was rejected shows on the Filing Status page



Filing Status

Status:	Rejected 04-05-2021:03:15:18 PM
Reason:	The wrong document was submitted with your filing. Please correct and submit again.
Client #:	
Filing ID:	5290
Tracking ID:	3842
Submitted By:	Lunt, Ryan C
Date Submitted:	04-05-2021 03:14:06 AM
Official File Stamp:	
Case Title:	ED GY VS NESTLES ET AL
Court Case #:	2021CV00301
Case Type:	Workers Compensation
Court Division:	CIVIL

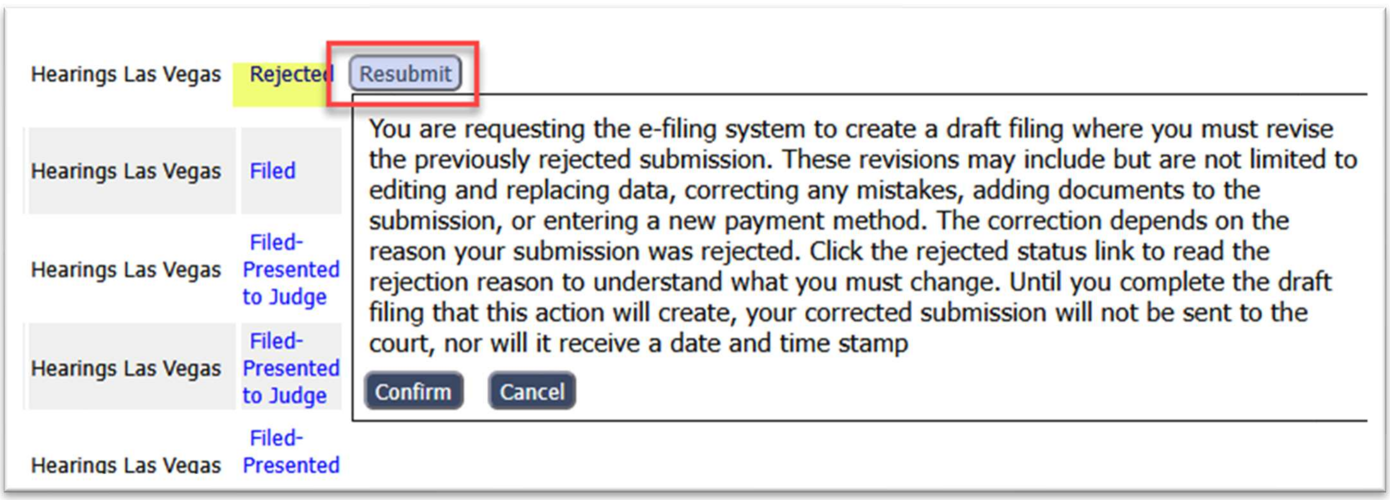
HOW TO RESUBMIT A REJECTED FILING

If the clerk rejects a filing, they are instructed to enter a note for the filer to explain the reason why it was rejected. These instructions are accessed through the **My Filings page** by clicking on the **Status hyperlink**. The icon of an *exclamation point inside a yellow rectangle* is the flag that notifies the filer that there is a note awaiting them from the court. With the instructions from the clerk, the filer can make the corrections to the filing and resubmit it.

1. On the **My Filings page**, click the submission's *hyperlink status* **Rejected** inside the **Status Column** to be directed to the **Filing Status page** where you may read the REASON for the rejection. Click the **back button** to return to the **My Filings page**.

Figure: The Rejected and Resubmit Buttons

2. Click the **Resubmit** button. A pop-up box will make a statement. Click **Confirm** to proceed.



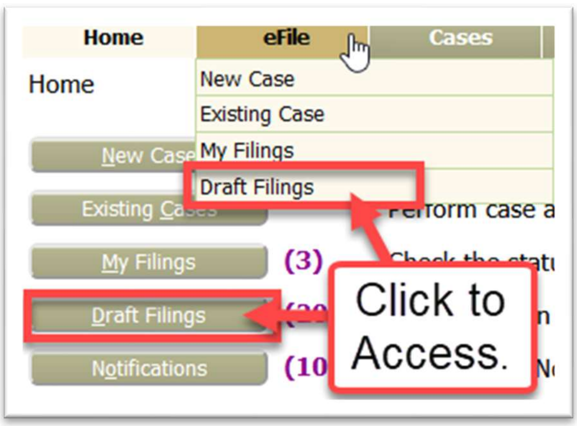
In essence, the resubmit button is a "one-time-use" button that will cause the eFlex system to *clone the information* from the rejected submission and route the user to the **Add a Document page.** The filer needs to make the necessary corrections to the filing so they can proceed by resubmitting it back to the court. After the corrections have been made on the **Add a Document page**, click **Next.**

3. On the **Review and Approve Filing page** click **Submit.**
4. The **Filing Status page** will now display the status of **In Draft/Resubmitted** for the original filing and will create a new data line for the resubmitted filing with a new filing ID.

INCOMPLETE FILINGS

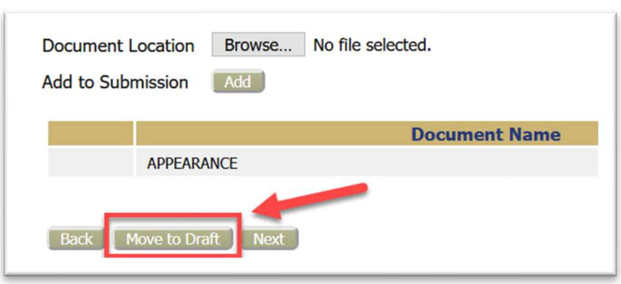
1. On the **Home Page**, click the **Draft Filings button** to be directed to the **Draft Filings page**. Alternately, hover over the **eFile Tab** on the **Menu Bar** and select **Draft Filings** from the drop-down list.

Figure: Navigating to the Draft Filings page



2. During the process of creating a filing, a filer may need to stop their work, save it, and continue their filing later. The **Save to Draft button**, located at the bottom of each filing page, is used for this purpose.

Figure: The Move to Draft Button at the Bottom of a Filer interface Page



3. To retrieve the Draft later, click the **Draft Filings Button** or select from the **Menu Bar**. A list of any partially completed submissions will display in a data table. To proceed, click the *hyperlink Description* in the **Description column** on the line of the filing you intend to complete. The system will direct you to the **Add a Document page.**

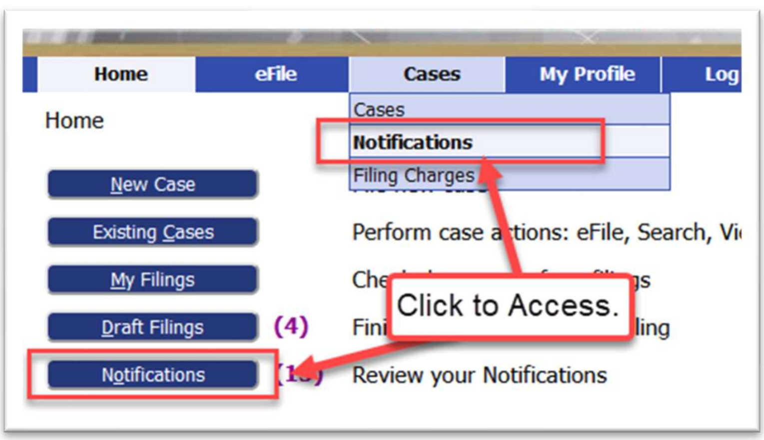
Figure: Click the Hyperlink Description to Proceed with the Draft Filing

NOTE: Be aware that the filing draft will only display on the **Draft Filings page** for a limited time before it is automatically deleted. The time varies from 60-90 days depending on the court's specifications.

HOW TO VIEW NOTIFICATIONS

On the **Home Page**, click the **Notifications Button** to be directed to the **Notifications page**. Alternately, hover over the **Cases Tab** on the **Menu Bar** and select **Notifications** from the drop-down list. If there is a number in parentheses next to the **Notifications** button, this indicates how many "unread" notifications currently exist. This page is where the filer may read the "***official" notifications*** from the court.

Figure: Accessing the Notifications page

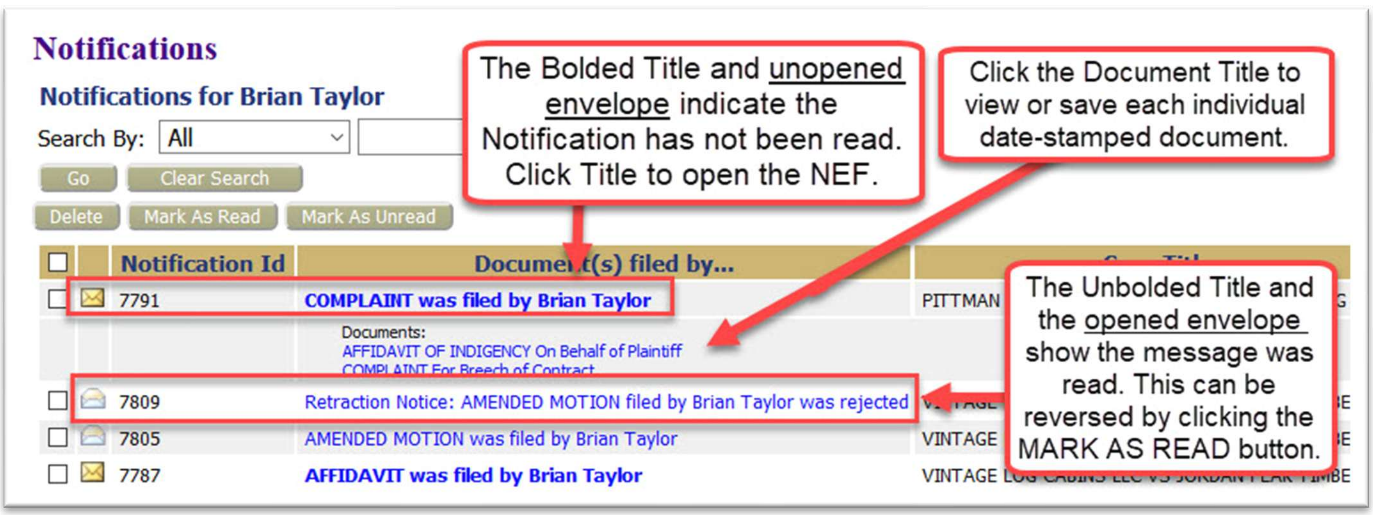


In addition to ***official notifications***, the eFlex system sends ***courtesy email notifications***, to communicate with the efiling account user when filings are submitted on their cases. Email notifications are considered ***courtesy notifications*** only because emails can be lost, they can get blocked by spam, or filer may have issues on their end with their email server. These circumstances are out of the control of the eFiling system. For this purpose, the official notifications come through the Filer Interface. These notifications can be tracked by the clerk to ensure that everyone has been served electronically. All email addresses entered in their profile will receive the email messages. There are 3 types of email notifications sent:

- Received Notice – This states that their submission was *received* by the court.
- Accepted Notice – This states that their submission was *accepted,* or approved and recorded by the court.
- Courtesy NEF – The "NEF," which means *Notice of Electronic Filing*, identifies document(s) that were filed to the court and which case participants received electronic notification through the eFiling system and which participants need to be served in the traditional manner. Addresses for the latter are included for mailing purposes. **NOTE:** Once you have efiled on a case and have been added as a party to that case by the clerk of court, your username will be associated with that case. When someone else sends a follow-up submission on any case on which you have been indexed as a participant, you will receive a *courtesy email* of this action and an *official notification* on your **Notification page.**

NOTE: For participants on the case that *do not* have an efiling account, it is required of the efiling user to continue the practice of service to those participants via paper and to include the **Certificate of Service** as part of the documents in the filings.

Image: The Notifications Page



1. Use the two **Search By fields** at the top of the page to filter the display of information in the **Notifications Data Table**. In the left field, select a search category from the drop-down menu: Notification ID, Description, Case Title, Case Number, or Court Division. In the right field, enter the corresponding information. Click **Go** to *initiate the Search*. Clear the filtering fields by clicking the **Clear Search button**.

Image: The two "Search By" fields

2. The data in each column has an ascending/descending sort feature that sorts alphabetically or numerically. Click the **column header** of choice to cause the table display to be organized according to the header selected. Clicking the column header a second time reverses the order of the displayed information. This is a useful tool when searching through a lengthy data table.
3. Notifications that *have not* been read will have a bolded heading in the **Document(s) filed by** column and a closed envelope to the left of the **Notification ID.**
4. Clicking the ***hyperlink*** **Document Title** will open a new browser tab to display the *official* NEF, or *Notice of Electronic Filing*.
    a) The top of the NEF contains case-related information, including **document(s)** filed.
    b) The bottom portion of the NEF indicates the **service requirements** at the time the listed document was submitted. (Future or past submissions may have different service requirements.)
    c) Persons with eFiling accounts being served electronically are listed first on the NEF.
    d) Persons still requiring service by traditional means are listed under the second heading.

Image: The Notice of Electronic Filing (NEF)

***** IMPORTANT NOTICE - READ THIS INFORMATION *****

NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 2600336
Judge:

Official File Stamp:	10-28-2025 11:10:42 AM
Court:	Nevada Administrative Hearing Court Workers Compensation Appeals Appeals LV
Case Title:	SUMMERHASE, JANE
Document(s) Submitted:	Request for Hearing before Appeals Officer
Filed By:	Samuel Morgan

This notice was automatically generated by the court's auto-notification system.

The following people were served electronically:

Donald London for ACUITY INSURANCE
Samuel Morgan for JANE SUMMERHASE, TIDWELL PETROLEUM LLC

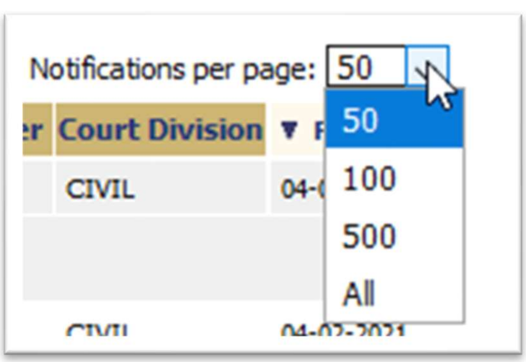
The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:

AMERICAN CLAIMS MANAGEMENT INC

Address: AMERICAN CLAIMS MANAGEMENT INC
SANDY HODGE
P O BOX 85251
SAN DIEGO, CA 92186

5. Notifications that *have* been read will have an unbolded title with an opened envelope.
6. Users may use the buttons **Mark as Read** and **Mark as Unread** to manually change the display of the envelope.
7. To view the document(s) within the filing, click the ***hyperlink document title*** listed under the
8. **NEF title** in the **Documents(s) filed by column**. The time-stamped document will display as a pdf. It is recommended that users download hard copies for their records.
9. The number of notifications shown per page can be adjusted by selecting another menu option from the **Notifications per page** drop-down field. It is located on the right above the Data Table.

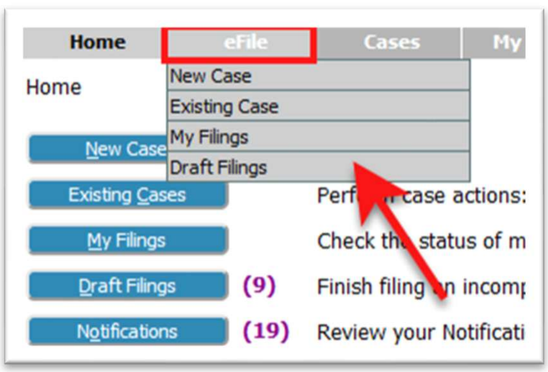
Image: The Notifications per Page field



10. The system is coded to auto-clean the notifications after a set period of time as determined by the court. Users can manually clean the page by marking the checkbox on the far left of each filing's listing in combination with the delete button.

MENU TABS ACROSS THE TOP OF EACH INTERFACE PAGE

Figure: The eFile Tab and its Drop-down Menu



The selections available to the Filer under the **efile Tab** are:

NEW CASE – Selecting **New Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **New Case quick access button** on the **Home Page**. It directs the user through the process of selecting Court, Division, Case Category, Case Type, Case Initiation, Adding Parties, Adding Documents and ending with the Review & Submit Page before sending the case initiation filing to the court. Because the Menu Bar is available on every page, it is not necessary to return to the **Home Page** to click the **New Case Button**.

EXISTING CASE - Selecting **Existing Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **Existing Cases quick access button** on the **Home Page.** It directs the user to the **Cases page**, where they can choose to efile, view a Case History, or view the current Service List which identifies which case parties will receive an NEF and which ones must be notified by a traditional method of service.

MY FILINGS - Selecting **My Filings** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **My Filings quick access button** on the **Home Page.** It directs the user to the **My Filings page** where they can get an overview of all their filings. This includes checking the current status of their filings, viewing and printing the court-stamped documents that were submitted with their filings, and viewing and printing the **Confirmation of Receipt**.

DRAFT FILINGS - Selecting **Draft Filings** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **Draft Filings quick access button** on the **Home Page**. It directs the user to the **Draft Filings page** where a table of partially completed filings may be viewed. To proceed with any one of them, click the *hyperlink Description* and it will direct you to the **Add a Document page.** If edits need to be made on the **Case Initiation page**, press the **Back** button to be directed there. Continue with the usual steps for filing to a new or existing case and submit the filing to the court.

OVERVIEW OF THE NEW CASE PAGE

Selecting **New Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **New Case quick access button** on the **Home Page**.

See page 14 to review this information.

OVERVIEW OF THE EXISTING CASE PAGE

Selecting **Existing Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **Existing Cases quick access button** on the **Home Page.**

See page 22 to review this information.

OVERVIEW OF THE MY FILINGS PAGE

Selecting **Existing Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **My Filings quick access button** on the **Home Page.**

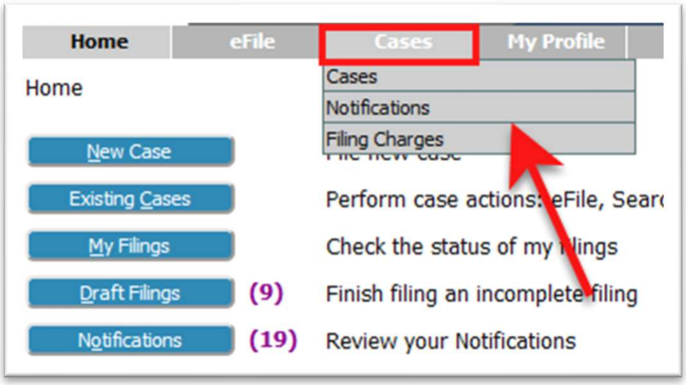
See page 28 to review this information

OVERVIEW OF THE DRAFT FILINGS PAGE

Selecting **Existing Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **Draft Filings quick access button** on the **Home Page.**

See page 34 to review this information

Figure: The Cases Tab and its Drop-down Menu



The selections available to the Filer under the **Cases Tab** are:

CASES – Selecting **Cases** from the drop-down menu under the **Cases Tab** takes the user to the same page as if they had clicked the **Existing Cases Button** on the **Home Page** (see pg. 17.). It directs the user to the **Case page** where a case data table, made up of the user's own cases, can be searched to view individual cases in greater detail. Here they can efile to one of their own cases or any other existing case, view case histories and documents on cases in which they are council of record, or see the service list information associated to one of their cases at the time of the query.

NOTIFICATIONS – Selecting **Notifications** from the drop-down menu under the **Cases Tab** takes the user to the same page as if they had clicked the **Notifications Button** on the **Home Page** (see pg. 29). It directs the user to the **Notifications page** where they can view the official **NEF'**s received from the court as well as see all the court-stamped documents of filings that any party of their cases have made.

FILING CHARGES – Ignore this page. It is not applicable to the NV AHD system.

OVERVIEW OF THE CASES PAGE

Selecting **Cases** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **Existing Cases quick access button** on the **Home Page.**

See page 22 to review this information.

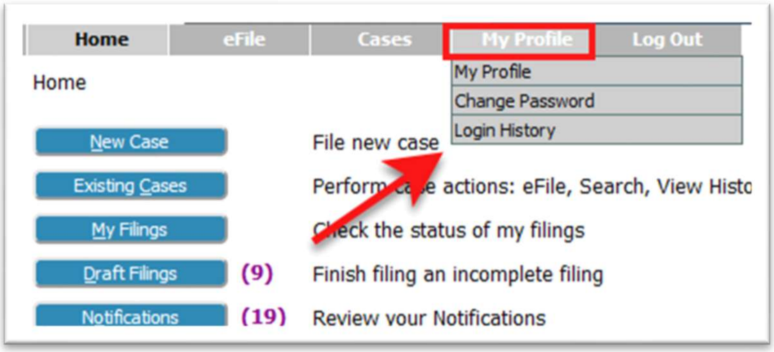
OVERVIEW OF THE NOTIFICATIONS PAGE

Selecting **Existing Case** from the drop-down menu under the **eFile Tab** takes the user to the same page as if they had clicked the **Notifications quick access button** on the **Home Page.**

See page 35 to review this information

My Profile

Figure: The My Profile Tab and its Drop-down Menu



The selections available to the Filer under the **My Profile Tab** are:

MY PROFILE - Selecting **My Profile** from the drop-down menu under the **My Profile Tab** takes the user to the **User Profile page**, which displays the user account information that was provided when the user account was created or modified.

CHANGE PASSWORD – You may change your password whenever desired. Periodically changing of your account password is a wise security measure. We recommend that your password be something that you can remember, but is difficult for others to figure out. A strong password has symbols, upper and lower case characters, and numbers. Passwords are case sensitive.

LOGIN HISTORY – For security reasons, the system keeps track of every attempted login to your account. It will show the date and time of the attempted login, the login result and the requesting IP address. If you notice any unusual activity in this Login History, change your password or notify your IT department. With the IP address, they can determine if it was within your company or an external IP address, and who might be trying to log in as you. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

OVERVIEW OF THE MY PROFILE PAGE

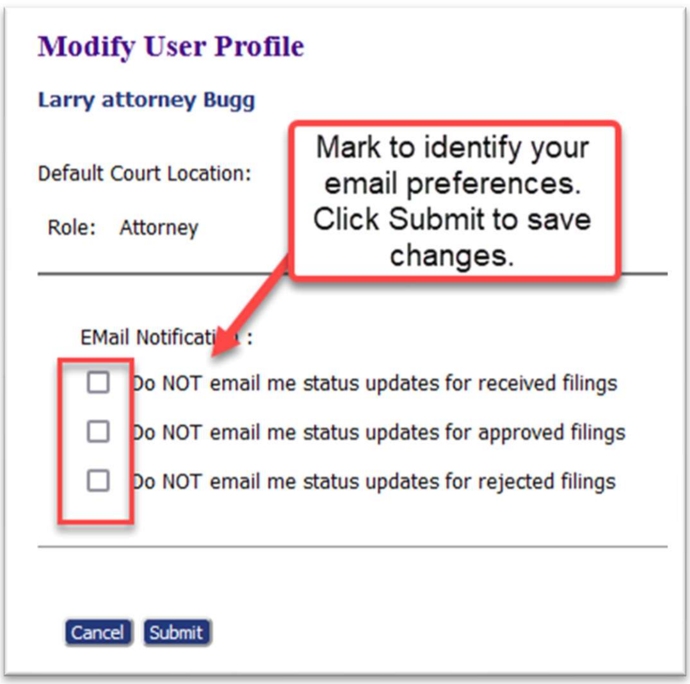
When you register for an eFiling account, you are required to provide profile information, which can be edited or updated later as needed.

1. Hover over the **My Profile Tab** and select **My Profile** from the drop-down menu. The **User Profile page** will appear and display the information entered when the user account was created or modified.

   Note: It is important that the primary email associated with the account is kept up to date, as that is the way the eFlex system communicates with the filer about activity that has taken place on their cases. If one's email account is changed, but is not recorded on the **My Profile page**, then the user will no longer receive courtesy email NEF's (Notifications of Electronic Filing) for their cases.

2. *Optional:* The alternative email addresses are provided so that someone else, in addition to yourself, may also receive your courtesy email notices. This may be used for partners or assistants.
3. *Optional:* Email Notifications, by default, are programmed to be sent to users to notify them that their filing has been received by the court, that their filing has been approved and recorded by the court, and when their filing has been rejected. Filers may choose to opt out of these *courtesy emails* and instead rely exclusively on the *official notifications* that come to their Notifications page inside the Filer Interface. To discontinue these status update emails, select the appropriate radio buttons under the **Email Notification section** on the **Modify User Profile page**.

Figure: The Modify User Profile page



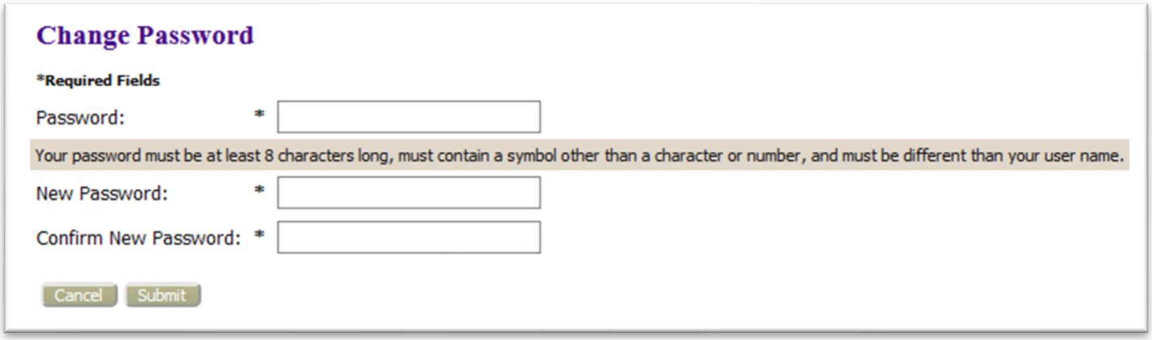
4. Click Submit to save the changes you have made and be returned to the **User Profile page**.

5. To change the information in the user profile, click the button **Modify User Profile**. This will direct the user to the **Modify User Profile page**. Fields that display a textbox may be modified.

   NOTE: If modifications need to be made to information on the **Profile page** and it appears that the information is not editable, such as the organization to which the user is associated, the user will need to contact the system administrator for assistance. Some changes can only be made by the system administrator.

OVERVIEW OF THE CHANGE PASSWORD PAGE

Figure: The Change Password Fields



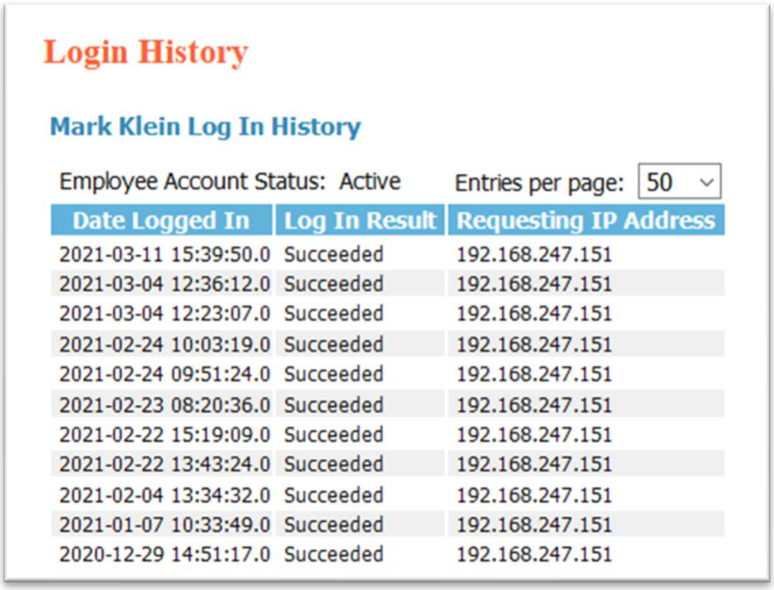
1. Hover over the **My Profile Tab** and select **Change Password** from the drop-down menu. Alternately, there is a **Change Password button** on the **User Profile page**.
2. Enter the current password in the **Password field**.
3. Create a new password following the password requirements and type it into the **New Password field.**
4. In the **Confirm New Password field**, re-type the password exactly as you entered it in step 3.
5. Click **Submit** to save your changes.
6. Be sure you notify your legal assistant, or any others who may enter your filings for you, of the change to your password.

NOTE: When you are changing your password using the **Forgot My Password feature** on the log-in page, make sure in the first password field that you type the *new temporary password* given you in the email. Don’t try to remember your former old password because that information is no longer applicable.

OVERVIEW OF THE LOGIN HISTORY PAGE

1. Hover over the **My Profile Tab** and select **Login History** from the drop-down menu.
2. The **Login History page** appears displaying a list of the login attempts along with the date, login result, and IP address of the requesting machine.

Figure: The Login History Page



Login History

Mark Klein Log In History

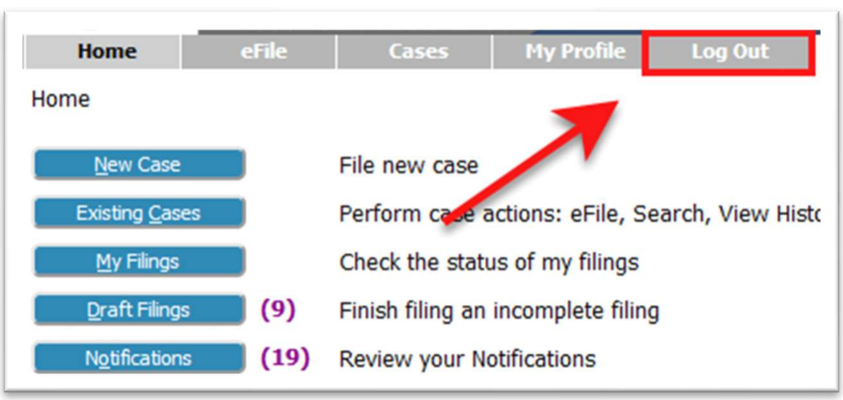
Employee Account Status: Active | Entries per page: 50

Date Logged In	Log In Result	Requesting IP Address
2021-03-11 15:39:50.0	Succeeded	192.168.247.151
2021-03-04 12:36:12.0	Succeeded	192.168.247.151
2021-03-04 12:23:07.0	Succeeded	192.168.247.151
2021-02-24 10:03:19.0	Succeeded	192.168.247.151
2021-02-24 09:51:24.0	Succeeded	192.168.247.151
2021-02-23 08:20:36.0	Succeeded	192.168.247.151
2021-02-22 15:19:09.0	Succeeded	192.168.247.151
2021-02-22 13:43:24.0	Succeeded	192.168.247.151
2021-02-04 13:34:32.0	Succeeded	192.168.247.151
2021-01-07 10:33:49.0	Succeeded	192.168.247.151
2020-12-29 14:51:17.0	Succeeded	192.168.247.151

3. If you want to see more entries per page, change the value in the **Entries per page** drop-down field.

OVERVIEW OF THE LOG OUT PROCESS

Figure: The Log Out Tab



1. To log out and terminate the current session to the server, click **Log Out** on the M**enu Bar**.
2. As a reminder, eFlex is a web application. The web session will terminate automatically if there is no activity on the webpage for 20 minutes. A session is considered active as long as there is interaction with the web server, such as clicking **Next** or the **Submit** button. Typing in a text field does not count as being "active." If a user leaves their computer and returns in a hour, for example, the screen may appear the same as when they left; however, when they click on a field to proceed, the system will log out and take the user to the **Login page**.