

EFILE INSTRUCTIONS

LOGGING INTO THE EFILE SYSTEM:

1. Navigate to the court's webpage <https://cvpublicaccess.co.clark.nv.us/eservices/home.page>
 - a. The website may also be accessed by the "Case Search" link on the [court website](#).
2. Click on the 'eFile' tab in top left.
3. Enter Username (email address you provided)
4. Enter Password

Note: If forgot your password, Click "Forgot Password" and follow instructions on the screen

5. Click on the 'eFile' option. This will take you to your 'My Filings' queue.

MY FILLINGS QUEUE:

The 'My Filings' queue allows you to:

- submit new cases
- submit subsequent filings on existing cases
- save partially completed work to submit at a later time
- monitor the status of eFiled records / pleadings
- make corrections on eFilings that have been 'rejected' by the Court

| eFile ID | Case Type | Filing Type | Case Number | Case Title | Filing Status | File Date | Cost | Event Date | Document Type | |
|----------|-----------|------------------|-------------|------------|---------------|---------------------|---------|------------|--|--------------------------|
| 902 | HND Civil | New Case Request | | | Filed | 03/24/2022 07:15 AM | \$74.00 | | CIVIL COVER SHEET: Debt Collection Agency Case | <input type="checkbox"/> |
| 873 | HND Civil | New Case Request | | | Filed | 03/09/2022 02:37 PM | \$74.00 | | CIVIL COVER SHEET: Credit Card Collection Case | <input type="checkbox"/> |
| 854 | HND Civil | New Case Request | | | Rejected | 03/03/2022 04:07 PM | \$74.00 | | CIVIL COVER SHEET: Credit Card Collection Case | <input type="checkbox"/> |

The top section, of the 'My Filings' queue, provides search options to control which records will display in the search results at the bottom of the screen

1. Enter the desired search criteria
2. Click the 'Search' button

The bottom section of the screen displays the records that fall within the search criteria selected.

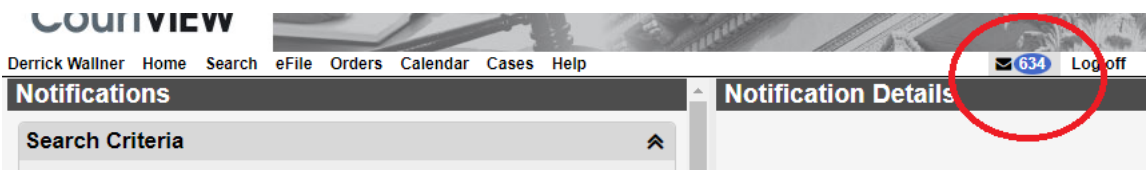
| eFile ID | Filing Type | Case Number | Case Title | Filing Status | File Date | Cost | |
|----------|-------------------|----------------|---|---------------|---------------------|----------|---|
| 258 | New Case Request | 2014 CV 000416 | 2014 CV 000416 VB et al -vs- PAYNE, SALLY et al CEC | Accepted | 02/27/2014 08:41 PM | \$302.50 | + |
| 253 | New Case Request | 2014 CV 000411 | 2014 CV 000411 PL -vs- ANDERSON, RANDALL CEC | Accepted | 02/27/2014 09:35 AM | \$502.50 | + |
| 210 | Subsequent Filing | 2004 CV 00085 | 2004 CV 00085 JS -vs- Jones, Joseph JL | Accepted | 02/04/2014 02:02 PM | \$164.50 | + |
| 209 | Subsequent Filing | 2014 CV 000396 | 2014 CV 000396 RJ -vs- WILLIAMS, ROGER CEC | Reviewing | 02/04/2014 12:36 PM | \$164.50 | + |
| 206 | Subsequent Filing | 2012 CV 000280 | 2012 CV 000280 CJ et al -vs- Dant, Joseph TP | Reviewing | 02/03/2014 06:10 PM | \$2.50 | + |
| 205 | Subsequent Filing | 2004 CV 00085 | 2004 CV 00085 JS -vs- Jones, Joseph JL | Filed | 02/03/2014 06:10 PM | \$2.50 | + |
| 203 | New Case Request | | | Reviewing | 01/27/2014 10:39 AM | \$299.50 | |
| 214 | New Case Request | | | Draft | | \$299.50 | |

EFILE STATUSES:

1. **Draft** – Filing has been created, not yet submitted by the Filer.
2. **Filed / Submitted** – Filing has been submitted and is waiting for review by Court Reviewer
 - a. The date and time submitted will become the electronic ‘Time Stamp’ date and time once, or if, the Filing is ‘Accepted’ by the Reviewer.
 - b. **The Filer can continue to modify a Filing in this status; however, doing so will change the filing date/time (time stamp date) of the Filing to the new date/time that the Filing was resubmitted.**
3. **Reviewing** – Filing is being reviewed by the Reviewer and the Filing can no longer be modified by the Filer unless rejected by the Reviewer.
4. **Rejected** – the Reviewer has rejected the Filing and it is returned to the ‘My Filings’ queue
 - a. Filings that have been rejected and resubmitted will be time-stamped with the original filed/submitted date/time if, or once, accepted by the Reviewer.
5. **Refiled** – a previously rejected Filing has been modified by the Filer and has been resubmitted/refiled and is waiting for review by the Reviewer
6. **Accepted** – the Filing has been accepted by Reviewer
 - a. Filings are now electronically ‘time stamped’ with the date submitted (or resubmitted)
 - b. The Payment process is completed
 - c. Filings are processed in CourtView
7. **Completed** – Filing has been completed and the case or filing has been successfully updated in CourtView.

MESSAGES & NOTIFICATIONS:

All messages will be delivered via the “Notification” page on eFile website. Some messages will be delivered via email and the “Notification” page. To access the notification system, select the message icon in the top right corner of the website. You can utilize the search function to find all messages pertaining to a specific case or filing type.



File Stamped Copies:

In addition to being delivered via the Notification page, Links to file stamped and / or court signed documents will be delivered via email to all parties on the case that have an email associated with them. THIS DOES NOT automatically include the email address you use to login

to the eFile website. If your account is associated with an Attorney Bar Number, that attorney will be automatically associated with new cases you create and thus the email the Court has on file for them will receive a link.

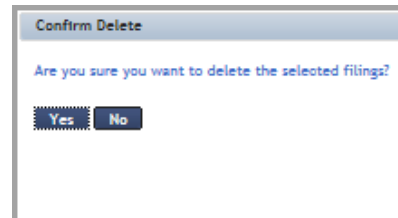
TO DELETE FILINGS FROM ‘MY FILINGS’ QUEUE:

Filings are available to be deleted from the ‘My Filings’ queue provided they are in one of the following statuses:

| Status | Filing deleted from ‘My Filings’ queue | Filing deleted from Reviewer queue |
|-----------------------|--|------------------------------------|
| Draft | X | |
| Filed / Submitted | X | X |
| Rejected | X | X |
| Refiled / Resubmitted | X | X |
| Completed | X | X |

| | | | | | |
|--|-----------|---------------------|----------|---|--------------------------|
| 2004 CV 00085 JS -vs- Jones, Joseph JL | Draft | | \$26.00 | + | <input type="checkbox"/> |
| 14 CV 000432 -vs- WILLIAMS, ROGER CEC | Draft | | \$26.00 | + | <input type="checkbox"/> |
| 14 CV 000432 -vs- WILLIAMS, ROGER CEC | Reviewing | 04/07/2014 08:49 AM | \$ 00 | + | <input type="checkbox"/> |
| | Draft | | \$168.48 | + | <input type="checkbox"/> |
| 14 CV 000432 -vs- WILLIAMS, ROGER CEC | Submitted | 04/01/2014 05:04 PM | \$6.24 | + | <input type="checkbox"/> |
| 2012 CV 000280 CJ et al -vs- Dant, Joseph TP | Submitted | 03/18/2014 03:46 PM | \$168.48 | + | <input type="checkbox"/> |

1. Click the box on the right margin for the record you wish to delete
2. Click the ‘Delete’ button at the bottom of the screen
3. Click the ‘Yes’ button at the prompt:
‘Are you sure you want to delete the selected filings?’



Note: The selection box appears only on Filings that are eligible to be deleted. Filings in a ‘reviewing’ or ‘accepted’ status are not able to be deleted while in that status.

Important:

- Deleting Filings in the ‘My Filings’ queue will not affect data already saved in CourtView.
- Deleted Filings cannot be restored.