



eFlex Electronic Filing

USER'S GUIDE FOR FILERS

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EFILING BASICS

This user's guide is intended to instruct filers on the features of the eFlex system.

The eFiling system is designed to make the work associated with initiating and processing a case more efficient and convenient for both filers and court personnel. Not only does the Interface allow filers to submit their documents to the court electronically, it also provides means for them to view case histories, check the status of their submissions, send follow up documents and access service lists.

For court staff, the software routes the filings to the appropriate personnel for review, response, generation of additional documents, or further action. For most integrations, when documents are filed in hard copy, once the court personnel have scanned the documents, the filer interface distributes a courtesy notice to electronic participants on the case and those participants may access the documents electronically.

In addition to the fields inside the login box: **Username, Password, Forgot Your Password, Forgot Your User Name, and Request Account**, the login page is also used to post occasional messages from the system administrator to the filers, such as announcing upcoming system maintenance that will make the system unavailable for a set period. Links to rules may also be posted for the convenience of the filer.

Located at the bottom of the login page, and each subsequent page throughout the eFiling process, are informational hyperlinks which will direct the user to more information to assist them: **eFiling Quick Reference Guide, Terms of Use, Privacy Policy, Payment Policy, Support, and about Tybera Development Group, Inc.**

REQUESTING AN ACCOUNT

1. Click the button **Request Account** on the login page.
2. Read the **User Agreement**. Select the radial button at the bottom of the page that agrees to the User Agreement. Click the **I'm not a robot** checkbox. Click **Submit**.

Image: Requesting an Account Agreement

The screenshot shows a form with two radio buttons: "I accept the terms of the user agreement" (selected) and "I do not accept the terms of the user agreement". Below this is a reCAPTCHA section with a red box around the "I'm not a robot" checkbox and the reCAPTCHA logo. At the bottom are "Cancel" and "Submit" buttons, with the "Submit" button highlighted by a red box.

3. Choose the applicable **User Role** and click **Next**.
4. Pro Se filers will be directed to the **Request a User Account** page. All other roles will be directed to this page as well after first visiting the **Select an Organization** page. Scroll through the drop-down list in the **Existing** field and click the appropriate organization.

Image: Selecting an Organization when Requesting an Account

The screenshot shows a form titled "Select an Organization". It has two radio buttons: "Existing" (selected) and "New". Below the radio buttons are "Cancel" and "Next" buttons. A dropdown menu is open, showing a list of organizations. A red box highlights the dropdown menu, and a red arrow points down to the list. A text box above the arrow says "Scroll down to locate the organization." The list of organizations includes: "1ST ADVANTAGE SECURITY AND INVESTIGATIONS INC", "A New Company for Testing", "A NEW COMPANY FOR TESTING 1", "A. Mark Segreti, Jr., Attorney at Law", "A1 Attorney Services", "Aaron G. Durden & Co., L.P.A.", and "Aaron Lowe".

5. If the organization is not listed, click **New** and type the name in the provided field.
6. On the **Request a User Account** page, create a user profile. Fields marked with an asterisk are required. Click **Submit**.
7. **Login** is available after notification is received that the account request has been approved.

FORGOTTEN USERNAME OR PASSWORD

Image: Forgot Password or User Name


Welcome to eFlex

Please Log In

Username

Password

Notice
 I have read and agree to the Notice of Redaction Responsibility.

I'm not a robot  reCAPTCHA
 Privacy - Terms

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

A. FORGOT PASSWORD

1. If you have forgotten your password, click **Forgot Your Password** on the **Log In** page. The Password Reset page will appear.

Image: Password Reset Page

Reset Password

Password Reset

I'm not a robot  reCAPTCHA
 Privacy - Terms

Enter your user name, then either click the button to receive a security code that will be sent to the primary email address listed in your profile, or click the check box if you already have an unused security code.

User Name: I have a Security Code

2. Check the **reCAPTCHA** box signifying that you are not a robot.
3. Enter your username and click **Send Code**.
4. An email containing a link will be sent to the account listed on your user profile. Upon clicking the link, you will be directed to a page with a temporary password that you may use to login to the eFlex system.
5. After login, hover over the **My Profile** tab and select **Change Password** from the dropdown menu.

6. Enter the temporary password in the **Password** field.

Image: Change Password Page

Change Password

***Required Fields**

Password: *

Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your user name.

New Password: *

Confirm New Password: *

7. Create a new password following the password requirements and type it into the **New Password** field. Be sure that the password you select is one you will remember, contains eight characters, including a special character (such as an exclamation point, asterisk, or period), and is different from your username.
8. In the **Confirm New Password** field, re-type the password exactly as you entered it in step 7.
9. Click **Submit** to save your changes.
10. Be sure you notify your legal assistant, or any others who may enter your filings for you, of the change in password.

B. 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.

DOCUMENT PREPARATION PRIOR TO EFILING

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

1. Documents need to be submitted in .pdf format (the exception to this rule is for **Proposed Documents** which must be submitted as a word document, doc or docx). This enables court personnel to make appropriate changes to create an order.

Image: Text that Identifies Acceptable Format Type for Document Upload

The image shows a document upload form with the following fields and options:

- Document Category: [Dropdown menu]
- Document Type *: [Dropdown menu with text "-- Please Select Document Type From List Below --"]
- Additional Text: [Text input field]
- Access:
 - Public
 - Sealed, Date of order to seal [Text input field]
 - Confidential
- Acceptable File Format Type(s) (*.pdf): [Text input field, highlighted with a red box]
- Document Location: [Browse... button] No file selected.
- Add to Submission: [Add button]

- Using only .pdf format also applies to exhibits such as copies of contracts, copies of cancelled checks, etc. Scan and save these items as a .pdf instead of .jpg or .jpeg.
- 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, if the resolution is still high enough to make the document readable.

NAVIGATING THE FILER INTERFACE

COURT SELECTION

After logging in, the first page is the **Courts** page. This page lists all the available courts in the eFiling system. Click **Connect** next to the court you wish to file in.

Image: Portal Connection

Courts:			
Description	Account Status	Default	Redirect
Nevada 11th District Court	Approved	<input type="checkbox"/>	Connect
Nevada Elko Courts (4th District/Municipal/Justice	Approved	<input type="checkbox"/>	Connect

THE HOME PAGE

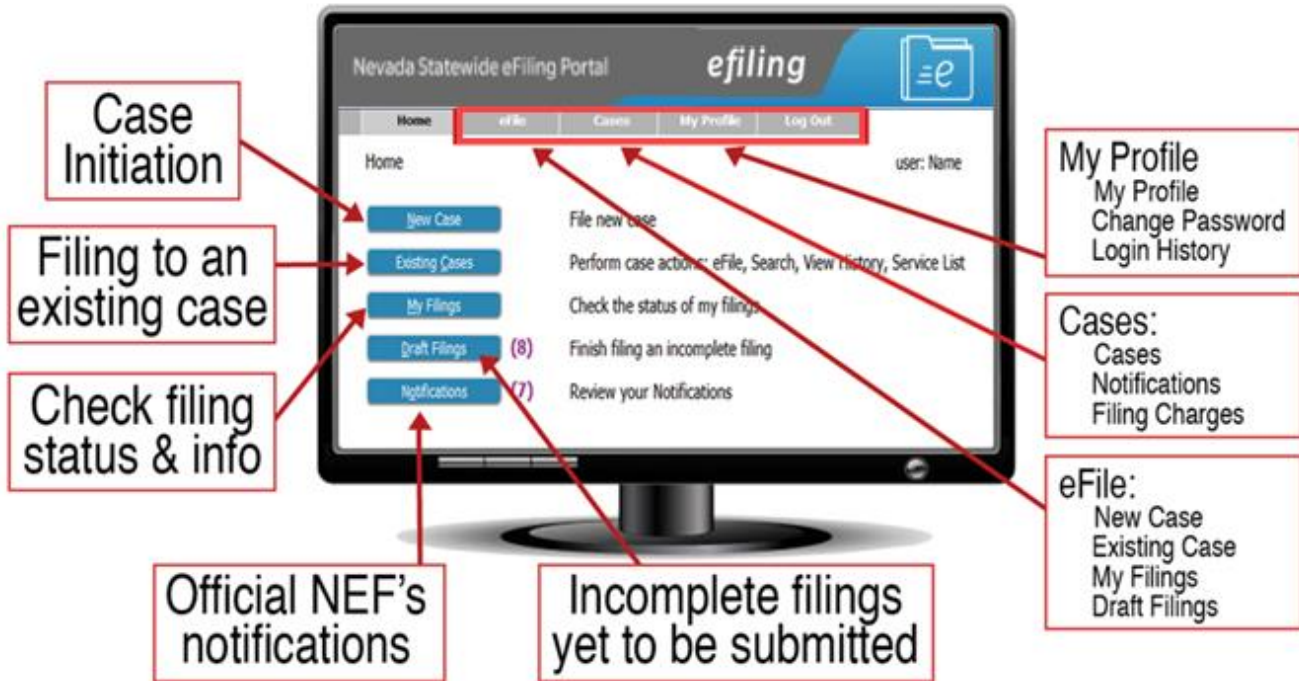
The **Home** page of the Filer Interface is the first screen after login and the court selection page. It lists several options that provide quick access links to take the user to the screens most often visited.

Image: Home Page Quick Access Buttons

Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Cases	Perform case actions: eFile, Search, View History, Service List			
My Filings	Check the status of my filings			
Draft Filings	(2)	Finish filing an incomplete filing		
Notifications	Review your Notifications			
Portal:				
Portal	Redirect to Portal			

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 also found on the **Home** screen.

Image: The Home Page



1. Any number in parentheses next to the buttons indicates the number that has yet to be acted upon by the filer.
2. The **Username** appears in the upper right corner of the screen.
3. 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**.
4. 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.

Image: Selecting the Case Type for Case Initiation Page



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 if 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.”

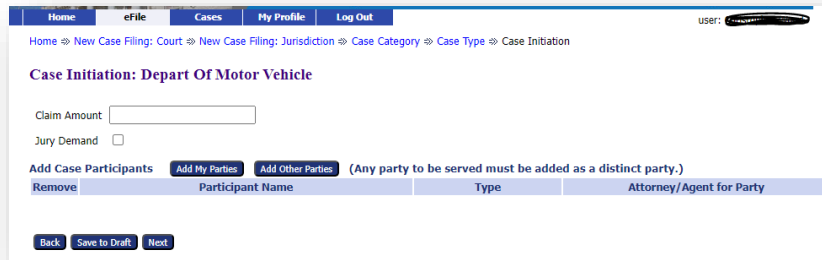
INITIATING A NEW CASE

1. On the **Home** page, click the **New Case** button. Alternately, hover over the **eFile** tab and select **New Case** from the drop-down selections.
2. Click the appropriate **Court**.
3. Click the desired **Jurisdiction**.
4. Click the desired **Case Type**.

Note: Each choice filters the available options on the next page.

5. On the **Case Initiation** page:
 - a) Fill out relevant information such as **Claim Amount** if applicable.

Image: Case Initiation Page - Add Case Participants



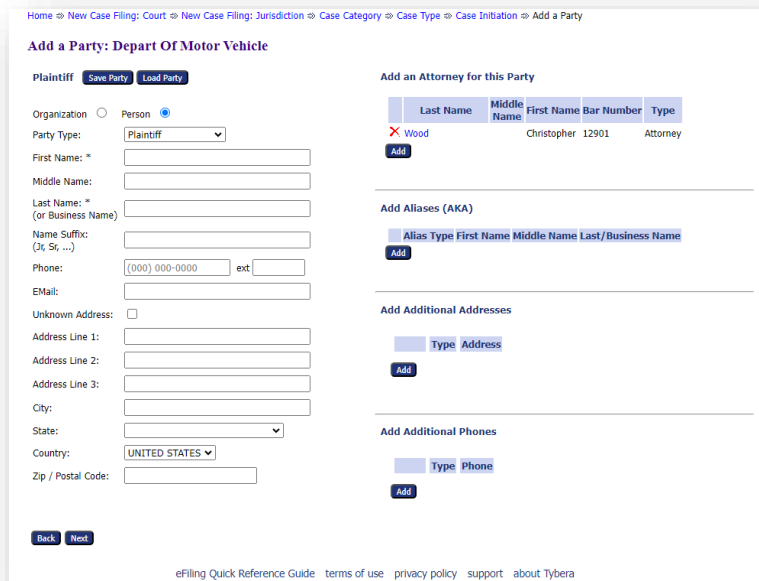
b) Click the **Add My Parties** button to be directed to the **Add a Party** page.

Image: Buttons to add Case Parties



4. On the **Add a Party** page:

Image: Add a Party Page



a) Select the appropriate radio button for **Company** or **Person** and fill out text fields for information that you have, noting that fields with an asterisk are required to add the party to the case.

- b) It is unnecessary to fill out the section **Add an Attorney for this Party** because the attorney filing will automatically be added as the attorney on the case since they are the one initiating the case for their client.
- c) Click **Next** at the bottom of the page to return to the **Case Initiation** page. The party whose information you have just entered will appear below the **Add My Parties** button.

5. On the **Case Initiation** page:

Image: Added Plaintiff to Case Initiation

Home eFile Cases My Profile Log Out user: Christopher Wood

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Jurisdiction ⇒ Case Category ⇒ Case Type ⇒ Case Initiation

Case Initiation: Depart Of Motor Vehicle

Claim Amount

Jury Demand

Add Case Participants **Add My Parties** **Add Other Parties** (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
	John Doe	Plaintiff	Christopher Wood

Back **Save to Draft** **Next**

- a) To add additional plaintiffs, click the **Add My Parties** button again and repeat the listed steps above.
- b) Click the **Add Other Parties** button.
- c) Create the profile following the steps above.
- d) If the opposing attorney information is known, click the **Add** button under the **Add an Attorney for this Party** section.

Image: Click the Add Button

Add an Attorney for this Party

Last Name Middle Name First Name Bar Number Type

Add

- e) Choose to fill in either the attorney's last name, the bar number, or the organization. Click the **Search** button to see if this individual is in the system.

Image: Attorney Search Fields

- f) The system will display possible matches, especially if an organization field has an entry and multiple attorneys may appear. Mark the checkbox next to the correct attorney. This will enable the **Save** button to be clicked. **Click** to proceed.
- g) If there is not a match in the system, a red text message will appear. One may opt to skip the **Add an Attorney for this Party** section of the page, or choose to click the **Clear** button and proceed by clicking the **Add New Attorney** button.

Image: Red text Message will Appear if there is No Match

- h) The **Add/Edit New Attorney Details** pop-up box will appear when the **Add New Attorney** button is clicked. Fill in the fields with all known information. Be aware that the fields marked with an asterisk are required. Click the **Save** button at the bottom.

Image: The Add/Edit New Attorney Details Pop-up Box.

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar Number	Type
Add				
Add/Edit New Attorney Details				
item	value			
Title:	<input type="text"/>			
First Name:	<input type="text"/>			
Middle Name:	<input type="text"/>			
Last Name: *	<input type="text"/>			
Name Suffix: (Jr, Sr, ...)	<input type="text"/>			
Bar Number: *	<input type="text"/>			
Role Code:	Attorney ▼			
Phone	(000) 000-0000			
Fax	(000) 000-0000			
E-Mail	<input type="text"/>			
Address Line1:	<input type="text"/>			
Address Line2:	<input type="text"/>			
City:	<input type="text"/>			
State:	<input type="text"/>			
Country:	UNITED STATES ▼			
Zip/Postal Code:	<input type="text"/>			
Organization:	<input type="text"/>			
Cancel Save				

- i) Click the **Save** button at the bottom of the page to continue with the case initiation.
6. View the case participants listed. Click their hyperlink name to make any edits. Click the red **X** to remove them. Click **Next** to proceed to the **Add a Document** page.
7. On the **Add a Document** page:

Image: The Add a Document Page

Home eFile Cases My Profile Log Out user: Christopher Wood

Home » New Case Filing: Court » New Case Filing: Jurisdiction » Case Category » Case Type » Case Initiation » Add a Document

Case Type : Depart Of Motor Vehicle

Document Category

Document Type *

Additional Text

Sealed Confidential

Acceptable File Format Type(s) (*.pdf)

Document Location No file chosen

Add to Submission

	Document Name	View Document	Edit Data	Size	Remove
	Case Data	form.xml	✓	0.01 MB	

Total Size: 0.0 MB

- Document Category** – Select a category from the drop-down list in this optional field to filter the choices that will display in the **Document Type** field.
- Document Type** - Select the appropriate document type from the drop-down menu. If the document type you need is not listed, try again by first removing your selection from the **Document Category** field. The filtering perhaps removed the document type you are searching for.
- Additional Text** – Enter text in this optional field to give greater detail to the document type, if desired. This description will display as part of the document listing in the **Case Summary**.
- Take note of the system acceptable **File Format Type(s)** when choosing a document to upload. Choosing the wrong type will result in an error message.
- Document Location** – Click the **Browse** or **Choose File** button to locate the document on your computer.
- Add** – Click to upload the selected document to the filing.

Note: Some document types require additional information. When applicable, after clicking **Add**, the user will be directed to another screen which will request the additional information. An example would be a Notice of Case Association for Pro Se filers. Fill out the requested information and click **Next**.

Note: Add subsequent documents one at a time (the total submission size must be less than 30 MB). To view the listed document, click its hyperlink title. To delete, click the **Remove** icon.

- g) **Move to Draft** button – Click if you want to finish the submission later. All data will be saved (to retrieve the draft later, hover over the **eFile** tab and select **Draft Filings**. Click the hyperlink description to proceed with the filing).
- h) In the **On Behalf of** column, click the down arrow to select which case party is associated to the document listed. Click **Add**. This will display the individual with a red **X** next to their name. This **X** is for deleting the name if an error has been made.
- i) Click **Next** when all documents have been added.

8. **Review and Approve Filing** page:

The filer can view, edit, add/or remove documents, select a payment method if applicable to the filing, go back to a previous page in the case initiation, cancel the filing, move the filing to be a draft to act on it later, or submit the filing to the court.

- a) **The Client #** - This optional field is a convenience for filers with an internal filing system.
- b) If there are required fees associated to the filing, the amount due will display as estimated fees. Click the **Add Wallet Item** button to create a credit card token for the payment of the filing fees. This will direct the user to the secure site of nCourt, Nevada’s third-party payment vendor. There you will be prompted to enter credit card information. Payment of all fees is required before the filing will be submitted to the court. If applicable to the filing, click the radio button **Indigent** or **Government Agency**.

Image: Top Portion of the Review and Submit Filing Page

Review and Submit Filing

Case Title : VS REYNOLDS HARDWARE

Case Type : Pro

Client #

Estimated Fees: \$323.00

Fee Description	Amount
Filing Fee	\$323.00

Indigent Affidavit of Indigency must be uploaded with this filing

Government Agency

- c) The **Change Case Data** button enables the filer to return to the **Case Initiation** page to edit case participant information.
- d) Click the hyperlink document title to view the documents. Click the **Add/Remove Document** button to make changes.
- e) Use the optional **Special Filing Instructions** field to communicate with the court.

- f) Click the button **Submit the Filing**. You may also choose to select **Back** or **Move to Draft** as needed.

Note: When you initiate a new case as a case participant, the case number will automatically be added to your “Cases” list. These may be viewed by hovering over the **Cases** tab in the menu bar and selecting **Cases** from the drop-down list. The Cases data table is a useful tool to easily find case-relevant information.

FILING AN APPLICATION FOR FEE WAIVER

A Pro Se filer, or an attorney filing for his client, may submit documentation to the court to request fee waiver status, based on financial need, for up to one year (after one year, it is required to file another application, if needed).

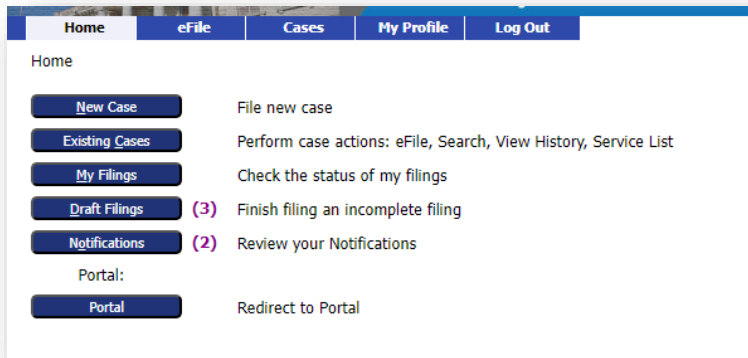
Two documents need to be filed as part of the fee waiver process: the **Proposed Order - Order Re: Waiver for Fees and Costs** and **Motion for In Forma Pauperis**.

1. For case initiation, on the **Add a Document** page, in the **Document Category** field, click the down-arrow to select **Motion**.
2. In the **Document Type** field, select **Motion for In Forma Pauperis**.
3. Click the **Browse** button and select the filled-out **Motion for In Forma Pauperis** form from your computer.
4. Click **Add**. The **Motion for In Forma Pauperis** will now be listed in the **Document** table.
5. In the **Document Category** field, click the down-arrow to select **Proposed Orders**.
6. In the **Document Type** field, select **Proposed Order to Proceed in Forma Pauperis**.
7. Click the **Browse** button and select the filled-out **Proposed Order to Proceed in Forma Pauperis** form from your computer.
8. Click **Add**. The **Proposed Order to Proceed in Forma Pauperis** will now be listed in the **Document** table.
9. Click the **Next** button to proceed. Do not add a complaint or petition yet. Wait until after the judge has issued an **Order Denying** or an **Order Granting** the application.
10. On the **Review and Submit Filing** page, click the **Submit the Filing** button.
11. If the order comes back as **Denied**, the filer may proceed by filing their complaint or petition, knowing that the fee must be paid by them to submit the filing.
12. If the order comes back as **Granted**, the filer may proceed by filing the complaint or petition. On the **Review and Submit** page in the payment section, the filer will select the radio button **Indigent Request**. The clerk will be able to verify on their end that this ruling is in place.

FILING TO AN EXISTING CASE

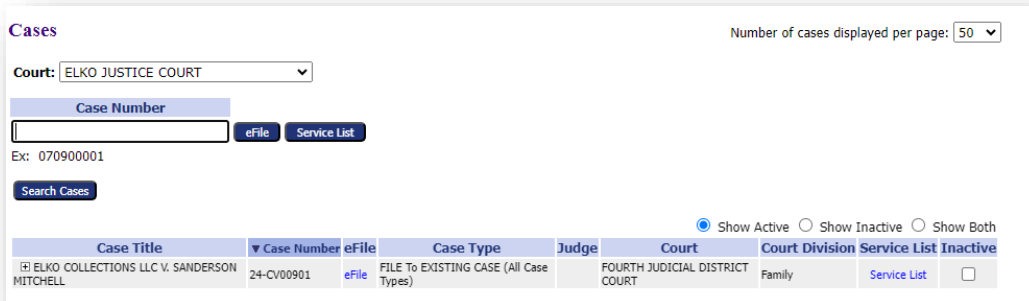
On the **Home** page, click the **Existing Cases** button. Alternately, hover over the **eFile** tab on the menu bar and select **Existing Case** from the drop-down list. This directs the user to the **Cases** page. The **Cases** page not only allows a filer to eFile to an existing case, it also gives 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.

Image: Navigating to 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:

Image: Action Buttons on the Cases Page



- a. The **eFile** button - This button directs the user to the **Add a Document** page to proceed with a new filing.
 - b. 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 will vary moment to moment depending on when new filers request an eFiling account and gain access to electronic notification).
2. The **Search Cases** button is also used in conjunction with entering a case number in the **Case Number** field when the user chooses to locate the case within the case data table.

Image: The Search Button to Find a Case inside the Case Data Table

The screenshot shows a search interface for cases. At the top, there's a 'Cases' header and a dropdown for 'Court' set to 'ELKO JUSTICE COURT'. Below that is a search bar with 'Case Number' selected and a search button. A search criteria box contains fields for 'Case Title', 'Case Number', and 'Court Division'. There are also radio buttons for 'My Cases' and 'All Cases'. At the bottom, there's a table with columns for 'Court', 'Court Division', and 'Service List'.

3. The bottom portion of the page displays the case information table.

Image: The Case Information Table

The screenshot shows a table of case information. The columns are Case Title, Case Number, eFile, Case Type, Judge, and Service List. Red boxes highlight the 'Case Number' and 'Service List' columns. Arrows point from text boxes to these columns. The text boxes say: 'Click the hyperlink Case Number to open the Case Summary page.' and 'Click the hyperlink Service List to open the Certificate of Service page.'

	Case Title	Case Number	eFile	Case Type	Judge	Service List
Add	JENNIFER HODSON vs BARRY HODSON	2020 LS 00003	eFile	Legal Separation	JOHN MEAGHER	Service List
Add	MARTINELL	2020 FSO 00005	eFile	Registration of F	ER	Service List
Add	PEYTON JEN	2020 FSO 00004	eFile	Registration of F	ER	Service List
Add	DENVER OSS	2020 FSO 00003	eFile	Registration of F	ER	Service List
Add	JAVIER DUVA	2020 FSO 00001	eFile	Registration of F	ER	Service List
Add	TEST PLAINTIFF vs TEST DEFENDANT	2020 DV 00008	eFile	Domestic Violence	JOHN MEAGHER	Service List

- 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.
- 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 case documents. Clicking the hyperlink document title will open the document for viewing, printing, or saving. Clicking the – sign will collapse the section.
- Clicking the **Service List** hyperlink in the **Service List** column opens a new browser tab and identifies the case parties who received a filing notification electronically or by traditional means (this list will vary moment to moment depending on when new filers request an eFiling account and gain access to electronic notification).

Image: The Service List Displays in a New Browser Tab

Service List	
Service List RE: 21-CV-0062	
Case Number:	21-CV-0062
Judge:	Judge John P. Schlegelmilch - Dept 1 - Division 4234
Court:	Third Judicial District Court
	Family
Case Title:	CRELLIN VS. MASON
This certificate was automatically generated by the courts auto-notification system.	
Date Generated:	07-21-2021:09:55:19 AM
As of 07-21-2021, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:	
	Mark Klein for KELLY CRELLIN
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:	
	MELINDA MASON
	Address: MELINDA MASON
	89 N STRATFORD AVENUE
	ECHO, NV 78987

4. Marking the checkbox in the **Inactive** column gives the user the option to hide the case from view by clicking their choice of radio buttons: **Show Active**, **Show Inactive** and **Show Both**.

Image: Radio buttons on the Cases Page

Court	Court Division	Service List	Inactive
FOURTH JUDICIAL DISTRICT COURT	Family	Service List	<input type="checkbox"/>

Show Active
 Show Inactive
 Show Both

Note: Any user with a correct case number can eFile on a case; however, users will not receive notifications unless they are a party on the case or counsel of record/an interested party.

[FILING A NOTICE OF APPEARANCE BY AN ATTORNEY](#)

1. When an attorney files a case initiation, the system will automatically add them to the case as counsel of record/an interested party. Through the system, the attorney will be able to receive notifications of case activity and view the case service list.
2. When an attorney is counsel for the opposing party, after filing their **Answer** or **Notice of Appearance** document, the system will automatically add the filer as an interested party. This will associate the attorney to the case, and he or she will be able to receive notifications of activity on the case and view the case service list.
 - a) On the **Add a Document** page, click the down-arrow in the **Document Category** field and select **Notices** or **Answers** from the menu.
 - b) In the **Document Type** field, select **Notice of Appearance** or the appropriate **Answer** from the drop-down menu.

- c) Click the **Browse** or **Choose File** button to select the prepared document from your files.
- d) Click the **Add** button to include the document as part of the submission.

Image: Adding an Answer document type to the filing

- e) Click the **Next** button to be directed to the **Review and Submit Filing** page.
- f) Select the appropriate radio button for payment if applicable.
- g) Complete the filing by clicking the **Submit the Filing** button at the bottom of the page.

HOW TO RECEIVE eNOTIFICATIONS IN EFLEX

1. When a filer submits a case initiation, the system will automatically add them to the case as an interested party. Through the system, the filer will be able to receive eNotifications of case activity and view the case service list.
2. Any subsequent document that is filed by a Pro Se (a self-represented filer) on an existing case and approved by the court will enable the filer to gain electronic access to the case initiated by another, where they are listed as a case participant. All case notifications and other pertinent case information will become available to the pro se filer through the system.
 - a. On the Home page click the button **Existing Cases**.
 - b. On the **Cases** page, enter the case number in the provided field. Click the button **eFile**.
 - c. In the **Document Type** field, select the applicable document from the filtered list.
 - d. Click the **Browse** or **Choose File** button to select the prepared document from your files.
 - e. Click the **Add** button to include the document as part of the submission.
 - f. Click the **Next** button to proceed.
 - g. On the **Review and Submit Filing** page, click the **Submit the Filing** button.
 - h. A message will appear that your filing has been submitted. Click OK. Click the **Filing Status** button.

- i. This directs you to the **My Filings** page. Here the status of your submission may be watched in the **Status** column. To return to this page later, hover over the **eFile** tab in the menu bar and click **My Filings**.

CHECKING THE STATUS OF A FILING

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

Image: Navigating to the My Filings Page

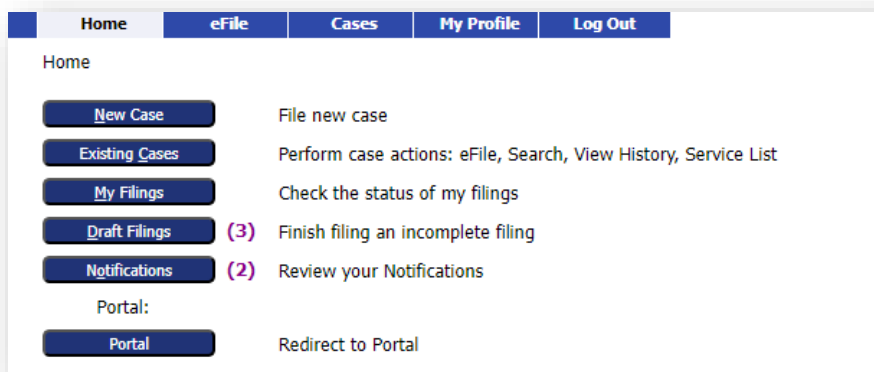
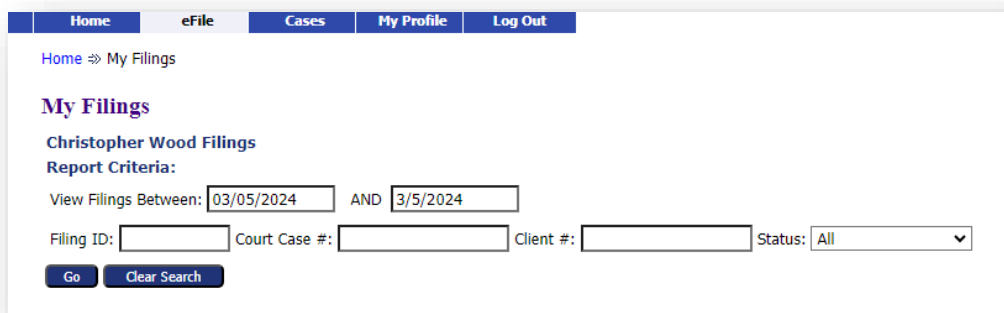


Image: Overview of the My Filings Page



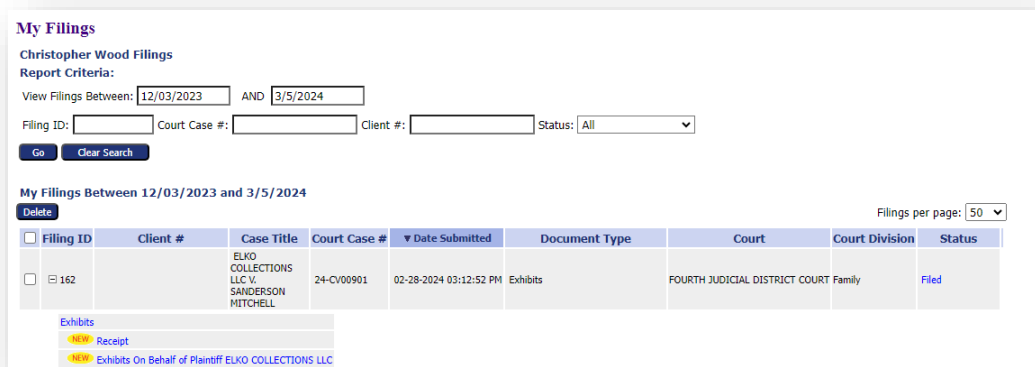
1. Use the filtering fields at the top of the page to narrow your search: **Filing ID, Court Case #, Status, or Client #.**

Note: 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.

2. 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.

- 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.
- 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 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.
- 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.

Image: The + sign expands the section to view the documents in the filing



- 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.
- 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:

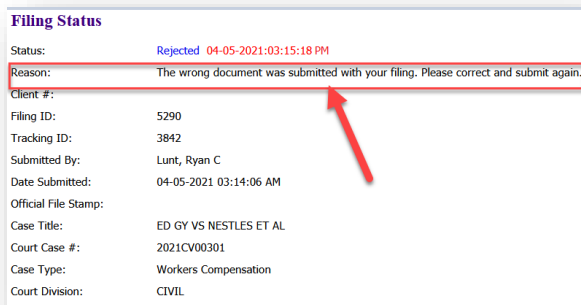
- Received** - The submission has received a time stamp and will be placed in a queue for further processing.

- b. **Awaiting Approval** - The submission is in a queue for further processing.
 - c. **Receipt Pending** - An error occurred in communications. Call the e-Filing administrator.
 - d. **Rejected** - Submission was denied. See the note from the clerk for an explanation. To start the resubmission process, click **Resubmit**.
 - e. **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.
 - f. **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.
 - g. **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.
8. Click the **Status** hyperlink to be directed to the **Filing Status** page.

RESUBMITTING A REJECTED FILING

- If a clerk rejects a filing, they are instructed to enter a note for the filer to explain the reason why. With these instructions, the filer can correct the filing and resubmit it. The system flags the filer of the note using an exclamation point inside a yellow rectangle. Clicking the hyperlink status **Rejected**, listed under the **Status** column, the user will be directed to the **Filing Status** page where they may read the note written by the clerk or in some instances, the message generated by the system.

Image: The Message returned to the Filer on the Filing Status page



- The system will also generate a “one-time-use” **Resubmit** button which will display to the right of the status column.

Image: The Rejected and Resubmit Buttons

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Court	Court Division	Status
166		MARRIAGE SOLEMNIZATION FOR LIZBETH AND CHARLES SMITH	24CV-006	03-05-2024 03:42:44 PM	Answer To Complaint Divorce No Counterclaim	ELKO JUSTICE COURT		Awaiting Approval
159				03-05-2024 11:44:43 AM	Petition - New Civil Case	FOURTH JUDICIAL DISTRICT COURT	Civil	Rejected Resubmit
162		ELKO COLLECTIONS LLC V SANDERSON MITCHELL	24-CV00901	02-28-2024 03:12:52 PM	Exhibits	FOURTH JUDICIAL DISTRICT COURT	Family	Filed

- Click the **Resubmit** button. This will cause the eFlex system to clone the information from the rejected submission and route the user to the **Add a Document** page where the user can make the necessary corrections to the filing and proceed to resubmit the filing back to the court.
- After the corrections have been made, click **Next**.
- On the **Review and Approve Filing** page click **Submit**.
- The **Filing Status** page will now display a **Resubmitted** status for the first filing and will create a new line for the resubmitted filing.

Image: The Display of the Resubmitted Status

Court Division	Status	Filer's Name
CIVIL	Filed	Ryan C Lunt
CIVIL	Resubmitted	Ryan C Lunt

The listing shows the filing was resubmitted.

The resubmitted filing will have its own FILED status line.

ACCESSING THE STAMPED DOCUMENTS & CONFIRMATION OF RECEIPT

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

- On the **My Filings** page, click the submission's status hyperlink inside the **Status** column.

Image: The Hyperlink Status on the Filing Status Page

FOURTH JUDICIAL DISTRICT COURT	Family	Filed
--------------------------------	--------	-----------------------

Image: Top Portion of the Filing Status Page

Filing Status	
Status:	Filed 02-02-2021:09:36:13 AM
Client #:	
Filing ID:	4830
Tracking ID:	3448
Submitted By:	Williams, Lisa M.
Date Submitted:	02-02-2021 09:35:53 AM
Official File Stamp:	02-02-2021 09:35:53 AM
Case Title:	JERRY DAUGHERTY HASHMAN VS HEARTLAN
Court Case #:	2020CV00200
Case Type:	Workers Compensation
Court Division:	CIVIL

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.

Image: Bottom Portion of the Filing Status Page

Document Name	View Document
Exhibits	Exhibit - 3.pdf

Response:

Response Document Name	View Document
Receipt	receipt.html
Exhibits On Behalf of Plaintiff ELKO COLLECTIONS LLC	Exhibit - 3.pdf

[Back](#)

3. Below the horizontal line is the **Response** section. 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.
4. 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 after 90 days (the time is directed by the court and may be more or less than this default time).

Image: The Confirmation of Receipt

Confirmation of Receipt

The following information confirms acceptance of your filing by Fourth Judicial District Court

Case Information	
Case Caption	MARRIAGE SOLEMNIZATION FOR LIZBETH AND CHARLES SMITH
Case Number	24CV-006
Case Type	File To Existing Case (All Case Types)
Judge	
Court Name	Fourth Judicial District Court
	Family
Filing Information	
Filer	Bryce L Rader
Official File Stamp	02-13-2024:08:57:33 AM
Filer Interface Id	135
Clerk Interface Id	124
Payment Information	
Payment Method	None Specified
Total Charges	\$0.00
Documents	
24CV-006_124.zip	Filing Documents Zip File
Proposed Documents	
124_181_ORDER.pdf	Proposed Order Proposed Order Test

This is the court's official notification that the submission was received by the court.

INCOMPLETE FILINGS

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.

Image: Navigating to the Draft Filings page

Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Cases	Perform case actions: eFile, Search, View History, Service List			
My Filings	Check the status of my filings			
Draft Filings	(4)	Finish filing an incomplete filing		
Notifications	(1)	Review your Notifications		
Portal:				
Portal	Redirect to Portal			

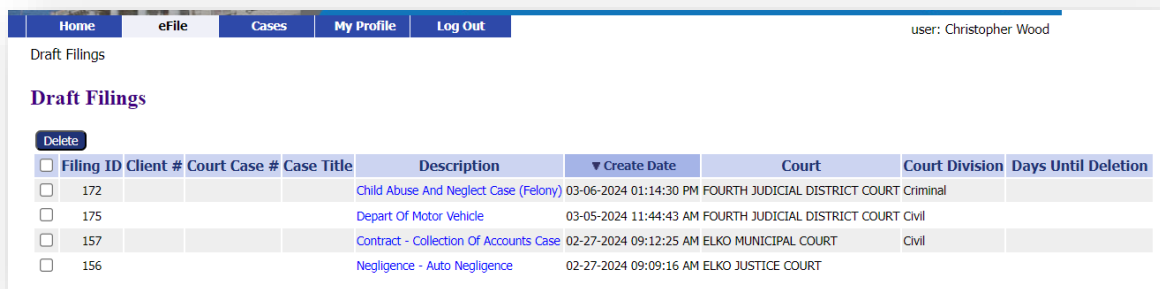
During the process of creating a filing, a filer may need to stop their work, save it, and continue their filing later. The **Save to Draft** button, located at the bottom of each filing page, is used for this purpose. Additionally, eFlex uses the **Draft** feature as a backup should the internet connection unexpectedly go down.

Image: The Move to Draft Button at the Bottom of each Filing Page



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. To proceed, click the hyperlink description on the line of the filing you intend to complete. Most submissions will default to the **Add a Document** page. If you need to back up to the **Case Initiation** page, press the **Back** button on the **Add a Document** page.

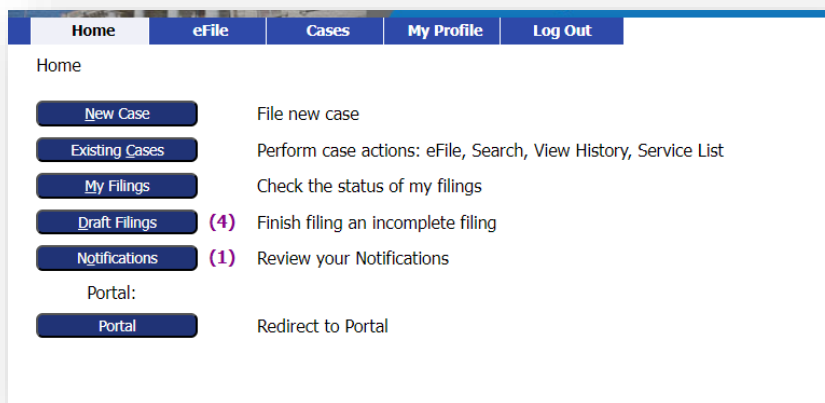
Image: Click the Hyperlink to Proceed with the Draft Filing



NOTIFYING THE CASE PARTIES

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.

Image: Navigating to the Notifications Page



The eFlex system generates emails, or courtesy notifications, to communicate with the eFiling account user when filings are submitted on their cases. All email addresses entered in their profile will receive the email messages. There are three types of email notifications sent:

1. **Received Notice** – This states that their submission was received by the court.
2. **Accepted Notice** – This states that their submission was accepted, or approved and recorded by the court.
3. **Courtesy NEF** – The “NEF,” which means Notice of Electronic Filing, identifies document(s) that were filed to the court. It also specifies which case participants receive 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. A link inside the NEF email is provided to direct the filer to the login page and then to the **Notifications** page where the official notification, along with the documents, may be viewed.

Note: Once you have efiled on a case and have been added as a party to that case by the court clerks, your username will be associated to 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.

OVERVIEW OF THE NOTIFICATIONS PAGE

Image: The Notifications Page

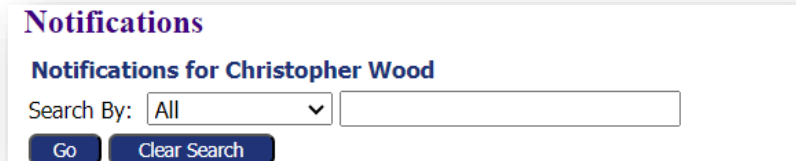
The screenshot shows the 'Notifications' page for Brian Taylor. At the top, there are search fields and buttons for 'Go', 'Clear Search', 'Delete', 'Mark As Read', and 'Mark As Unread'. Below is a table of notifications. Three callout boxes provide instructions: 1) A box points to the first row, stating that a bolded title and an unopened envelope icon indicate the notification has not been read, and clicking the title opens the NEF. 2) A box points to the document title 'AFFIDAVIT OF INDIGENCY On Behalf of Plaintiff COMPLAINT For Breach of Contract', stating that clicking the document title allows the user to view or save each individual date-stamped document. 3) A box points to the second row, stating that an unbolded title and an opened envelope icon indicate the message has been read, and this can be reversed by clicking the 'MARK AS READ' button.

Notification Id	Document(s) filed by...	Case Title
7791	COMPLAINT was filed by Brian Taylor	PITTMAN
7809	Retraction Notice: AMENDED MOTION filed by Brian Taylor was rejected	VINTAGE
7805	AMENDED MOTION was filed by Brian Taylor	VINTAGE
7787	AFFIDAVIT was filed by Brian Taylor	VINTAGE LOG CABINS LLC VS JORDAN FEAR, LEMBER

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



Notifications

Notifications for Christopher Wood

Search By: All

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.
3. Notifications that have not been read will have a bolded heading in the **Document(s) Filed By** column and a closed envelope icon to the left of the **Notification ID**.
4. Clicking the hyperlink document title will open a new browser tab to display the official NEF (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 NEF – Notice of Electronic Filing

******* IMPORTANT NOTICE - READ THIS INFORMATION *******
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: [2021CV00286](#)
Judge: Judge NATALIE R HAUPT - Division 845129

Official File Stamp: 02-22-2021 02:30:28 PM
Notification Date: 03-16-2021 10:50:16 AM
Court: Stark County Common Pleas Court
Case Title: BANK VS JOHN DOE
Document(s) Submitted: COMPLAINT - FORECLOSURE
 PRELIMINARY JUDICIAL REPORT
Filed By: Jodi Atty German

You may review this filing by clicking on the following link to take you to your [cases](#).

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

The following people were served electronically:
 JODI ATTY GERMAN for BANK

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:
 JOHN DOE
Address: JOHN DOE
 44556 MAIN ST
 CANTON, OH 44444

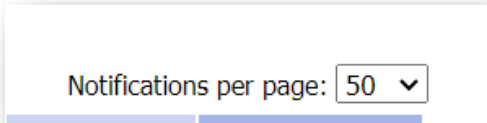
- Notifications that have been read will have a title that is not bolded and show an icon of an open envelope.

Image: Open Notification Format



- Users may use the buttons **Mark as Read** and **Mark as Unread** to manually change the display of the envelope.
- To view the document(s) within the filing, click the hyperlink document title listed under the **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.
- 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



- 9. The system is coded to auto-clean the notifications after a set period as determined by the court. Users can manually clean the page by using the checkbox in combination with the delete button.

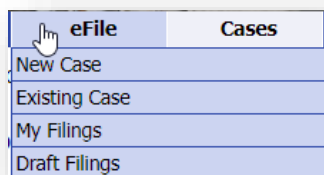
Image: Manually Deleting Notifications



TABS ON THE MENU BAR



Image: The eFile Tab and its Drop-Down Menu

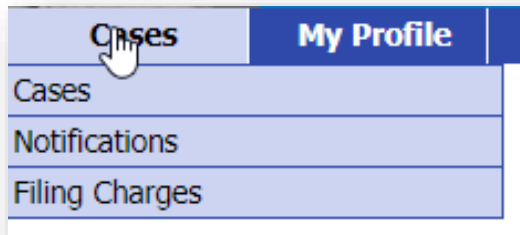


The selections available to the Filer under the **eFile** tab are:

- 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** 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** button on the **Home** page. It directs the user to the **Cases** page, where they can choose to eFile, or view the current **Service List** which identifies which case parties will receive a 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** 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 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** 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.



Image 38: 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. 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 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. It directs the user to the **Notifications** page where they can view any official NEF received from the court as well as see all the court-stamped documents of filings made by any party on the case.
- FILING CHARGES** – Some documents filed to the court require the payment of fees. The total amount owing will show on the final page before submission (**Review and Submit Filing** page). After submission, the filer is directed to the secure site of nCourt, Nevada’s third-party payment vendor, to enter their payment information. The eFlex system records the payments and keeps track of payment information going back twelve months.

Note: If the filer goes to the court and makes a direct payment to the clerk, these payments will not appear in eFlex.

OVERVIEW OF THE FILING CHARGES PAGE

1. On the **Filing Charges** page, click inside the **View Filings Between** fields to select a date range from the pop-up calendar. Click **Go**.

Image: Left Side of Filing Charges Data Table

Filing Charges

View Filings Between: AND

Charges Between 12/01/2020 and 03/17/2021 for Jodi Atty German

[Export to file](#)

Filing ID	Tracking ID	Case Title	Client #	Case Number	Court Division
4786	3422	TEST SMITH VS			CIVIL
5001	3569	MARY WILLIAMS VS BILL MURRAY			CIVIL
5063	3624	BARB DOLL VS SPOT DOG		2021CV00246	CIVIL

Image: Right Side of Filing Charges data table

Description	▲ Date	Account	Authorization Code	Receipt No.	Court Fees
COMPLAINT	01-26-2021 01:28		6410095		\$323.00
COMPLAINT	02-26-2021 03:48		6410114		\$323.00
COMPLAINT - FORECLOSURE	03-04-2021 09:32				\$590.19
Total:					\$1,236.19

2. The information will display in a data table: **Filing ID, Tracking ID, Case Title, Case Number, Court Division, Description, Date, Account, Authorization Code, Receipt No.** and **Court Fees**. Each column in the data table has an ascending/descending sort feature by clicking on the column heading and controlling the order of the listings with the up/down arrow.
3. You may export the data file by clicking the **Export to file** hyperlink. The default will allow you to export this to an excel spreadsheet. Other options are available as well.

Image: Export to File

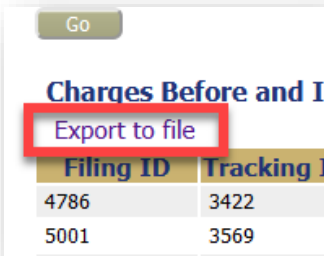


Image: Options for Exporting File

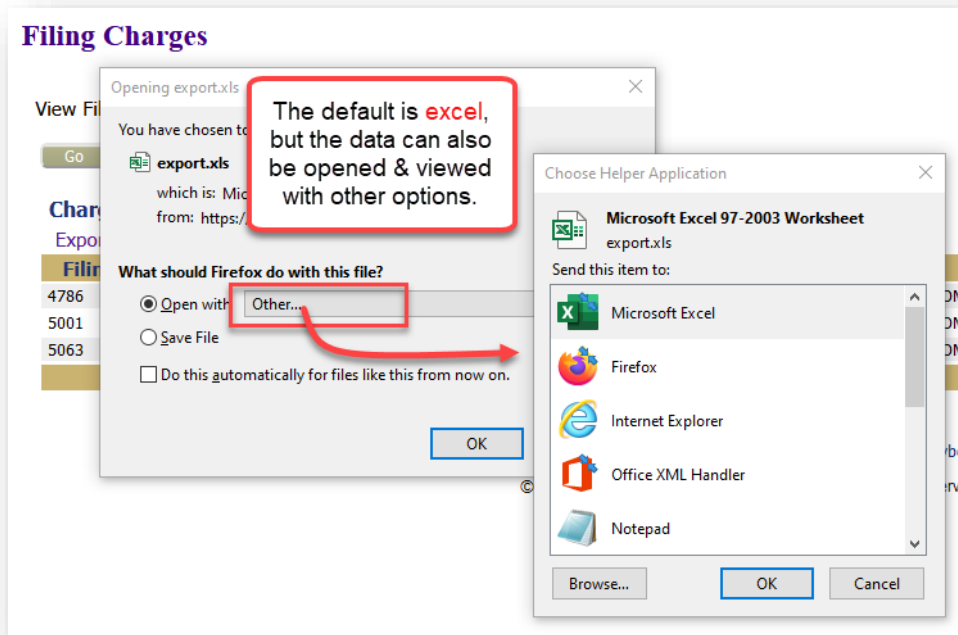
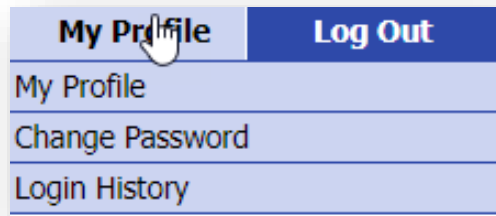




Image: The My Profile Tab and its Drop-down Menu



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

MY PROFILE - When you register for an account, you are required to provide profile information, which can be edited or updated later as needed. Periodically you might see a pop-up asking you to verify the current profile info. The default for the pop-up reminder may be every 90 days. This is set by the system administrator per the court's instructions, so it may be frequent.

OVERVIEW OF THE USER PROFILE PAGE

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.
2. 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.

Image: The Modify User Profile Button



Note: It is important that the primary email associated with this account is kept up to date as that is the way the eFlex system communicates with you about activity that has taken place on your cases. If you change your email account and do not record the new email on your user profile, you will no longer receive NEF's (Notifications of Electronic Filing) for your cases.

3. The alternative email addresses are provided so that someone else can receive email notices when you receive courtesy notices on your cases. This may be used for partners or assistants.
4. The eFlex system default is to automatically send users emails notifying them of status updates for action taken on their filings. If you do not wish to receive email updates on status changes for received filings, approved filings, partially approved filings, or rejected filings on all your cases, select the appropriate radio button to discontinue that service.
5. Click **Submit** to save the changes you have made and be returned to the **User Profile** page.

Note: If modification needs to be made to information on the **Profile** page that does not appear to be editable, such as the organization to which the user is associated, the user will need to contact the system administrator for assistance.

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 lowercase characters, and numbers. Passwords are case sensitive.

Image: The Change Password Fields

Change Password

***Required Fields**

Password: *

Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your user name.

New Password: *

Confirm New Password: *

STEPS ON THE CHANGE PASSWORD PAGE

1. Hover over the **My Profile** tab and select **Change Password** from the drop-down menu.
2. Enter the temporary 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. Do not try to remember your old password because that information no longer applies.

LOGIN HISTORY - The **Login History** screen shows your login failures. Its purpose is to help you monitor any unauthorized login attempts. If your account has too many login failures, the system will automatically suspend your account. If this occurs, call the support helpline to reset your password. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

STEPS ON THE LOGIN HISTORY PAGE

1. Hover over the **My Profile** tab and select **Change Password** 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.

Image: The Login History Page

Login History			
Login History			
Christopher Wood Log In History			
User Account Status: Active		Entries per page: 50	
Date Logged In	Log In Result	Requesting IP Address	
2024-03-07 06:37:46.0	Succeeded	206.81.134.130	
2024-03-06 12:22:17.0	Succeeded	173.14.235.194	
2024-03-06 11:34:53.0	Succeeded	173.14.235.194	
2024-03-05 15:27:30.0	Succeeded	173.14.235.194	
2024-03-05 11:44:09.0	Succeeded	173.14.235.194	
2024-03-05 09:44:11.0	Succeeded	173.14.235.194	
2024-02-28 15:12:11.0	Succeeded	136.36.62.224	
2024-02-28 14:41:53.0	Succeeded	136.36.62.224	
2024-02-28 13:32:36.0	Succeeded	136.36.62.224	
2024-02-28 12:12:08.0	Succeeded	173.14.235.194	
2024-02-28 11:28:36.0	Succeeded	173.14.235.194	
2024-02-28 08:10:51.0	Succeeded	136.36.62.224	
2024-02-27 13:05:11.0	Succeeded	136.36.62.224	
2024-02-27 12:56:49.0	Succeeded	136.36.62.224	
2024-02-27 09:07:41.0	Succeeded	136.36.62.224	
2024-02-27 08:41:23.0	Succeeded	173.14.235.194	
2024-02-23 14:53:09.0	Succeeded	173.14.235.194	
2024-02-23 14:52:48.0	Succeeded	173.14.235.194	
2024-02-23 14:52:24.0	Succeeded	173.14.235.194	
2024-02-23 14:28:32.0	Succeeded	173.14.235.194	
2024-02-23 13:41:50.0	Succeeded	136.36.62.224	
2024-02-23 13:35:02.0	Succeeded	173.14.235.194	
2024-02-22 14:53:23.0	Succeeded	173.14.235.194	



Image: The Log Out Tab



1. To log out and terminate the current session, click **Log Out** on the menu bar.
2. Review the list of incomplete filings that have yet to be submitted to the court. These filings include those the filer purposely postponed by clicking the **Move to Draft** button as well as any the system automatically added (the eFlex system automatically executes a save action on incomplete filings when a user selects **Logout**). The information entered will be saved in draft form and accessible for completion on subsequent logins. To retrieve the **Draft** later, hover over the **eFile** tab and select **Draft Filings**. Click the hyperlink description to proceed with its filing.