



NEVADA CLARK COUNTY DISTRICT COURT

E-File&Serve

Wiznet's **E-File & Serve** enables Clark County District Court and attorneys to move from paper-based systems to the electronic filing and electronic service of documents.

E-File & Serve Contact Info

Phone: 800-297-5377

Email: documentaccess@wiznet.com



What is E-File & Serve?

E-File & Serve is an electronic filing and service program giving all members of the Nevada State Bar the ability to electronically file and serve documents with the court through the Internet. At present, documents may be electronically filed into any civil ("A" case type), probate or criminal case.



Attorney Benefits

- Free Registration
- 24 hour access for filing
- 5 courtesy copies at no additional charge
- Eliminate printing, copying, packaging, and delivering paper documents
- Eliminate costs of office personnel or couriers for delivery of documents
- Enables on-line tracking and reporting
- All court documents are internet accessible
- Wiznet accepts most file formats

How do I register?

Open Internet Explorer  or Netscape  and go to: <http://documentaccess.wiznet.com>. On the top right-hand of the screen, click: **REGISTER E-FILE**. To begin using E-File, read and accept the subscriber agreement, then read and accept the E-File Rules. Once accepted, fill out the registration information and click Register. Please note your Username and Password.

How do I login?

Open Internet Explorer  or Netscape  and go to: <http://documentaccess.wiznet.com>. To login, enter your Username and Password and click: **LOGIN**

How do I submit a filing?

On the case selection screen, type in the case number of the desired case.

- Attach the "Lead Document" using the **Browse...** button (the "Lead Document" is the document that will receive the file stamp);
- Enter the "Document Code" or select it by clicking the 'Browse' button;
- Enter the "Document Title";
- Enter the email addresses of those you wish to notify upon this document's acceptance into the system (these are only courtesy copies – you must still serve by ROC, mail, fax or serve electronically as set forth in the next section);
- Enter any Comments;
- Select the "Account" this submission will be associated with, using the dropdown box;
- Enter your Firm's File Number;
- If there are any attachments to the Lead Document, click on the link provided to open the Attachments section and add the required files; and
- Click "Submit."


How do I serve a document?

To electronically serve a document, parties being served must first file a Consent to Service by Electronic Means which must be served on all parties. The Consent form may be found on the Clerk's web page at www.accessclarkcounty.com/clerk/forms.htm

- Follow the e-filing steps without submitting the document, then create your **E-Service List**.
- Set the Filing Type to **E-Filing with E-Service** or **E-Service Only**, then select your service recipients.
- Select the parties to be served, then close the E-Service Master List window and click the Submit button.

Monitor the Status of your e-service at the **E-Service Queue**.

How do I check the status of a Filing?

From the case selection screen, click **E-File Queue**. This will take you to the E-File Queue. This queue provides the current status and details of all the filings that have been submitted using the current user id. Once the Status field has a check mark, you can access the file-stamped copy from the Details screen (click the  link).

Security Information

Documents that are E-Filed are protected by industry standard 128-bit SSL encryption. In addition, the E-File processors are protected by a multi-layer security system including firewalls and intrusion detection. All documents are stored within a UNIX based Oracle database supported within one of AT&T's collocation data centers with its own world-class physical security standards.

Additional Help

For tech support, call 800-297-5377

Email: documentaccess@wiznet.com

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