CLARK COUNTY DISTRICT COURT
NEVADA
E-File&Serve

User Guide

Rev. 12/01/2004

Document Overview

Welcome to Wiznet's online E-File & Serve program. This guide will take you through the basic features and functionality of the program and the layout of the various screens.

Use of this document assumes you have access to our E-File & Serve program on the internet via a computer with an Internet browser of Windows Internet Explorer 5 or above.

If this guide does not answer all your questions about E-File & Serve, you can contact a Wiznet representative at 1-800-297-5377 to assist you.

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Chapter 1 – Getting Started

1.1 Usage Requirements

Browser Requirements

E-File & Serve is supported by Windows OS using Internet Explorer 5 or above.

If your Browser does not meet these minimum requirements, please contact your network administrator, go to the web site for your browser to upgrade or log on to E-File & Serve for links to upgrade those systems.

Connection Requirements

High-speed connection is recommended.

Minimum Screen Size

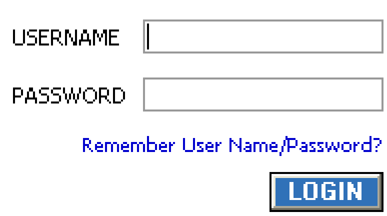
It is recommended that the end-user and the administrator community have their monitors set to at least 800 x 600 pixels. For best results, a setting of 1024 x 768 is recommended.

1.2 Registering

If you do not already have a User ID and Password for E-File & Serve, please register by clicking on the REGISTER E-FILE button on the Clark County E-File & Serve home page at http://documentaccess.wiznet.com. There is no fee to register for E-File & Serve.

1.3 Login

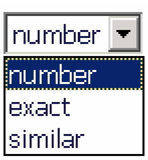
To log in to E-File & Serve, enter your UserName and Password and click LOGIN.



1.4 Case Selection Screen

After you login you will be taken to the Case Selection page.

To locate a specific case, you can enter the case number or case name in the search box and click Search.



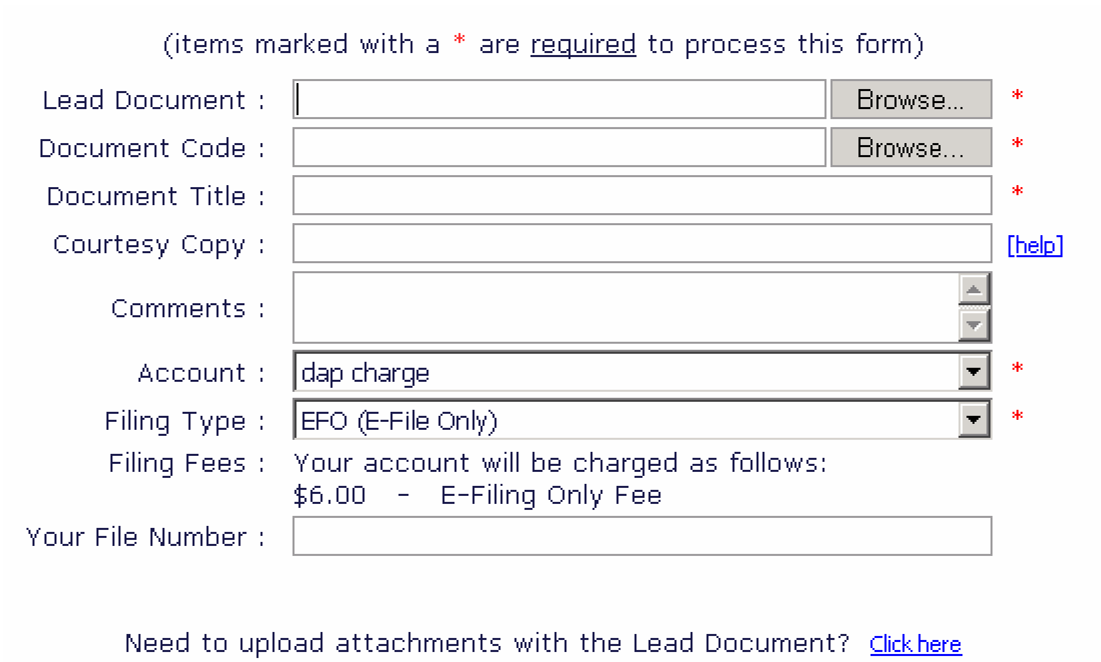
Note: If you are searching by case name, you will need to change the search type from **number** (which is the default) to either **exact** or **similar**.

If the case already exists in your History, you can click the E-File Into Case button to the left of the case number to electronically file a document in that case. You can access the master service list for each case and your personal contact list by clicking on the E-Service List button.

Chapter 2 – E-Filing

2.1 E-Filing

To e-file a document click on the E-File Into Case button next to the case name. This will bring up the document submittal form.


(items marked with a * are required to process this form)

Lead Document :		Browse...	*
Document Code :		Browse...	*
Document Title :			*
Courtesy Copy :			[help]
Comments :			
Account :	dap charge		*
Filing Type :	EFO (E-File Only)		*
Filing Fees :	Your account will be charged as follows: $6.00 - E-Filing Only Fee		
Your File Number :			

Need to upload attachments with the Lead Document? Click here

Lead Document – The document that you are filing that will have the file-stamp affixed to it is the "Lead Document." Any exhibits should be attached separately and will be part of the Lead Document. Attach the Lead Document by clicking on Browse... This will open a new Windows Explorer window, where you can select the document you want to e-file from your local computer or network location.

Document Code –If you know the Document code, you can type it in or click the Browse... button to select a code from the menu.

Document Title – Enter the title of the document.

Courtesy Copy: – If you would like to send a courtesy copy of the filed document via email to anyone, please enter their e-mail addresses here. Separate multiple e-mail addresses with a semicolon. ***NOTE:*** *This is a courtesy copy only and is not considered legal service of the document. If you need to serve parties, you need to list the parties to be served on the Service List and select the appropriate file type.*

Account – Select the account you want to charge for the fee.

File Type -- Choose the appropriate file type for this filing:
EFO (E-File Only)
EFS (E-File & Serve)
SO (Service Only)

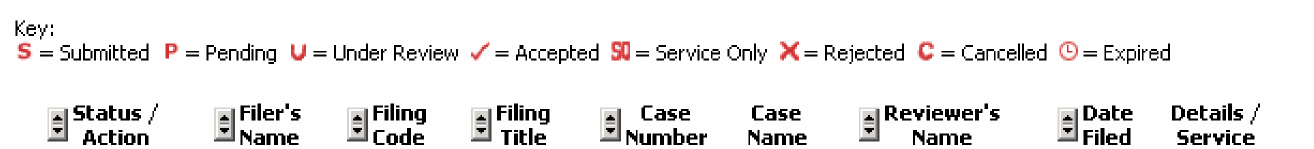
Filing Fees – This is the amount that will be charged to your account once the Clerk accepts your filing.

Attachments –You can upload attachments to accompany the lead document by clicking on the link at the bottom of the page. Additional browse buttons will appear to attach more files.

Upon completion, click on Submit to submit your e-filing.

2.2 E-File Queue

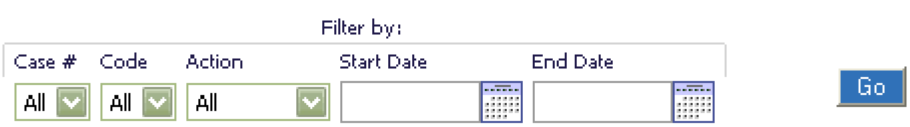
To view the status and history of all documents you have e-filed click on the E-Filing Queue button at the top of the page. All relevant information is displayed concerning your e-filings including the current status of the filings.



You can sort filings by any column where you see the icon by clicking on the up arrow to sort in ascending order and the down arrow to sort in descending order.

To view more filings, click on the Next > button at the bottom of the list.

You can also download the queue by clicking on Download Queue located at the bottom of the page.



To filter by a combination of the case, code, action and/or by a range of dates, choose your filter parameters in the drop down boxes and click Go. You can enter the date manually (i.e. 9/9/2004) or click on the button to bring up a calendar and simply click on the date you want to insert.

Chapter 3 – E-Service

3.1 E-Service

To electronically serve a document, parties being served must first file a Consent to Service by Electronic Means and the Consent must contain specific provisions. A copy of the form may be found on the Clerk's web page at www.accessclarkcounty.com/clerk/forms.htm. This form must be filed with the Clerk and served on all parties.

To access the E-Service Master List or your E-Service Contact List for a particular case:

From the Case Selection Screen, click on the E-Service List button next to the case number; or

If you are on the document submittal page, click on the E-Service Contact List button at the top of the page

E-Service Master List – The E-Service Master List displays all of the persons (sorted by Firm) who have been attached to the service list in this case by you or anyone else. You view these contacts but you cannot edit this list. You can only edit the contacts on your personal E-Service Contact List.

My E-Service Contact List – This is where you will manage all of your contacts. You can attach your contacts to any case. Since each contact record in your E-Service Contact List can be attached to multiple cases, if the information for that contact changes, you only have to update the information for that contact in your personal Contact List and the information will be updated in all cases to which the contact is attached.

Managing Contacts for your "Contact List"

To add contacts to your personal Contact List, from the "My E-Service Contact List" tab, create a new contact by entering their name, e-mail address and firm name in the text boxes at the bottom of the screen and click Add.

To edit the information for a particular contact, click on [edit] then enter the new information. When finished making changes, click on [submit].


E-Service Master List | My E-Service Contact List

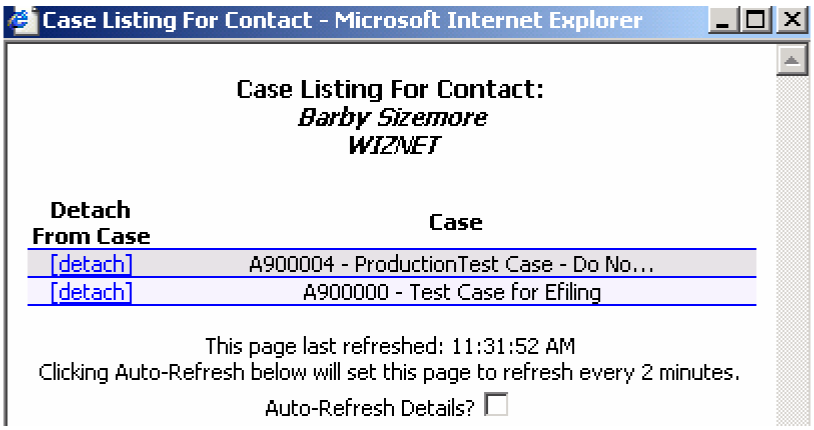
E-Service Contact List

Delete	Contact	Firm	Edit	Case Listing	Attach To Case
[delete]	Barby S...	WIZNET	[edit]	[cases]	[attach]
[delete]	Billy H...	HART &a...	[edit]	[cases]	[attach]
[delete]	Taylor ...	WIZNET	[edit]	[cases]	[attach]

Attach Contacts to the E-Service Master List in a Case

To attach Contacts to the E-Service Master List in a case, make sure that you are in the correct case (the current case number and name should be displayed at the top center of your screen) and then click on [attach] next to each contact you want to add to this case. Once you have attached your contacts, you should see the attached contacts listed in the **Contacts Attached to Case** window.

You can view the cases a particular contact is attached to by clicking on [cases] next to the contact's name. This will bring up a separate **Case Listing for Contact** window, showing all cases where this contact has been attached to the Service List.



To detach a contact from a case, click [detach] next to the contact name.

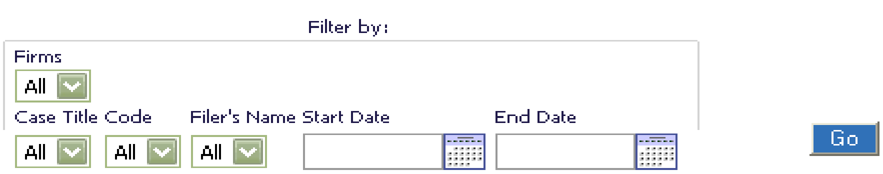
3.2 E-Service Queue

History and status of service can be viewed by clicking on the E-Service Queue button at the top of the page. The e-services are displayed showing all relevant information, including the date and time e-served and when the document was opened.

Date/Time E-Served	Accept E-Service	Filer's Name	Filer's Email	Filing Code	Filing Title	Case Number/Name	Date Filed

The e-service queue is displayed in descending date order on the "Date Filed" field. To view more filings, click on the Next > button at the bottom of the list.

You can also download the queue by clicking on Download Queue located at the bottom of the page.



To filter by a combination of the firm, case, code, action and/or by a range of dates by choosing your filter parameters in the drop down boxes and click Go. You can enter the date manually (i.e. 9/9/2004) or click on the button to bring up a calendar, and simply click on the date you want to insert.

Chapter 4 - User Preferences

To create a new account, modify an existing account, update your user info or reset your password, click User Preferences.

4.1 New Account

To create a new account, click on the New Account button at the top of the page. Fill in all the information on the page and click "Update" to create your new account.

4.2 Account List

To modify or change information on an existing account, click on the Account List button, then choose the account you want to modify from the drop down menu. Enter the information and click "Update".

4.3 User Info

You can change the information for your account by clicking on the User Info button. Enter the appropriate information and click "Update" to change your information.

4.4 Reset Password

To reset your password, click on the Reset Password button and enter your old password and your new password.