

Quick Guide – Filing

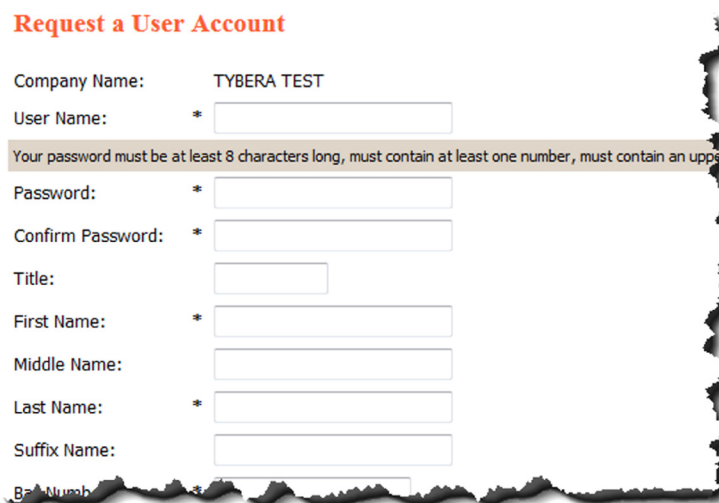
REQUEST AN EFILING ACCOUNT

- 1) Click **Request Account** on *Login* page.



The screenshot shows the 'Log In' page. At the top, it says 'Log In' in orange. Below that, it says 'Enter your User Name and Password.' in blue. There are two input fields: 'User Name:' and 'Password:'. Below these is a checkbox labeled 'Notice:' with the text 'I have read and agree to the Notice of Redaction Responsibility.' To the right of the checkbox are two links: 'Forgot Your Password?' and 'Forgot Your User Name?'. At the bottom left is a 'Log In' button. At the bottom right is a 'Request Account' button. A red arrow points from a red box labeled 'Begin Process.' to the 'Request Account' button.

- 2) Create Profile. Required fields are marked with an asterisk.*



The screenshot shows the 'Request a User Account' form. The title is 'Request a User Account' in orange. The form has several fields: 'Company Name:' (filled with 'TYBERA TEST'), 'User Name:' (marked with an asterisk), 'Password:' (marked with an asterisk), 'Confirm Password:' (marked with an asterisk), 'Title:', 'First Name:' (marked with an asterisk), 'Middle Name:', 'Last Name:' (marked with an asterisk), 'Suffix Name:', and 'Birth Date:'. A yellow tooltip message is visible over the Password field: 'Your password must be at least 8 characters long, must contain at least one number, must contain an upper case letter, and must contain a special character.' The form is surrounded by a decorative torn paper border.

- 3) Submit request. An email notification will be sent when the request has been approved.
- 4) **LOGIN** is allowed when approval email is received.

CREATE A PAYMENT METHOD FOR FILING THROUGH THE EFILING SYSTEM

Choosing the convenience and ease of electronically filing to the courts requires either a yearly **SUBSCRIPTION FEE** or a per-filing **TRANSACTION FEE**. Each filer, upon first login to the eFlex system, will be required to set up their choice of payment method. Until one or the other is established, the ability to proceed with eFiling is restricted. The Action Buttons are grayed-out and will not respond until after the method is set.

SETTING UP AN EFILING SUBSCRIPTION PAYMENT METHOD

An annual subscription is \$300 per attorney and allows access to all the eFiling functionality necessary for submission of documents as well as unlimited retrieval of file-stamped documents from cases on which the attorney is counsel of record.

Note: The subscription covers access to the eFiling system only. All court fees incurred are still the responsibility of the attorney and will require setting up a Wallet Account.

- 1) On the *Home* page, click **Purchase Subscription**.

The screenshot shows the top navigation bar with links: Home, Cases, My Profile, and Log Out. Below this, the 'Home' section is active. A message states 'You are operating in TRANSACTION mode.' with two buttons: 'Set Transaction Payment Method' and 'Purchase Subscription'. The 'Purchase Subscription' button is highlighted with a red rectangle. Below the message are several buttons and their corresponding actions: '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' (Finish filing an incomplete filing), and 'Notifications' (Review your Notifications).

- 2) On the *Purchase Subscription* page, click **Purchase**.
- 3) On the *Bills to Pay* screen, click **Pay by Credit**. Acceptable cards are pictured.
- 4) Enter the Credit Card Billing information. Fields marked with an asterisk are required.* Be sure the information entered identically matches the account billing information for the credit card.

The screenshot shows the 'Credit Card Billing Information' form. It includes fields for First Name, Middle Initial, Last Name, Billing Address, Country (United States), State (Select A State), City, Postal Code, Phone (US +1), Email Address, and Retype Email Address. Asterisks indicate required fields. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

- 5) Click **Next**, and enter your credit card payment information.
- 6) The *Terms and Conditions* checkbox MUST be selected in order to complete the subscription purchase.

The screenshot shows the 'Payment Information' form. It includes the 'Total Payment Amount' (\$300.00), 'Credit Card Number', 'Expiration Date' (Month and Year), 'Name on Card', and 'Card Verification Number'. There are logos for VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. Below these is a section for 'PAYMENT TERMS AND CONDITIONS' with a checkbox labeled 'I agree to the terms and conditions.' which is checked and highlighted with a red rectangle. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

- 7) Click **Next**.
- 8) Verify that the billing and account information as displayed are correct, and click **Submit Payment**.

NOTE: Connection to the payment vendor may take a few minutes. Please be patient. Please DO NOT CLOSE the page. If the following steps are not completed, the subscription set up may not be successful.

- 9) When the page refreshes and the Payment Receipt page displays, use the provided buttons to access either an electronic copy of the receipt or to print the receipt.
- 10) The user **MUST** click the **Finish** button to complete setting up the subscription and be returned to the eFiling system. Clicking **Finish** is imperative!

Payment Receipt

Item	Amount
Subscription Fee	\$300.00

Merchant Name	NV11 Tybera Trans
First Name	Ima
Middle Initial	
Last Name	Torney
Address	1234 Main Street
City	Battle Mountain
Country	United States
State	Nevada
Postal Code	89820
Phone	
Email Address	ima@noemail.com

Total Payment Amount \$300.00

Credit Card Number xxxxxxxxxxxx1111
Expiration Date xx / xxxx
Name on Card I Torney
Card Verification Number xxx

Payment successful!

Amount Charged \$300.00
Transaction ID 861693
Payment Date / Time 7/16/2018 2:48:36 PM Eastern

Email Address:

Payment email already sent to ima@noemail.com

[Email Additional Receipt](#)
[Print Receipt](#)

[Finish](#)

SETTING UP AN EFILING TRANSACTION PAYMENT METHOD

Filers electing to use the **Transaction Payment Method** will be charged a fee for each submission through the eFiling system regardless of whether or not there is a court fee incurred. They will also be charged per each document download should they elect to do so.

After the Transaction Payment Method is set up (or Subscription is purchased as described above), the user will have access to file to new or existing cases as well as to access case histories, notifications, filing statuses, etc.

- 1) On the *Home* page, click **Set Transaction Payment Method**.

Home Cases My Profile Log Out

Home

You are operating in TRANSACTION mode

[Set Transaction Payment Method](#) [Purchase Subscription](#)

[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](#) Finish filing an incomplete filing

[Notifications](#) Review your Notifications

- 2) On the *Token* page, click **Create Credit Card Token**. Acceptable cards are pictured.

Create Credit Card Token

VISA MasterCard Discover AMERICAN EXPRESS

Cancel

- 3) Enter the Credit Card Billing information. Fields marked with an asterisk are required.* Be sure the information entered identically matches the account billing information for the credit card.

Credit Card Billing Information

* - Required Field

First Name *

Middle Initial

Last Name *

Billing Address *

Country *

State *

City *

Postal Code *





Phone *

Email Address *

Retype Email Address *


- 4) Click **Next**, and enter your credit card payment information.

* - Required Field

Credit Card Number *    

Expiration Date * *

Name on Card *

Card Verification Number * 

Terms and Conditions

PAYMENT TERMS AND CONDITIONS

AUTHORIZATION

By checking the "I agree to the Terms and Conditions" checkbox below I am confirming my payment is in accordance with the rules and regulations of the agreement between me and my card issuer.

☐ I agree to the terms and conditions.

NOTE: The *Terms and Conditions* checkbox MUST be selected in order to complete the set-up of the Token.

- 5) Click **Next**.
- 6) Verify credit card and billing information and click **Create Token**.

NOTE: Connection to the payment vendor may take a few minutes. Please be patient. Please DO NOT CLOSE the page. If the following steps are not completed, the token set up may not be successful.

- 7) The user MUST click the **Finish** button. Failure to do so will prevent the user from completing the set up. The user will be routed back to the eFiling website.

Merchant Name NV11 Tybera Trans

First Name Ima

Middle Initial

Last Name Torney

Address 1234 Main Street

Token created successfully!

Name on Card I Torney

Card Verification Number xxx

FILING A NEW CASE

- 1) Click the **New Case** button on the *Home* page New Case and select the correct Case Type.
- 2) Fill in required info on the *Case Initiation* page.
 - a) Click the appropriate button to input party information usually required on a cover sheet.
 - b) Add all parties one at a time.
 - c) Click **Next** to move forward.

Case Initiation: OTHER CIVIL - OTHER CIVIL MATTERS

Court: Lander County ▼

Prisoner/Inmate Case: No ▼

Related Case Number:

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
✖	⊕ TIMOTHY JOHNSON	Plaintiff	Attorney None
✖	⊕ JARED WILSON	Defendant	

Back
Save to Draft
Next

- 3) Add Documents
 - a) The *Document Category* field is not a required field, but it can be used to filter the search in the *Document Type* field.
 - b) Use the dropdown to select the *Document Type*.
 - c) The *Additional Text* field is not required, but adds description to the display on the docket listing.
 - d) The default security setting is **Public**. If the judge has made a ruling to seal a case or document, select **Sealed** and enter the date of the order.
 - e) Search for the document by clicking **Browse**. Proposed Orders must be in Word format, but all other documents must be PDFs. Documents must be less than 10 MB.

Case Type : OTHER CIVIL - OTHER CIVIL MATTERS

Document Category: COMPLAINT ▼

Document Type *: Complaint - General ▼

Additional Text: Complaint of Timothy Johnson

Access *:
☒ Public
☐ Sealed, Date of order to seal:

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

Document Location: Browse... COMPLAINT.pdf

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

Total Size: 0.0 MB

Back
Move to Draft
Next

- f) Click **Add** to upload the document to the submission.
 - g) Select the *On Behalf of* party, and click **Add**.
 - h) Add subsequent documents one at a time. The total submission size must be less than 30 MB. With all items added, click **Next**.
- 4) Review and Submit
 - a) The Client # is a convenience field for filers who use an internal filing system to identify their clients.
 - b) Use the radio button to select the payment method. (If no payment method is available, refer to the instructions below on Setting Up a **Wallet Account**.)

Review and Submit Filing

Case Type : OTHER CIVIL - OTHER CIVIL MATTERS

Client #

Payment on behalf of:

Estimated Court Fees: \$230.00

Please select a payment option for court fees: [Add Wallet Item](#)

☒ Wallet Item: Visa *1111 - *1111

☐ Indigent Request

☐ Court Exempt

☐ Receipt in Alpine

Insufficient funds to pay fees

Government Agencies Only

Counter Clerks Only

c) If necessary, add a note to the clerk using the text field provided.

Generated Case Data: [Change Filing Info](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Complaint - General	answer.pdf

Special Filing Instructions for the clerk:

Thank you for processing this submission at your earliest convenience.

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

d) Click **Next** to submit to the court.

5) Check Filing Status

a) To check status, from the *Home* page, click the button **Filing Status**.

[New Case](#) File new case

[File To Existing Case](#) File subsequent document to existing case

[Filing Status](#) Check the status of my filings

[My Recent Cases](#) List of my eFiling cases

[Notifications](#) Review your Notifications

b) On the *Filing Status* page, set the date to include the date of submission, and click **Go** to locate the submission listing.

My Filings

Attorney None Filings

Report Criteria:

View Filings Between: 06/25/2018 AND

Filing ID: Court Case #: Client #: Status: All

[Go](#) [Clear Search](#)

My Filings Between 06/25/2018 and Today

[Delete](#)

Filings per page: 50

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Court Location	Status
2181				06-27-2018 07:18:22 AM	Complaint - General	Lander County	Awaiting Approval
2140				06-27-2018 06:51:32 AM	Complaint - General	Lander County	Rejected Resubmit
2193		EASTON NEWSOME VS BENJIMIN HOTCHKISS-JONES	21CV-CC4-2018-0022	06-26-2018 08:03:20 AM	Notice of Appearance	Mineral County	Filed
2192		LIZA JOHANSON VS BANKS CABINETS & FIXTURES	21CV-CC1-2018-0012	06-26-2018 07:51:31 AM	Motion	Mineral County	Filed
2191		ACE MANAGEMENT LLC VS DONAVAN KENDRICKSON	21CV-RP1-2018-0013	06-26-2018 07:12:50 AM	Motion	Mineral County	Filed
2190		LEMON VS MARSHALL	21CV-CC8-2018-0021	06-26-2018 07:08:14 AM	Motion	Mineral County	Filed

Number of Filings: 6 [Message from the court/clerk](#)

- c) View the *Status* column to check on the progress of the filing within the system.
- d) Click on the status link to view more details about the filing, including links to a receipt and links to file-stamped documents if the status is “Filed” or “Filed-Presented to Judge.”
- e) If the status is “Rejected,” click the status link to view the reason for rejection. A “one-time-use” button will appear to the right of the listing. Clicking **Resubmit** will cause the eFlex system to clone the information in the rejected submission for use in a brand new submission and will route the user to the page where documents are added so the corrections can be made. The user **MUST** continue through the new case or existing case submission process until the message that the filing has been submitted to the court is received.
- g) Upon clicking **Resubmit**, the **Rejected** status will switch to **Resubmitted** to indicate the submission was cloned. The button will disappear. If the filing is not submitted to the court when the button is activated, it will be stored in the **Draft Filings**.

FILING TO AN EXISTING CASE

- 1) Click the **Existing Case** button on the *Home* page.
- 2) Enter the case number following the format in the example below, and click **Submit**. Or, find the case in the list of previously submitted eFilings, and click the *Case Title* hyperlink for the listing.

Court: ELEVENTH JUDICIAL DISTRICT COURT

Case Number	Court Location			
27CV-RP2-2018-0011	Lander County	eFile	History	Service List

Ex: 27CV-RP2-2018-0011
Ex: 100125 (Cases Prior to eFiling)

[Search Cases](#)

☒ Show Active
 ☐ Show Inactive
 ☐ Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
BRENDA LARSON VS. BORIS STONEM	27CV-RP2-2018-0011	eFile	LANDLORD / TENANT - OTHER		Pershing County	Service List	<input type="checkbox"/>

- 3) To continue to the *Review & Approve* page follow steps 3-5 as outlined above in *Filing to a New Case*.

NOTIFICATIONS

Notifications are the official court communication regarding eFiling activity on a case. To view them, the user must first login to the eFiling system. The user may also receive unofficial, courtesy emails regarding efilings to the user's cases.

- 1) Locate the *Notifications* button on the *Home* page or select the *Notifications* link under the *Cases* tab on the Menu Bar.

Home	eFile	Cases	My Profile	Log Out
Home		<div style="background-color: #D3D3D3; padding: 2px; margin-bottom: 2px;">Cases</div> <div style="background-color: #D3D3D3; padding: 2px; margin-bottom: 2px;">Notifications</div> <div style="background-color: #D3D3D3; padding: 2px; margin-bottom: 2px;">Filing Charges</div>		
You are operating in TRANSACT				
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	(407)	Finish filing an incomplete filing		
Notifications	(13)	Review your Notifications		

- 2) Notifications with bolded blue headings are “Unread” notifications. Additionally, unread notifications have a closed envelope to the left of the listing.

Notifications

Notifications for Attorney None

Search By: All

Go Clear Search

Delete Mark As Read Mark As Unread

Notifications per page: 50

Notification Id	Document(s) filed by...	Case Title	Case Number	Court Location	File Date
738	Complaint - Amended was filed by Attorney None	DEBORAH IVANOFF VS SANDRA MASINGALE	21CV-TT1-2018-0011	Mineral County	05-25-2018
736	Notice of Appearance was filed by Robert E Dolan	LEMON VS MARSHALL	21CV-GCS-2018-0021	Mineral County	05-24-2018

- 3) Click on the blue heading. It will open up the Notice of Electronic Filing (NEF) in a new browser tab.

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

NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 21CV-TT1-2018-0011

Judge:

Official File Stamp: 05-30-2018:12:01:26 PM

Court: ELEVENTH JUDICIAL DISTRICT COURT
Civil
Mineral County

Case Title: DEBORAH IVANOFF VS SANDRA MASINGALE

Document(s) Submitted: Complaint - Amended

Filed By: Attorney

- 4) The top of the Notice of Electronic Filing contains case-related information, including what document(s) were filed that triggered the NEF being sent.
- 5) 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.

The following people were served electronically:

Attorney None for DEBORAH IVANOFF et al

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

BENJIMIN PALIMARI
SANDRA MASINGALE

- 6) Persons being served via the email system are listed first.
- 7) Persons still requiring service by traditional means are listed under the second heading.
- 8) Links to the document(s) are listed under the NEF heading. Clicking the link will cause the document to open as a PDF.

Notifications

Notifications for Attorney None

Search By: All

Go Clear Search

Delete Mark As Read Mark As Unread

Notification Id	Document(s) filed by...	Case Title
772	Notice of Appearance was filed by Attorney None	EASTON NEWSOME VS I
768	Motion was filed by Attorney None	LIZA JOHANSON VS BAI
766	Motion was filed by Attorney None	ACE MANAGEMENT

- 9) Users can clean up the page display by using the checkbox in combination with the delete button. The system performs an auto-clean out 60 days after the NEF is delivered.

CASE INFORMATION

The My Cases page gives the user easy access to cases, documents filed to the case, and to the service list information associated to a particular case at the time of the query.

- 1) Navigate to *My Cases* using the *Home* page button or using the *My Cases* link under the *Cases* tab on the Menu Bar.
- 2) To view a case history, use the text field to enter the case number following the pattern in the example below the text field. Click **History**.

Cases Number of cases displayed per page: 50

Court: ELEVENTH JUDICIAL DISTRICT COURT

Case Number	Court Location	eFile	History	Service List
21CV-RP1-2018-0013	Mineral County	eFile	History	Service List

Ex: 27CV-RP2-2018-0011
Ex: 100125 (Cases Prior to eFiling)

[Search Cases](#)

☒ Show Active ☐ Show Inactive ☐ Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
BRENDA LARSON VS. BORIS STONEM	27CV-RP2-2018-0011	eFile	LANDLORD / TENANT - OTHER		Pershing County	Service List	<input type="checkbox"/>
BETTY GRETSKY VS. DOUGLAS ESCALANTE	27CV-CC7-2018-0006	eFile	CONTRACT - COLLECTION OF ACCOUNTS CASE		Pershing County	Service List	<input type="checkbox"/>
FOWLER BENNETT VS. A & B DISTRIBUTION LLC	27CV-CC2-2018-0010	eFile	CONSTRUCTION DEFECT - OTHER		Pershing County	Service List	<input type="checkbox"/>
NORMA REMMINGTON VSS VICKTOR CAVANAUGH	21FC-OTH-2018-0018	eFile	OTHER DOMESTIC RELATION - OTHER FILINGS		Mineral County	Service List	<input type="checkbox"/>
MONICA CAVANAUGH VS. MATILDA CAVANAUGH	21FC-JV1-2018-0009	eFile	JUVENILE-RELATED - EMANCIPATION PETITION		Mineral County	Service List	<input type="checkbox"/>

- 3) The user may also locate the desired case on the table display and click the case number.

NOTE: Although any user with a correct case number can file, users will not be able to view a case history unless they are party to the case or counsel of record on the case. Pro Se filers may need to file a *Notice of Case Association* to access the Case History or documents.

ELEVENTH JUDICIAL DISTRICT COURT

21CV-CC4-2018-0022 : EASTON NEWSOME VS BENJIMIN HOTCHKISS-JONES
ELEVENTH JUDICIAL DISTRICT COURT - Mineral County

Case Number	21CV-CC4-2018-0022	Plaintiff	EASTON NEWSOME
Case Type	CONTRACT - BUILDING AND CONSTRUCTION CASE	Defendant	BENJIMIN HOTCHKISS-JONES
Opened	05-24-2018	Judge	
Status	Active	Jury/Non Jury	Non Jury

[Show/Hide Participants](#)

File Date	Case History
06-26-2018 08:03:20 AM	Motion
06-26-2018 08:03:20 AM	Filed By: BENJIMIN HOTCHKISS-JONES
06-26-2018 08:03:20 AM	Notice of Appearance

- 4) Click the expansion link to view the case participants. [Show/Hide Participants](#)
- 5) Clicking the docket listing of any text appearing in blue will cause the associated document to open as a PDF.

06-26-2018 08:03:20 AM	Motion
Defendant	Filed By: BENJIMIN HOTCHKISS-JONES
06-26-2018 08:03:20 AM	Notice of Appearance
Defendant	Filed By: BENJIMIN HOTCHKISS-JONES
06-13-2018 01:24:57 PM	Notice of Appearance
Defendant	Filed By: BENJIMIN HOTCHKISS-JONES
06-13-2018 01:17:13 PM	Affidavit
Plaintiff	Filed By: EASTON NEWSOME
05-24-2018 11:22:25 AM	Complaint - Construct Defect
Plaintiff	Filed By: EASTON NEWSOME

- 6) Docket line items with a black text are simply entries. There is no associated image with a black listing.

SERVICE LIST INFORMATION

- 1) To view the list of individuals needing to be served and the means of service required (electronically or by traditional means), as of the time of conducting the search, navigate to the *Cases* page, enter the case number in the field provided and click **Service List**.
- 2) OR, the user may locate the line of the particular case on the table listing and click the *Service List* link that is to the right of the listing.

Cases Number of cases displayed per page: 50

Court: ELEVENTH JUDICIAL DISTRICT COURT


Case Number: Court Location: Lander County eFile History Service List

Ex: 15CV-CC1-2018-0001 Search Cases

One may enter the Case Number in this field and then click the Service List button OR click on the Service List Link on the line listing the case number.

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
PERSHING CASE	27CV-PR6-2018-0027	eFile	PROBATE - OTHER PROBATE CASE		Pershing County	Service List	<input type="checkbox"/>
TEST V H&M	27CV-OTH-2018-0019	eFile	OTHER CIVIL - OTHER CIVIL MATTERS		Pershing County	Service List	<input type="checkbox"/>
BOBSON V BOB & SONS	21CV-OTH-2018-0030	eFile	OTHER CIVIL - OTHER CIVIL MATTERS		Mineral County	Service List	<input type="checkbox"/>
MINERAL CASE	21CV-CC2-2018-0046	eFile	CONSTRUCTION DEFECT - OTHER		Mineral County	Service List	<input type="checkbox"/>
MINERAL CASE	21CV-CC2-2018-0037	eFile	CONSTRUCTION DEFECT - OTHER		Mineral County	Service List	<input type="checkbox"/>
BONNIE CANNON VS RALPH CANNON	15FC-DR2-2018-0145	eFile	MARRIAGE DISSOLUTION - DIVORCE WITH CHILDREN		Lander County	Service List	<input type="checkbox"/>
LANDER CASE	15CV-FNJ-2018-0108	eFile	OTHER CIVIL - FOREIGN JUDGMENT		Lander County	Service List	<input type="checkbox"/>
LANDER CASE	15CV-FNJ-2018-0107	eFile	OTHER CIVIL - FOREIGN JUDGMENT		Lander County	Service List	<input type="checkbox"/>
LANDER CASE	15CV-FNJ-2018-0106	eFile	OTHER CIVIL - FOREIGN JUDGMENT		Lander County	Service List	<input type="checkbox"/>

- 3) The Service List will display as a new Tab in the browser.

ELEVENTH JUDICIAL DISTRICT COURT

Service List

Service List RE: 15FC-DR2-2018-0145

Case Number: 15FC-DR2-2018-0145
Judge:
Court: ELEVENTH JUDICIAL DISTRICT COURT
Family
Lander County
Case Title: BONNIE CANNON VS RALPH CANNON

This certificate was automatically generated by the courts auto-notification system.
Date Generated: 09-14-2018:12:34:53 PM

As of 09-14-2018, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:
Bonnie Kenison for BONNIE CANNON

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:
Janae THORNBURG for RALPH CANNON

Listing of those who must be notified by a traditional method of service.

Listing of those being served electronically.

SETTING UP A WALLET ACCOUNT

Wallet Accounts pay for court fees and are set up through a secure third-party Payment Vendor. The user creates a token that allows the eFiling system to communicate with the Vendor when payment of a fee needs to take place. (Credit card information is stored only with the Payment Vendor.) Once created, the Wallet Account description is listed on the *Review & Approve* page so that it is an available option for payment for the filing submission. Attorneys within a firm who share a company credit card, will need a designated *Firm Financial Manager* to set up the Wallet Account and assign who has access to the card.

Firm Financial Manager

This role is set up as a separate eFiling account and is necessary for firms that have attorneys who will file using a common credit card. Although this role does not have permission to file, it does have the ability to view all filing charges paid through all firm eFiling accounts.

1. Click **Request Account** on the *Login* page.
2. Select the role of *Financial Administrator*.
3. Create Profile.
4. Login is available after approval of account.



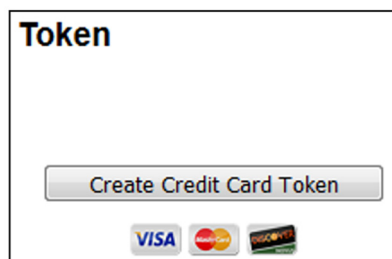
Add Wallet

- Firm Financial Managers:
 - 1) Login.
 - 2) Click on **Account Settings** found under the *Admin* menu tab.
 - 3) Scroll down to the *Wallets* heading, and click **Add**.
- Solo Practitioners and Pro Se filers:
 - 1) Login.
 - 2) Click on **My Profile** found under the *My Profile* menu tab.
 - 3) Scroll down to the *Wallets* heading, and click **Add**.



Enter Info at Payment Vendor

1. Click **Create Credit Card Token**.



2. Enter billing information. Be sure the information in the required fields identically match the information on the credit card monthly billing statement.

Credit Card Billing Information

* - Required Field

First Name

Middle Initial

Last Name

Billing Address

Country *

State

City

Postal Code *

Phone

Email Address *

Retype Email Address *

3. Click **Next**.

Credit Card Billing Information

Payment Information

* - Required Field

Credit Card Number *

Expiration Date *

Name on Card *

Card Verification Number ?

PAYMENT TERMS AND CONDITIONS

CONVENIENCE FEE

Terms and Conditions A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 2.50 % and will appear as a separate transaction on your monthly statement.. The convenience fee is included in or has been added to your payment.

☒ I agree to the terms and conditions.

4. Enter the credit card number and related information found on the credit card.

5. Click **Next**.

6. Review the displayed information. If it is correct, click **Create Token**.

Credit Card Billing Information

Payment Information

Verification

Merchant Name Nevada 11 Court Test

First Name John

Middle Initial

Last Name Smith

Payor Address 909 Wagon Wheel Road

City Battle Mountain

Country United States

State Nevada

Postal Code 89820

Phone

Email Address attorneysmith@gmail.com

Credit Card Number xxxxxxxxxxxxxx1111

Expiration Date xx / xxxx

Name on Card John Smith

Card Verification Number xxx

Payment Receipt

Merchant Name Nevada 11 Court Test

First Name John

Middle Initial

Last Name Smith

Address 909 Wagon Wheel Road

City Battle Mountain

Country United States

State Nevada

Postal Code 89820

Phone

Email Address attorneysmith@gmail.com

Credit Card Number xxxxxxxxxxxxxx1111

Expiration Date xx / xxxx

Name on Card John Smith

Card Verification Number xxx

Token created successfully!

7. A final screen will appear indicating the Token was successfully created. The user MUST click **Finish** in order to complete the vendor set up process and be returned to the eFiling system.
8. Create an **Account Description**. This descriptor will display as a selection choice when the Attorney or Pro Se makes a filing payment on the *Review & Approve* page.

One **additional ESSENTIAL step for Firm Financial Managers** is to authorize *which* attorneys in their firm have access to the Wallet Account as a means of payment on the *Review & Approve* page:

1. Once the user has entered an account description, the Financial Administrator is returned to the *Modify Account Settings* page where the newly created wallet account is now listed under *Item Description*.
2. On the line of this new listing, click the **Assign** button to its right.

Wallets

ELEVENTH JUDICIAL DISTRICT COURT - Nevada 11 Transaction Merchant Code Add

Item Description	Action
Corp Visa CC	Delete Assign

3. All of the personnel with eFiling accounts associated with the firm are listed on the *Assign Wallet Items* page.
4. To the right of each individual name, there is a checkbox. Place a checkmark in the checkbox for any individual who should have rights to make payments using that credit card. (It is not necessary for the name of the Firm Financial Manager to be listed when assigning wallet items since their role does not have rights to file.)

Assign Wallet Items

Current Wallet Item: **1111 - Corp Visa CC**

Name	User Name	Access to Item
Franklin, Indigo	9282777	<input checked="" type="checkbox"/>
None, Attorney	Attorney	<input checked="" type="checkbox"/>
Kenison, Bonnie	bk	<input checked="" type="checkbox"/>
Morgan, Mary	mmorgan	<input type="checkbox"/>

Save Changes

5. Click **Save Change**.