



E-Filing Product Upgrade Notification – File & Serve

Tyler Technologies is upgrading their E-Filing Product to “File and Serve”. This upgrade will begin next month and will be completed by the end of May, please see key dates below. We understand that a change like this will impact you and your firm and it is important to us that we make this transition as smooth as possible. When we turn on “File and Serve”, we intend to keep the legacy product available for approximately 30 days so that if you have any issues you can file into the old site.

We will send out updates as they develop. The Court will also be holding Training - Q&A sessions at the Regional Justice Center and the Family Court Campus. In addition, if you have a large firm or are unable to make it to one of our sessions we will have resources available to come out to your office and provide one-on-one training. We will give instructions on how to request this training prior to April 17th. At this time you can self-register for File and Serve so that you are ready to start filing on April 17th by going to <https://nevada.tylerhost.net/OfsWeb/>

Advantages to File and Serve:

- **Envelope Feature** - this feature allows the filer to “bundle” multiple filings (all must be same case number) into one envelope for just one \$3.50 flat fee. For example, the filer will be able to submit an Answer, Initial Appearance Fee Disclosure (IAFD) and Demand for Jury Trial in one envelope for a total of \$3.50 thereby saving \$7.00 on the other two documents.
- **Issuing Summons** - this feature allows the Clerk to electronically issue Summons’ through the new site. Simply submit the Summons at the same time you submit the Complaint (using the envelope feature) and once the Clerk processes the Complaint and assigns a case number, the Summons can be issued. The Summons and Complaint will be returned to the filer ready to be served. These new efficiencies will save extra steps and valuable time previously required to present the Summons’ to the Clerk’s office for issuance after the case had been initiated and a case number assigned through electronic filing.
- **Issuing Defaults and Writs of Execution electronically** - Defaults and Writs of Execution will also be able to be submitted electronically for review and issuance saving a trip to the Clerk’s office.
- **Template Functionality** - this functionality allows you to easily set up reusable templates for common new case initiation as well as subsequent filings. This will save you time and ensure accurate filings.
- **E-Check Feature** – This provides you the ability to pay with your checking account information for only \$1.00 per filing/envelope.

Key Dates

Dates	Training
April 17, 2017	File and Serve will be available for new filings.
May 15, 2017	The legacy E-Filing system will be turned to read only and all new filings must be done by File and Serve.

Training

Dates	Training
April 19 th thru April 21 st	Remote training at firms available
April 21, 2017 - 10:30am	Training - Q&A session available at RJC in 3 rd Floor Jury Lounge.
April 21, 2017 - 1:30pm	Training - Q&A session available at Family Court in Courtroom 2
April 26, 2017 - April 28, 2017	Remote training at firms available
April 28, 2017 - 10:30am	Training - Q&A session available at RJC in 3 rd Floor Jury Lounge.
April 28, 2017 - 1:30pm	Training - Q&A session available at Family Court in Courtroom 2.
May 3, 2017 - May 5, 2017	Remote training at firms available
May 5, 2017 - 10:30am	Training - Q&A session available at RJC in 3 rd Floor Jury Lounge
May 5, 2017 - 1:30pm	Training - Q&A session available at Family Court in Courtroom 2.

Training & Instruction Videos

- **Tyler Technologies Videos/Instructions:** <https://tylertech.egain.cloud/kb/nvh5/list/24240000011494>
- **District Court Videos/Instructions:** <http://www.clarkcountycourts.us/file-and-serve/>

Webinars

Visit the link to sign up for the webinars - <https://attendee.gotowebinar.com/rt/6244957033569706242>

CLE Credits - Sign up for one of the webinars using the link above and you will receive CLE credit.

Dates	Webinar
April 4, 2017 1:00pm-2:00pm	Webinar
April 14, 2017 2:00pm-3:00pm	Webinar
April 19, 2017 2:00pm-3:00pm	Webinar
April 26, 2017 1:00pm-2:00pm	Webinar
May 4, 2017 2:00pm-3:00pm	Webinar
May 10, 2017 2:00pm-3:00pm	Webinar
May 16, 2017 1:00pm-2:00pm	Webinar
May 26, 2017 2:00pm-3:00pm	Webinar
May 30, 2017 1:00pm-2:00pm	Webinar
June 15, 2017 1:00pm-2:00pm	Webinar
June 27, 2017 1:00pm-2:00pm	Webinar