

## How to E-File in Pro Bono Cases (Justice Court)

Tyler Technologies, the provider for the Eighth Judicial Court's E-File program (Odyssey eFileNV), has generously agreed to waive e-filing fees for pro bono cases an attorney or law firm accepts from Legal Aid Center of Southern Nevada.

In order to waive e-filing fees in Justice Court, you must set up a "Pro Bono" payment account under your existing Odyssey eFileNV account. If you do not have an existing e-file account for Justice Court, you must first register for an account at [www.efilenv.com](http://www.efilenv.com).

To set up the Pro Bono payment account, please follow the instructions below.

1. Using your credentials, log into your Odyssey eFileNV account at [www.efilenv.com](http://www.efilenv.com).
2. From the top Actions menu, select Payment Accounts.
3. Then, select Add Payment Account.
4. In the field Payment Account Name enter "Pro Bono Account" and in the field Payment Account Type, select "Waiver". Then click Save Changes.
5. When you need to file into a Pro Bono Case, simply select the Pro Bono waiver account as the payment type and the e-filing fees will be waived.

The account will be available for subsequent use after the initial set-up. The Pro Bono payment account is available for all filing types (E-File Only, Serve Only, and E-File and Serve). Remember to select the "Pro Bono Account" as your payment type for all future filings on any pro bono case(s) accepted from Legal Aid Center of Southern Nevada. The Pro Bono submissions will be monitored occasionally to ensure this valuable tool is used properly.

Any firms or attorneys who would like training on the Tyler Technologies E-File program may go to [www.efilenv.com](http://www.efilenv.com) and click on the "Clark Justice Court Online Training Sessions" link.