

How to Set up a Pro Bono eFile Account (District Court & LV Justice Court)

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

In order to waive e-filing fees in District Court or Las Vegas Justice Court, you must set up a waiver payment account under your existing Odyssey eFileNV account. If you do not have an existing Odyssey eFileNV account, you must first register for an account at www.efilenv.com.

To set up a waiver account for use in your pro bono cases, please follow the instructions below.

1. Using your credentials, log into your Odyssey eFileNV account at www.efilenv.com.
2. From the Actions menu (top left side of screen), select Payment Accounts.
3. Then, select Add Payment Account.
4. In the field Payment Account Name enter "Pro Bono" and in the field Payment Account Type, select "Waiver". Then click Save Changes.
5. When you need to e-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. ***PLEASE NOTE: For all pro bono cases (except CAP cases), you will need to file a SOLA to waive court filing fees. If you do not see a SOLA in your client's file, please contact Sasha at shinkel@lacsncsn.org and she can provide one to you.***

Your Pro Bono waiver account will be available for subsequent use after the initial set-up and is available for all filing types (E-File Only, Serve Only, and E-File and Serve). Remember to select the Pro Bono waiver payment account for all future e-filings into pro bono case(s) accepted through Legal Aid Center of Southern Nevada. Waiver account submissions will be monitored occasionally to ensure this valuable tool is being used properly.

Firms or attorneys who would like training on the upgraded File & Serve program (Odyssey eFileNV) may go to www.efilenv.com and click on the "Web Training Sessions" link.