

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

Tyler Technologies, the provider for the Eighth Judicial Court's E-File program (Odyssey file & serve), 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, you must request a "Pro Bono" account option under your existing E-file account. To set up the Pro Bono option for the first time, complete the attached form, "Free E-file Account Request" and email to the Court Help Desk at CourtHelpDesk@clarkcountycourts.us. It takes about 1-2 weeks for the court to approve and Tyler Technologies to activate the "Pro Bono" option. The account will be available for subsequent use after the initial set-up. If you do not have an existing E-File account, be sure to note that on the form.

The "Pro Bono" account will be accessible on the document submission page in the E-File system. Users will select "Pro Bono" in the pull-down box to the right of the "Account" option box. When the "Pro Bono" option is selected, the submission will be processed at no charge. This is available for all filing types (E-File Only, Serve Only, and E-File and Serve). Remember to select the "Pro Bono" option 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 <https://wiznet.wiznet.com/clarknv/pages/login.jsp> and click on the "Online Training Sessions" link.