

## 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](http://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](http://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 Denice at [Dchafino@lacs.nv.gov](mailto:Dchafino@lacs.nv.gov) 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](http://www.efilenv.com) and click on the "Web Training Sessions" link.

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Below are detailed instructions on how to E-File:

1. Sign the documents and scan to your computer
2. Sign into your E-file account (See Attached on How To Set It Up)
3. File Into Existing Case
4. File Drop Down on Location: Clark District Family Juvenile
5. Case Number: Exactly as seen on petition
6. Search
7. Actions: File Into Case
8. Scroll Down to Filings
9. Filing Type: E-file, Serve or E-file /Serve
10. Filing Code: Type in the name of the pleading or select from dropdown
11. Filing Description: Type exactly what the pleading is named
12. Filing on Behalf of: Select Juvenile Subject Minor x how many kids you are representing.
13. Computer: Attach document
14. Save Changes
15. Payment Account: Select Pro Bono / Type: Waiver
16. Party Responsible for Fees: Juvenile Subject Minor
17. Filing Attorney: Select your name
18. Save Changes
19. Select Summary
20. Scroll to the bottom and Select "Submit"
21. You will get an email verifying it was submitted. If you don't receive this email look in the pending box within the E-file system and make sure it went through.
22. Once it is accepted, you will receive another email for your records showing it was filed.

Below are detailed instructions on how to E-file & Serve:

1. Step 1 – Step 14 are the same as above.
2. Put in the names of the individuals you would like to serve located on your certificate of service.
3. Actions: Add New Service Contact
4. Put in First Name, Last Name, and email only
5. Save Changes
6. Repeat as necessary until all parties are input
7. Step 15 – Step 22 are the same as above.