
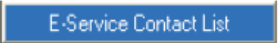


INSTRUCTIONS FOR ELECTRONIC SERVICE

To access the E-Service Master List or your E-Service Contact List for a particular case:


From the Case Selection Screen, click on the  button next to the case number; or

If you are on the document submittal page, click on the  button at the top of the page



E-Service Master List – The E-Service Master List displays all of the persons (sorted by Firm) who have been attached to the service list in this case by you or anyone else. You view these contacts but you cannot edit this list. You can only edit the contacts on your personal E-Service Contact List.

My E-Service Contact List – This is where you will manage all of your contacts. You can attach your contacts to any case. Since each contact record in your E-Service Contact List can be attached to multiple cases, if the information for that contact changes, you only have to update the information for that contact in your personal Contact List and the information will be updated in all cases to which the contact is attached.

Managing Contacts for your “Contact List”

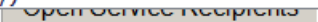
To add contacts to your personal Contact List, from the “My E-Service Contact List” tab, create a new contact by entering their name, e-mail address and firm name in the text boxes at the bottom of the screen and click .

Name	Email	Firm	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

To edit the information for a particular contact, click on , then enter the new information. When finished making changes, click on .

					
E-Service Contact List					
Delete	Contact	Firm	Edit	Case Listing	Attach To Case
	Barby S...	WIZNET			
	Billy H...	HART &a...			
	Taylor ...	WIZNET			

After you have added your service information to a case, when submitting a document to be e-filed and served, you must select the E-file & Serve option on the document submittal page:

Account :	<input type="text" value="Clark County"/>	*
Filing Type :	<input type="text" value="EFS (E-File & Serve)"/>	*
Filing Fees :	<input type="text" value="EFO (E-File Only)"/> <input type="text" value="EFS (E-File & Serve)"/> <input type="text" value="SO (Service Only)"/>	*
		
0 of 0 selected		
Your File Number :	<input type="text"/>	