

# RECEIVE YOUR FILED DOCUMENTS BY E-MAIL!

Court rules require that you add yourself as a service contact so that all future documents filed into your case are emailed to you. If you have not added yourself as a service contact, make sure to do so now.

- Go to <https://Nevada.tylertech.cloud/OfsWeb/Home> and sign in or create an E-Filing Account. Although this can be done on your phone, it is easiest to on a desktop.

- Click “File Into Existing Case.”



Select “Clark District Family Domestic” for location. Then enter your case number or party name and click “Search.”

- Click the black “Actions” button next to your case and click “View Service Contacts”

- Click the black “Actions” button next to your name and click “Add New Service Contact.”

- Enter your information and click “save changes.”
- You are now eligible to be served with future filings in your case by email. You will receive an email containing a link to download any document filed by the court and any document filed by the other party if they choose the “Serve” or “EFileAndServe” options.
- Make sure to check your email regularly during your case. If you are served electronically, you will not be served by mail or in-person.