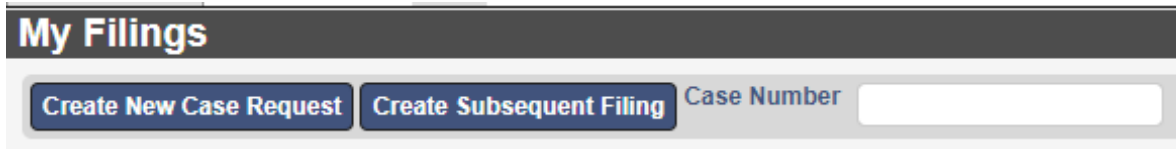


eFILER INSTRUCTIONS

EFILER TENNANT ANSWER TO EVICTION COMPLAINT:

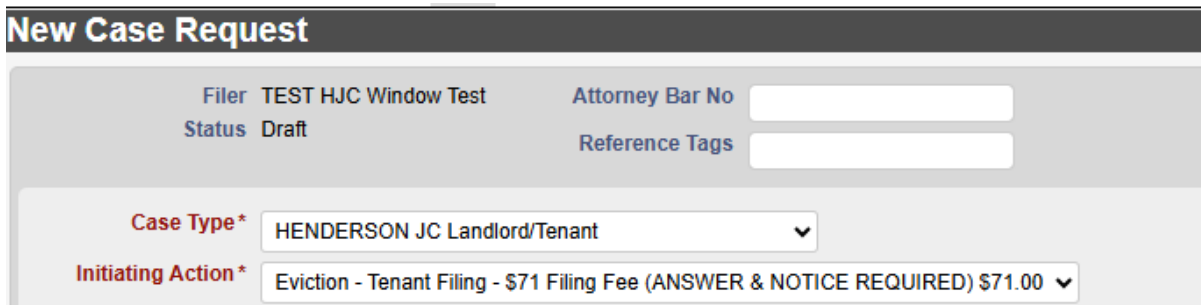
To eFile a Tennant Answer to an Eviction complaint utilize the “Create New Case Request” button.

1. From the ‘My Filings’ queue
2. Click on the ‘Create New Case Request’ button (top of screen)
(This will take you to the New Case Request screen)



NOTE: Fields in red denote required information.

3. Select the Case Type “HENDERSON JC Landlord/Tenant” from the drop-down list
4. Initiating Action: Select “Eviction – Tenant Filing - \$71.00 (ANSWER & NOTICE REQUIRED)”



Add Party Information:

1. Select the ‘Party’ type using the drop-down list.
2. Select the “On Behalf Of” check box.
3. Enter the name of the party using either:
The Landlords name needs to be entered exactly as listed on the notice.
-or-
Company field
4. Select the Address Type using the drop-down list
5. Enter Address information (required by Court)
 - a. The Address Type field becomes a required field if the address fields are populated
 - b. The address needs to be entered on one line, the first line.
 - c. Entering the Zip code will populate City and State
6. Select the Phone Type
7. Enter phone number
8. Enter email (if desired) or if you want the parties emailed when filings occur.
9. If the party has an alias, dba, or other affiliation, Click the ‘Add Affiliation/Alias’ button
 - a. Select the down arrow on the ‘Affiliation’ field
 - b. Select the appropriate affiliation or alias type
 - c. Enter Last Name, First Name

-OR-

Enter Company Name

Note: You can Click the 'Add Affiliation/Alias' button to add additional affiliations/alias for this party

Parties

Party 1

Party Type* Tenant

Role Type

Rep by Atty ☐

On Behalf Of ☐

Last Name* Wallace

First Name* Darren

Middle Name

Suffix

DOB MM/dd/yyyy

SSN #

Company Name (if not an Individual)

Contact Information

Address Type HOME ADDRESS

Address 131 Smith St

City HENDERSON

State NEVADA

Zip 89011

Phone Type CELLULAR PHONE

Phone (702) 286-1558

Email derrick.wallner@gmail.com

Delete

Add Contact Information

Affiliation/Alias

Add Affiliation/Alias

10. Add the Landlord party following instructions numbers 1-10. This information should be found on the notice. It is important to **include the Landlord email** if it is included on the notice.

Note: The 'New Case Request' screen displays data fields for two parties.

To Add Additional Parties:

- a. Click the '**Add Party**' button
- b. Continue to follow instructions numbers 1-10 until all parties are entered
- c.

Party 2

Party Type* Landlord

Role Type

Rep by Atty ☐

On Behalf Of ☐

Last Name

First Name

Middle Name

Suffix

DOB MM/dd/yyyy

SSN #

Company Name (if not an Individual)* Sunset Apartments

Contact Information

Address Type BUSINESS ADDRESS

Address 478 Jacons St

City HENDERSON

State NEVADA

Zip 89011

Phone Type BUSINESS PHONE

Phone (702) 455-8714

Email SunsetApts@aol.com

Delete

Add Contact Information

Affiliation/Alias

Add Affiliation/Alias

Add Party

Attach copy of Answer and Notice

You will be uploading a copy of the answer AND copy of the eviction notice that the Landlord served as SEPARATE documents.

A “answer” or Tenant's Affidavit in Opposition to Summary Eviction Regarding Nonpayment of Rent form can be found on our website in the evictions section.

Summary Eviction Forms for Tenants

[Tenant's Affidavit in Opposition to Summary Eviction Regarding Nonpayment of Rent](#)

[Other than Nonpayment of Rent Tenant's Affidavit for Hearing](#)

Answer

1. In the Documents section, select the ‘Document Type’ using the drop-down list
 - a) For this case type you will select “INITIAL FILING: Tennant Answer”
2. Enter ‘Document Note’ text, if desired.
Note: ‘Document Note’ is a free-formed field allowing you to add additional information regarding the document being filed.
3. Click the ‘Choose File’ button to begin attaching the Answer.
4. Navigate to your document to attach it.

Documents

Document 1

Document Type* INITIAL FILING: Tennant Answer

Page Count 1

Document Note

Attachments

File Name	Page Count	Date Uploaded	Supplemental	Delete
AdminOrder6-1-26.pdf	1	07/08/2026 09:50 AM	☐	Delete

Upload Attachment

Choose File No file chosen

PDF (9.8M max file size)
Supplemental File Types: PDF

Notice

To add a copy of the notice **you must select the Add Document button** to have the prompts available to add a 2nd attachment.

Document 1

Document Type* INITIAL FILING: Tennant Answer

Page Count 1

Document Note

Attachments

File Name	Page Count	Date Uploaded	Supplemental	Delete
AdminOrder6-1-26.pdf	1	07/08/2026 09:50 AM	☐	Delete

Upload Attachment

Choose File No file chosen

PDF (9.8M max file size)
Supplemental File Types: PDF

Add Document

Filing Note

1. Document type will be “INITIAL FILING: Tennant Notice Served”
2. Click the ‘Choose File’ button to begin attaching the Notice.
3. Navigate to your document to attach it.

Document 2

Document Type* Initial Filing: Tenant Notice Served

Document Note

Attachments

Upload Attachment

Choose File No file chosen

PDF (9.8M max file size)
Supplemental File Types: PDF

Add Document

Filing Note:

Filing Note	
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The Filing Note field located at the bottom right of the screen allows the Filer to give additional information regarding the filing. This information will be seen by the Court and will also be visible on the eFile record in your 'My Filings' queue.

Cost Section:

The Cost Section, at the bottom of your screen, displays a detailed description of the amount you will be required to pay to submit your Filing(s).

- **Convenience Fee** - A percentage of the total. Only applied on credit card transactions.
- **Action Costs** - Total of Document Fees associated to the Initiating Action code selected.
- **Document Fee** - Amount associated to the docket(s) selected if any.
- **Total** - Total of Convenience Fee, Action Costs, and Document Fee
- **Paid** - Amount paid on case
- **Owed** - Amount owed on filing

Convenience Fee	\$3.08
Action Costs	\$71.00
Total	\$74.08
Paid	\$0.00
Owed	\$74.08

Submit Filings:

1. Select '**Continue with Filing**' to continue with the filing process

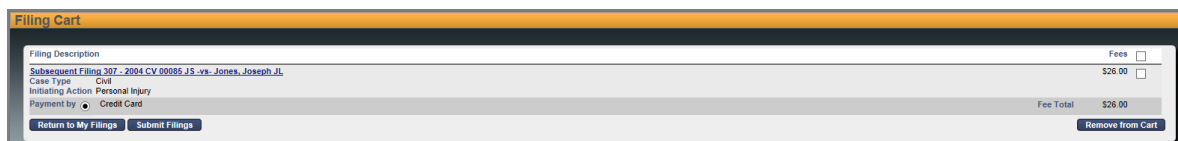
Cancel Save Continue with Filing
Cancel – Returns you to the 'My Filings' work queue and cancels any additions or changes made to the New Case or Subsequent Filing request. Information entered on your screen will NOT be saved if you select this option.
Save – Saves any additions or changes made to the New Case or Subsequent Filing request.
Continue with Filing – Continues to the next screen or options

Note: When the '**Save**' or '**Continue with Filing**' options are chosen, a unique identifying number known as the 'eFile ID', will automatically be assigned to the filing. This number will help track the filing as it proceeds through the system.

2. Select '**Add to Cart**' to continue with the filing process

Return Modify Add to Cart
Return – to return to 'My Filings' queue
Modify – to make changes or modifications to your filing
Add to Cart – to continue with the eFile process

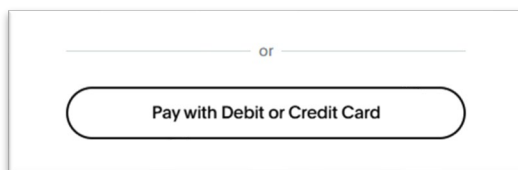
Important: The Filing Cart allows a filer to process and submit more than one Filing at a time, during the session. The cart lists the filings separately with the 'Total' fees owed being displayed.



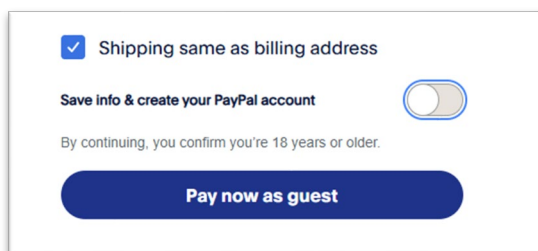
3. Select '**Submit Filings and Pay Now**' to submit your Filings to the Court.

FILING CART:
<u>Return to My Filings</u> – To return to 'My Filings' queue <u>Submit Filings</u> – To submit your Filings to the Court Note: Selecting this option will automatically navigate to the PayPal payment option (unless you have a Receipt Depositor account set up with the Court) <u>Remove from Cart</u> – Removes a Filing from the cart - Check the Box in the right margin of the filing you wish to remove - Click the 'Remove from Cart' button

4. Follow instructions on the screen to make your payment to complete your eFiling transaction.
 - a) A PayPal account is NOT required to submit your payment. You may pay without an account by selecting "Pay with Debit or Credit Card"



- b) After entering your card information, you can deselect the option to "Save Info & create your PayPal account,"



Note: Filings are NOT file time stamped until the file is accepted and approved by the court.

Note: User will receive an email that the filing was submitted and subsequent emails as the status changes to "In Review" and "Accepted".