

eFILER INSTRUCTIONS

EFILE A CIVIL APPLICATION FOR DEFAULT JUDGMENT:

An Application for Default Judgment can be subsequently filed similar to other subsequent filings. Please note that ALL “Proposed Orders” are only accepted in person or via mail. Filings that include a Proposed Order will be rejected.

1. From ‘**My Filings**’ queue

- If you don’t know the Case Number:
 - Use the Search options to find your case
 - Click the **eFile** button on the results page or with the case record page.

Search Results								
back to search								
Case Number Search								
Showing 1 to 2 of 2								
	Case Number	Case Type	File Date	Initiating Action	Party/Company	Party Type	Case Status	Affiliation
☆	eFile 25CN002722	CIVIL NLV	12/24/2025	CIVIL 2500OR LESS/\$74 FILING FEE	ANGEL, OSCAR	PLAINTIFF	OPEN	
☆	eFile 25CN002722	CIVIL NLV	12/24/2025	CIVIL 2500OR LESS/\$74 FILING FEE	PERRY, RICK	DEFENDANT	OPEN	

- If you know the Case Number:
 - Enter the Case Number in the Case Number field
 - Click the ‘**Create Subsequent Filing**’ button.

Filing Queue	
Create New Case Request	Create Subsequent Filing
Case Number	

2. Update the Attorney Bar No. field, if desired
Attorney Bar No. defaults to the bar number of the eUser logged in but can be changed to any valid bar number that is *registered* as an eUser and exists in CourtView.
3. Enter “Reference Tags”, if desired
The “Reference Tags” field is a free formed text field to help the filer identify the case (such as an internal case or tracking number)
4. Select the “On Behalf Of” radio button to file on behalf of the Landlord OR Tenant (this is required).
5. To add a new party to an existing case, select the ‘Add a Party’ button.

Add Documents:

Documents

Document 1

Document Type* SUBSEQUENT FILING: Application For Default Judgment - Filing Fee ☐

Filing Fee \$15.00
Due Now \$15.00
Page Count 1

Document Note

Attachments

File Name	Page Count	Date Uploaded	
25CN002722 - APP DEF.J.pdf	1	09/22/2026 01:35 PM	Supplemental ☐ Delete ☐

1. Select the 'Document Type' of 'SUBSEQUENT FILING: Application for Default Judgment – Filing Fee' using the drop-down list.
Note: Please ensure that you review all available options, if a generic option is selected in error, your filing will be rejected, and you will be instructed to correct your document type.
2. Leave the 'Document Note' box empty.
3. Upload your PDF attachment by clicking the 'Browse' button.
4. Navigate to your Application, which must be a PDF, attach it.
5. Select the appropriate document by double-clicking the document.
 - a. If a PDF is uploaded and exceeds the max file size (9.8M) allowed by the Court, a message displays, "File is too large to attach."
 - a. If you cannot make your filing smaller, you will need to file in person with the court window clerks.
 - b. To view your attached document, click on the document name.
 - c. To remove your attached document, click the 'Delete' button to the right of the document name.

Note: Only the first page of the application will be filed stamped. If your application contains supporting documentation that you wish to have 'filed' with the court, they must be submitted as separate documents by utilizing the correct drop-down options.

To add additional Documents:

- a. Click the 'Add Document' button
- b. Follow instructions from Add Documents: 1-5
- c. Number of Documents that can be entered is unlimited
- d. Application for Default will not be accepted if the filer has not submitted their Affidavit/Declaration of Service, Clerk Default and Memorandum of Cost.
- e. Application for Default will not be accepted if the case has a Civil Answer filed.

Filing Note:

Filing Note

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 Reviewer and will also be visible on the eFile record in your 'My Filings' queue. This information is NOT stored in CourtView.

Default Judgment Proposed Order:

All Default Judgment Proposed Orders must be submitted in person to the window clerks or mailed to our office at: 2428 N Martin L. King Blvd, Building A, North Las Vegas, NV 89032. Once the Proposed Order is received, it will be routed to the Judge for processing. He / She will then approve or deny the order; the processing clerk will then manually file it within the case management system. If you wish to have a copy mailed to you, you need to ensure that you provide additional copies and a self-addressed, stamped envelope. Counsel may also print additional copies by looking up the case within your eFile account.

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.
- **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	\$.00
Action Costs	\$274.00
Total	\$274.00
Paid	\$.00
Owed	\$274.00
Account Balance	\$13,018.00
Allocated	\$496.00
Balance Remaining	\$12,248.00

Note: The following fields **ONLY** display in the Cost Section for Receipt Depositor filers.

- **Account Balance** - Total amount available on the Receipt Depositor account, attached to the Filer.
- **Allocated** - Amount allocated to current filings that have not yet been accepted by the Reviewer.
- **Balance Remaining** - Total balance remaining on the Receipt Depositor account, attached to the Filer.

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.

Filing Cart	
Filing Description	Fees ☐
Subsequent Filing 131378 - 25CN002722 ANGEL, OSCAR VS PERRY, RICK OPEN	\$16.05 ☐
Case Type NORTH LAS VEGAS JC Civil	
Initiating Action Civil Filing - \$2,500 or less - \$74 Filing Fee	
Payment by ☒ Credit Card	Fee \$16.05 Total
Return to Filing Queue Submit Filings and Pay Now	Remove from Cart

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

FILING CART:
Return to My Filings – To return to 'My Filings' queue Submit Filings – 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) Remove from Cart – 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.
5. Click on **'MY FILINGS'** to return to your filing queue.

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".