

eFILER INSTRUCTIONS

LOGGING INTO THE EFILE SYSTEM:

1. Navigate to the court's webpage <https://cvpublicaccess.co.clark.nv.us/eservices/home.page>
 - a. The website may also be accessed by the "Case Search" link on the [court website](#).
2. Click on the 'eFile' tab in top left.
3. Enter Username (email address you provided)
4. Enter Password

Note: If forgot your password, click "Forgot Password" and follow instructions on the screen. If you are locked out, you must wait 30 minutes to reset your password again.

5. Click on the 'eFile' option. This will take you to your 'My Filings' queue.

MY FILINGS QUEUE:

The 'My Filings' queue allows you to:

- submit new cases
- submit subsequent filings on existing cases
- save partially completed work to submit at a later time
- monitor the status of eFiled records / pleadings
- make corrections on eFilings that have been 'rejected' by the Court

eFile ID	Case Type	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	Event Date	Document Type
116286	NORTH LAS VEGAS JC Landlord/Tenant	Subsequent Filing	25EN001023	25EN001023 PALMILLA TOWNHOMES VS SWIFT, SHARMEDA CLOSED	Filed	03/24/2025 02:38 PM	\$.00		SUBSEQUENT FILING: Proof of Service Returned and Filed
116285	NORTH LAS VEGAS JC Landlord/Tenant	Subsequent Filing	25EN001019	25EN001019 PROGRESS RESIDENTIAL VS PARKER, ERIC CLOSED	Filed	03/24/2025 02:37 PM	\$.00		SUBSEQUENT FILING: Proof of Service Returned and Filed

The top section of the 'My Filings' queue provides search options to control which records display in the search results at the bottom of the screen.

1. Enter the desired search criteria
2. Click the 'Search' button

The bottom section of the screen displays the records for the search criteria selected.

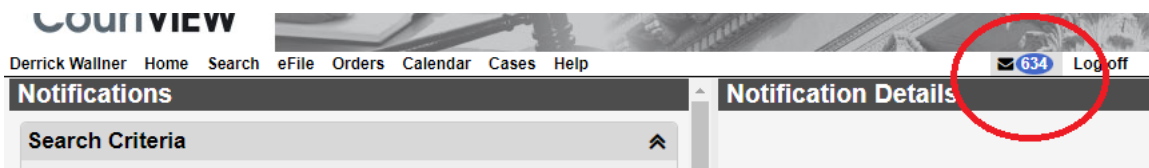
Showing 1 to 8 of 8							
eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	
258	New Case Request	2014 CV 000416	2014 CV 000416 VB et al -vs- PAYNE, SALLY et al CEC	Accepted	02/27/2014 06:41 PM	\$302.50	☐
253	New Case Request	2014 CV 000411	2014 CV 000411 PL -vs- ANDERSON, RANDALL CEC	Accepted	02/27/2014 09:35 AM	\$502.50	☐
210	Subsequent Filing	2004 CV 00085	2004 CV 00085 JS -vs- Jones, Joseph JL	Accepted	02/04/2014 02:02 PM	\$164.50	☐
209	Subsequent Filing	2014 CV 000396	2014 CV 000396 RJ -vs- WILLIAMS, ROGER CEC	Reviewing	02/04/2014 12:36 PM	\$164.50	☐
206	Subsequent Filing	2012 CV 000280	2012 CV 000280 CJ et al -vs- Dant, Joseph TP	Reviewing	02/03/2014 06:10 PM	\$2.50	☐
205	Subsequent Filing	2004 CV 00085	2004 CV 00085 JS -vs- Jones, Joseph JL	Filed	02/03/2014 06:10 PM	\$2.50	☐
203	New Case Request			Reviewing	01/27/2014 10:39 AM	\$299.50	☐
214	New Case Request			Draft		\$299.50	☐

EFILE STATUSES:

1. **Draft** – Filing has been created, not yet submitted by the Filer.
2. **Filed / Submitted** – Filing has been submitted and is waiting for review by Court Reviewer
 - a. The date and time submitted will become the date and time in the electronic time stamp once the Filing is 'Accepted' by the Reviewer.
 - b. **The Filer can continue to modify a Filing in this status; however, doing so will change the filing date/time (time stamp date) of the Filing to the new date/time that the Filing was resubmitted.**
3. **Reviewing** – Filing is being reviewed by the Reviewer and the Filing can no longer be modified by the Filer unless rejected by the Reviewer.
4. **Rejected** – the Reviewer has rejected the Filing and it is returned to the 'My Filings' queue
 - a. Filings that have been rejected and resubmitted will be time-stamped with the original filed/submitted date/time once accepted by the Reviewer.
5. **Refiled** – a previously rejected Filing has been modified by the Filer and has been resubmitted/refiled and is waiting for review by the Reviewer
6. **Accepted** – the Filing has been accepted by Reviewer
 - a. Filings are now electronically time stamped with the date submitted (or resubmitted)
 - b. The Payment process is completed
 - c. Filings are processed in CourtView
7. **Completed** – Filing has been completed and the case or filing has been successfully updated in CourtView.

MESSAGES & NOTIFICATIONS:

All messages will be delivered via the 'Notifications' page on the eFile website. Some messages will be delivered via email and the 'Notifications' page. To access the notification system, select the message icon in the top right corner of the website. You can utilize the search function to find all messages pertaining to a specific case or filing type.



File Stamped Copies:

You may access a file stamped and/or court signed documents by opening the *Completed* filing, then selecting the case number on the upper left hand side. This will open the *Case Detail* screen within eServices to provide you access to all scanned documents. You may also use the 'Search' page above to search the case number. THIS SYSTEM DOES NOT automatically email you any documents, only notification that a file has been completed.

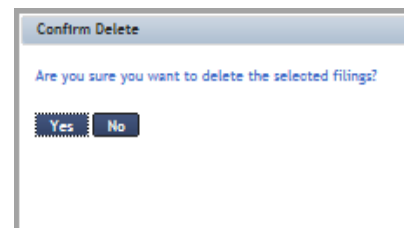
TO DELETE FILINGS FROM 'MY FILINGS' QUEUE:

Filings are available to be deleted from the 'My Filings' queue provided they are in one of the following statuses:

Status	Filing deleted from 'My Filings' queue	Filing deleted from Reviewer queue
Draft	X	
Filed / Submitted	X	X
Rejected	X	X
Refiled / Resubmitted	X	X
Completed	X	X

2004 CV 00085 JS -vs- Jones, Joseph JL	Draft		\$26.00	+	☐
14 CV 000432 -vs- WILLIAMS, ROGER CEC	Draft		\$26.00	+	☐
14 CV 000432 -vs- WILLIAMS, ROGER CEC	Reviewing	04/07/2014 08:49 AM	\$0.00	+	☐
	Draft		\$168.48	+	☐
14 CV 000432 -vs- WILLIAMS, ROGER CEC	Submitted	04/01/2014 05:04 PM	\$6.24	+	☐
2012 CV 000280 CJ et al -vs- Dant, Joseph TP	Submitted	03/18/2014 03:46 PM	\$168.48	+	☐

1. Click the box in the right margin for the record you wish to delete
2. Click the **'Delete'** button at the bottom of the screen
3. Click the **'Yes'** button at the prompt:
'Are you sure you want to delete the selected filings?'



Note: The selection box appears only on Filings that are eligible to be deleted. Filings in a 'reviewing' or 'accepted' status are not able to be deleted.

Important:

- Deleting Filings in the 'My Filings' queue will not affect data already saved in CourtView.
- Deleted Filings cannot be restored.
- If you wish to not proceed on a *Rejected* filing, it is recommended that you delete those filings from your queue. EServices will allocate money from your Receipt Depositor account for these filings and will not allow you to use the money on another filing.