



ARKANSAS JUDICIARY

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eFile

ELECTRONIC FILING

What is ELECTRONIC FILING?

?Electronic filing? is the electronic transmission to or from a clerk of an electronic document by uploading from the registered user?s (or his or her designated agent?s) or clerk?s computer to the electronic filing system. It does not include submission via e-mail, fax, floppy disks, or other electronic means. - Administrative Order 21 [1]

Instead of having to go to the courthouse to file a case, registered attorneys and parties may file their case-related documents on-line using eFlex.

What is eFlex?

- eFlex is the name of the electronic filing system being implemented in courts using the Contexte Case Management System.

What courts are available on eFlex?

Arkansas Supreme Court and Court of Appeals - mandatory September 21, 2016

Arkansas Supreme Court and Court of Appeals - mandatory October 21, 2017

Circuit Courts:

- Baxter County Circuit Court - mandatory January 2, 2019
- Benton County Circuit Court - mandatory November 1, 2017
- Boone County Probate - mandatory January 2, 2019
- Boone County Circuit Court - mandatory March 1, 2019
- Craighead County Circuit Court- Mandatory September 5, 2018
- Crawford County Circuit Court - mandatory August 1, 2017
- Faulkner County Circuit Court - mandatory June 1, 2017
- Garland County Circuit Court - mandatory December 4, 2018
- Grant County Circuit Court - mandatory July 6, 2016
- Hot Spring County Circuit Court - mandatory June 15, 2016
- Howard County Circuit Court - mandatory March 4, 2020
- Little River Circuit Court - mandatory March 4, 2020
- Lonoke County Circuit Court - mandatory June 1, 2017
- Marion County Circuit Court - mandatory January 2, 2019
- Miller County Circuit Court - mandatory October 3, 2017
- Newton County Circuit Court - mandatory February 1, 2019

- Pike Circuit Court - mandatory March 4, 2020
- Pulaski County Circuit Court - mandatory March 19, 2013
- Searcy County Circuit Court - mandatory January 2, 2019
- Sevier County Circuit Court - mandatory March 4, 2020
- Van Buren Circuit Court - mandatory June 1, 2017
- Washington County Circuit Court (Juvenile & Probate) - mandatory June 18, 2019

District Courts:

- Garland County District Court - mandatory December 4, 2018
- Hot Spring District Court, Malvern (Civil & Small Claims) - mandatory May 2, 2017
- Hot Spring District Court, Malvern (Traffic & Criminal) - mandatory July 11, 2017
- Polk County District Court, Mena - mandatory January 28, 2020

How do I use eFlex?

- eFlex users will be required to
 - Register for and complete training.
 - Pay a \$100.00 registration fee.
 - Register for an eFlex account.
- [See instructions here](#) ^[2]

Requirements for eFlex

- To participate in electronic filing, a court must first be on Contexte Case Management System.
- In order to use eFlex, the court must use Contexte internal imaging and Contexte Accounting.

Who may request eFlex?

- In the district courts, the District Judge(s) shall decide whether to adopt the electronic filing system.
- In the circuit courts, the Administrative Judge of the Judicial Circuit, with input from the Clerk, and, if applicable, the Ex Officio Circuit Clerk for the Probate Division, of the counties within the Circuit, shall decide whether to adopt the electronic filing system.
- In the appellate courts, the Supreme Court shall decide whether to adopt the electronic filing system.

How do I get my court on the list?

Every court is encouraged to implement an electronic filing system as soon as practical.

A letter from the appropriate parties shall be sent to the Director of the Administrative Office of the Courts, Marty Sullivan, requesting an eFiling project. AOC will assign a project manager to determine the suitability, risk, and scope of the project and determine the next start date for a

project based on available resources. Every six months the AOC will review proposals from each jurisdiction which has requested a project and decide which projects to accept and schedule for the next phase of implementation. AOC will prioritize projects to maximize the use of limited resources and will consider the size of projects and balance implementations between circuit and district courts.

Can my court electronically file without eFlex?

- Administrative Order 21 authorizes the AOC to contract with a vendor for a statewide electronic filing solution.
- It was important for uniformity and consistency that there be only one e-filing system for all courts in Arkansas.
- Courts are not permitted to provide a separate electronic filing solution.

Source URL: <https://www.arcourts.gov/administration/acap/efile>

Links

[1] <https://www.arcourts.gov/rules-and-administrative-orders/court-rules/order-21%E2%80%94electronic-filing>

[2] <https://www.arcourts.gov/administration/acap/efile/efile-instructions>