



A NEW WAY TO PLAY
THE GAME

TACKLING EFILING
IN DISTRICT COURT

Presented
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In this session,
you will learn..

About how
eFiling can
benefit YOUR
District Court.





Administrative Order 21

This order establishes statewide policies and procedures governing the electronic filing process in all the courts in Arkansas.

The Oregon Trail

You may:

1. Travel the trail
2. Learn about the trail
3. See the Oregon Top Ten
4. Turn sound off

What is your choice? »

Administrative Order 19 and 19.1

★ AO 19 - Access to Court Records

★ AO 19.1 - Redaction



A. The confidential information shall be redacted from the court administrative record to which public access is granted...

A. An un-redacted copy of the court administrative record with the confidential information included shall be filed with the court under seal...

What is eFiling?

The electronic transmission to or from a Clerk of an electronic document by uploading from the registered user's or clerk's computer to the electronic filing system.

What eFiling is not..

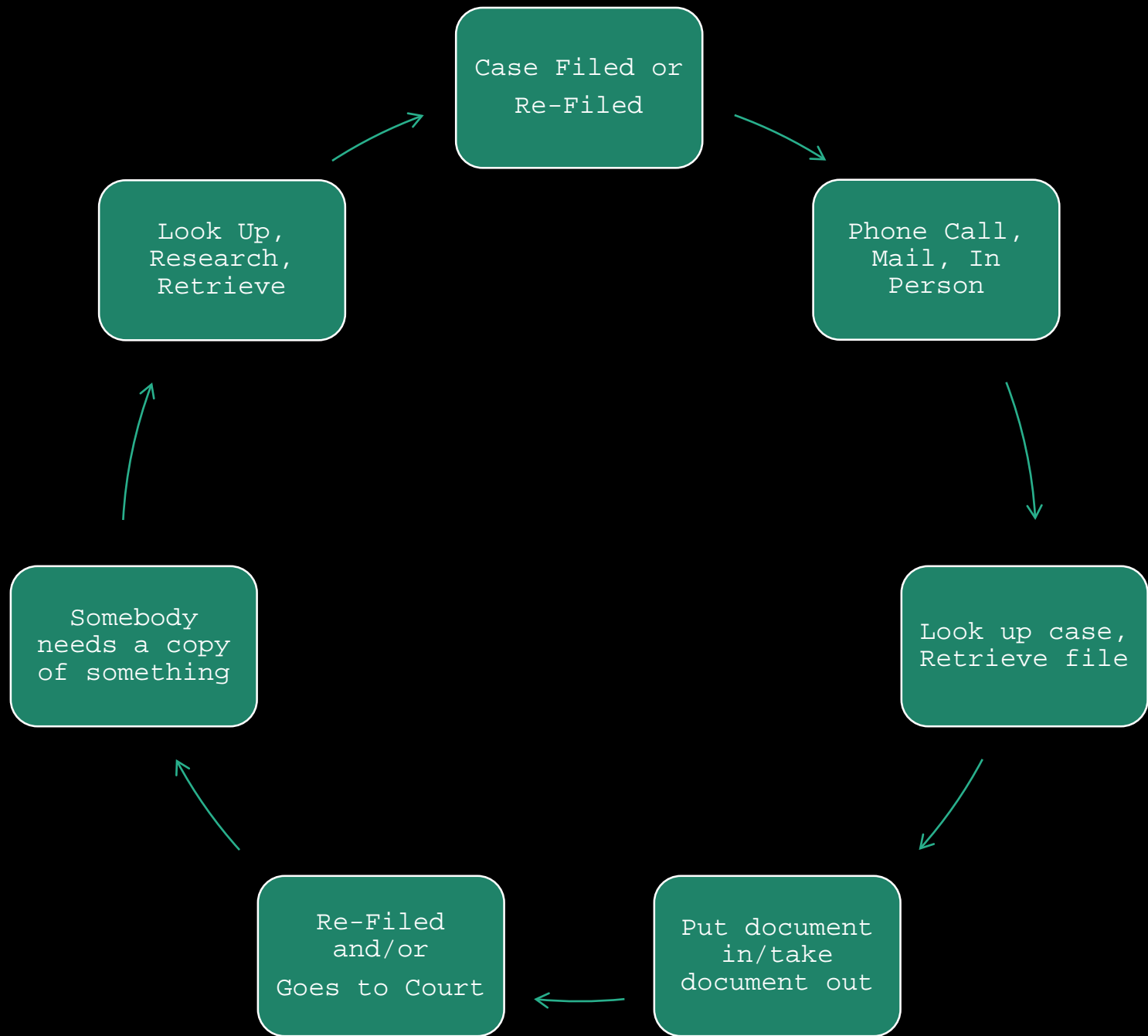
Submission of electronic documents by:

- Email
- Fax
- Floppy disk
- CD
- USB
- Other electronic means



- Faxes
- Phones calls
- Correspondence/Mail
- In Person
- During Court
- E-Mails

How many hours a day would you say that you spend doing the following activities to assist with outside agencies?

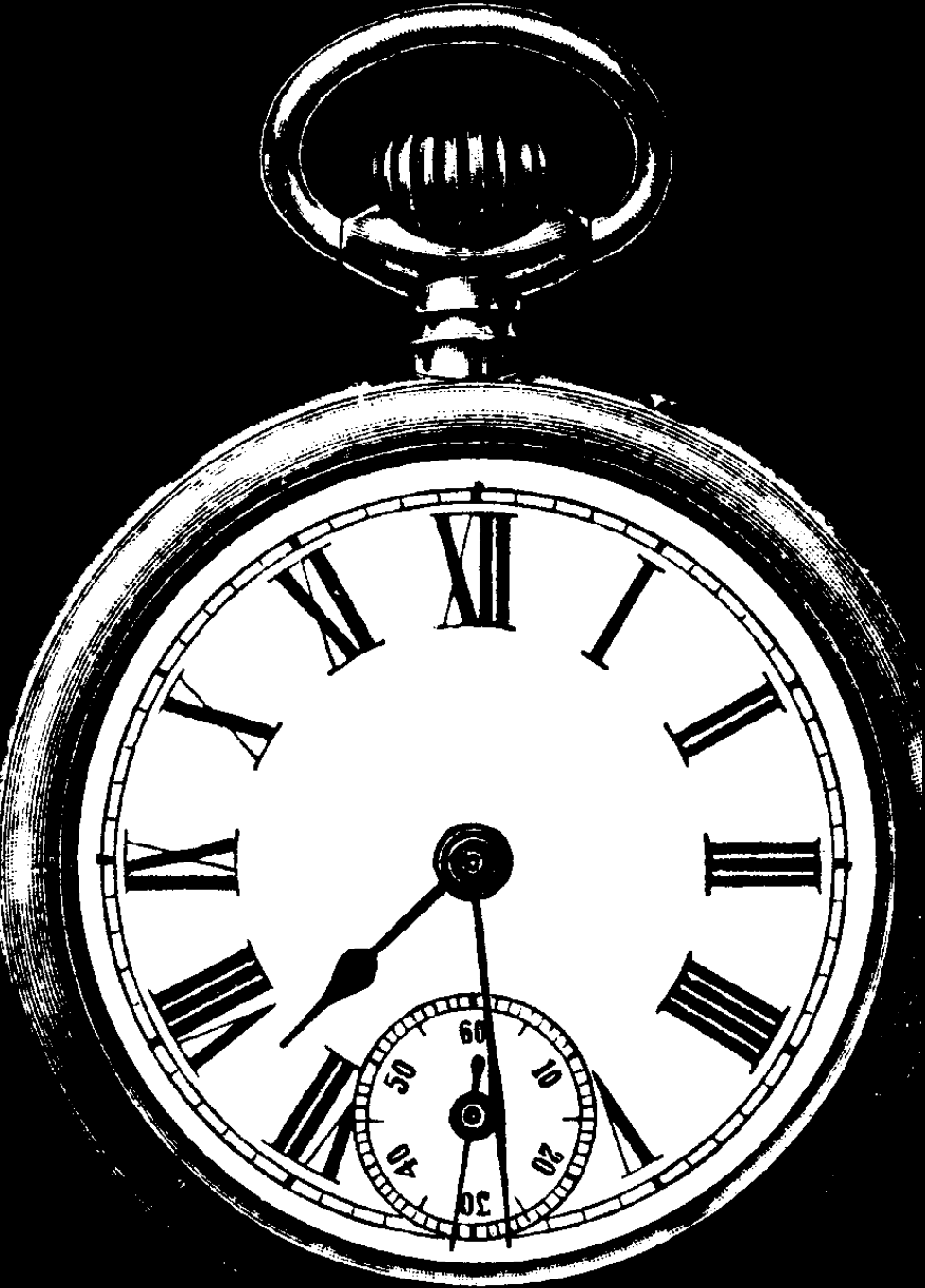


A framed sign with a black background and white text. The text is arranged in four lines: "May", "it", "please", and "the Court". The word "May" is in a large, serif font. "it" is in a smaller, lowercase serif font. "please" is in a large, serif font. "the" is in a smaller, lowercase serif font. "Court" is in a large, serif font.

May^{it}
please
^{the}
Court

What if...

There was a way to reduce
this repetitive cycle of
these events?



Why eFiling?

Benefits to eFiling include:

- Better time management
- Reduced cost of office supplies
- Reduces paper and paper handling
- Instant access to case documents
- Reduced office traffic and calls
- Reduces document retrieval operations
- Will need less additional storage space
- Reduced mail, faxes, and correspondence
- Instant notifications to filers via e-mail

Does it get a bit
crowded only using
one monitor?

Try Dual Monitors!

Budget Considerations..



Planning ahead for the future...



Embracing technology...

Who can file electronically?

- Clerks
- Attorneys
- Prosecutors
- Public Defenders
- Self-Represented Litigants who have an eFiling Account



ELECTRONIC FILING REGISTRATION PROCESS

Any person wanting access to the electronic filing system must become a registered user in order to access the system. Registration is limited to individuals, not law firms, agencies, corporations, or other groups. You must follow these steps to become a registered user of the electronic filing system.

Online Training

Step 1: Attend one hour of online training (qualifies for one hour of CLE).
Register for training at <http://www.tybera.com/support/arkansas-support/>

Account Registration Fee

Step 2: Mail a one-time account registration fee of \$100, payable to the
"Bar of Arkansas" to the following address:

Electronic Filing Registration
Administrative Office of the Courts
625 Marshall Street, Justice Building
Little Rock, AR 72201

- All Attorney requests must include name, bar number, and email address with check
- *Pro hac vice* attorneys must also include a letter of good standing from their local bar
- *Pro Se* filers must also include an Affidavit in Support of Pro Se Request for Electronic Filing Account available at:
<https://efile.aoc.arkansas.gov/eflexResources/Affidavit%20for%20Pro%20Se%20Filer.pdf>

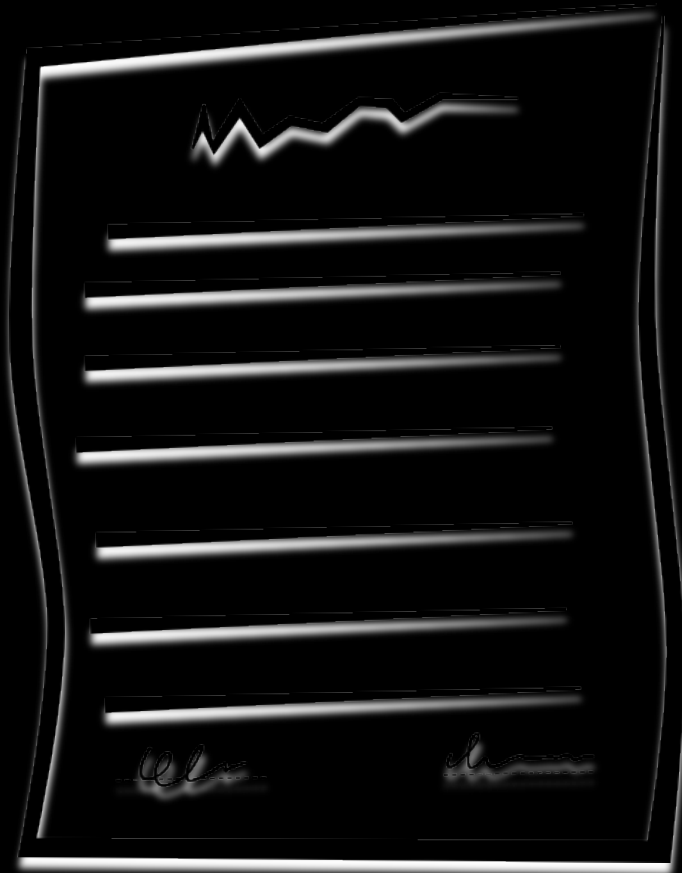
Request An Account

Step 3: Request an account online and "Accept" the Electronic Filing Account
Request User Agreement at <https://efile.aoc.arkansas.gov>

How does an Attorney get an eFiling Account?

- Attend Online Training
- Mail in registration fee of \$100 to the "Bar of Arkansas"
- Request an Account online

What documents can be filed electronically?



Motions

Orders

Warrants

Subpoenas

Summons

Complaints/Petitions

Writs

Service Documents

Letters

Entry of Appearances

Affidavits

Exhibits

Arrest Report

Bankruptcy Notices

Drug Test Results

Medical Records

Appeals

Judgment

Notice

Plea and Waiver

"Don't follow the path..
blaze the trail."

Civil / Small Claims

- Reduced money handling
- Reduced paper cuts
- Save on postage
- Online access for Judge
- Instant notifications

Traffic / Criminal

- Prosecutors can file cases and view them online
- Public Defender can access case information
- Digital "sticky notes" that can be passed from clerk to Judge.

CaseADia

Used to generate the documents on a case in a PDF format.

The PDF created then can be viewed, e-mailed, printed, or put on a thumb drive.





Alexa, are we there yet?

Not there yet...
but on our way.

How do I request
eFiling?

Simple...

Send a letter to the
AOC requesting
eFiling signed by
your Judge.





The Oregon Trail

When will you go from being everyone's genie to getting on the technology trail?

Out of the 75 Counties in Arkansas:

- 21 Circuit Courts are eFiling
- 3 District Courts are eFiling
- 18 Circuit Courts have requested eFiling
- 5 District Courts have requested eFiling

Has your court requested eFiling yet?

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*Thank
you*

Where do I go next?

Lunch is served.

Bon Appetit!