

ARE YOU
SMARTER



THAN AN EFILER?

Go to www.zeetings.com/acap2019
to play the game with us! ;)

Things you need to know before you
begin your Electronic Filing journey...





Presented by:

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In this session...

You will learn about what
you need before beginning
the Electronic Filing Process.



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.

Is emailing a document to the Clerk considered efililing?



Yes



No

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What is eFiling NOT?

Submission of electronic documents by:

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



Which Administrative Order governs electronic filings?

A 8

B 21

C 19

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Administrative Order 21

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

Administrative Orders can be found on the Arkansas Judiciary website: www.arcourts.gov

Court Eligibility:

A court must be...



On the Contexte
Case Management
System

Using Contexte
Internal
Imaging

AO 21

Using
Contexte
Accounting

Benefits of eFlex:

- Use less paper
- Need less storage space
- Reduced cost of office supplies
- Instant access to Case Documents
- Reduced phone volume and office traffic
- Reduced mail and faxes
- Instant notifications to Attorneys, Prosecutors, and Public Defenders via e-mail.

Cost of eFiling

Budget Considerations
may include:

Dual Monitors

Computer on Judge's Bench

Internet in Court Room

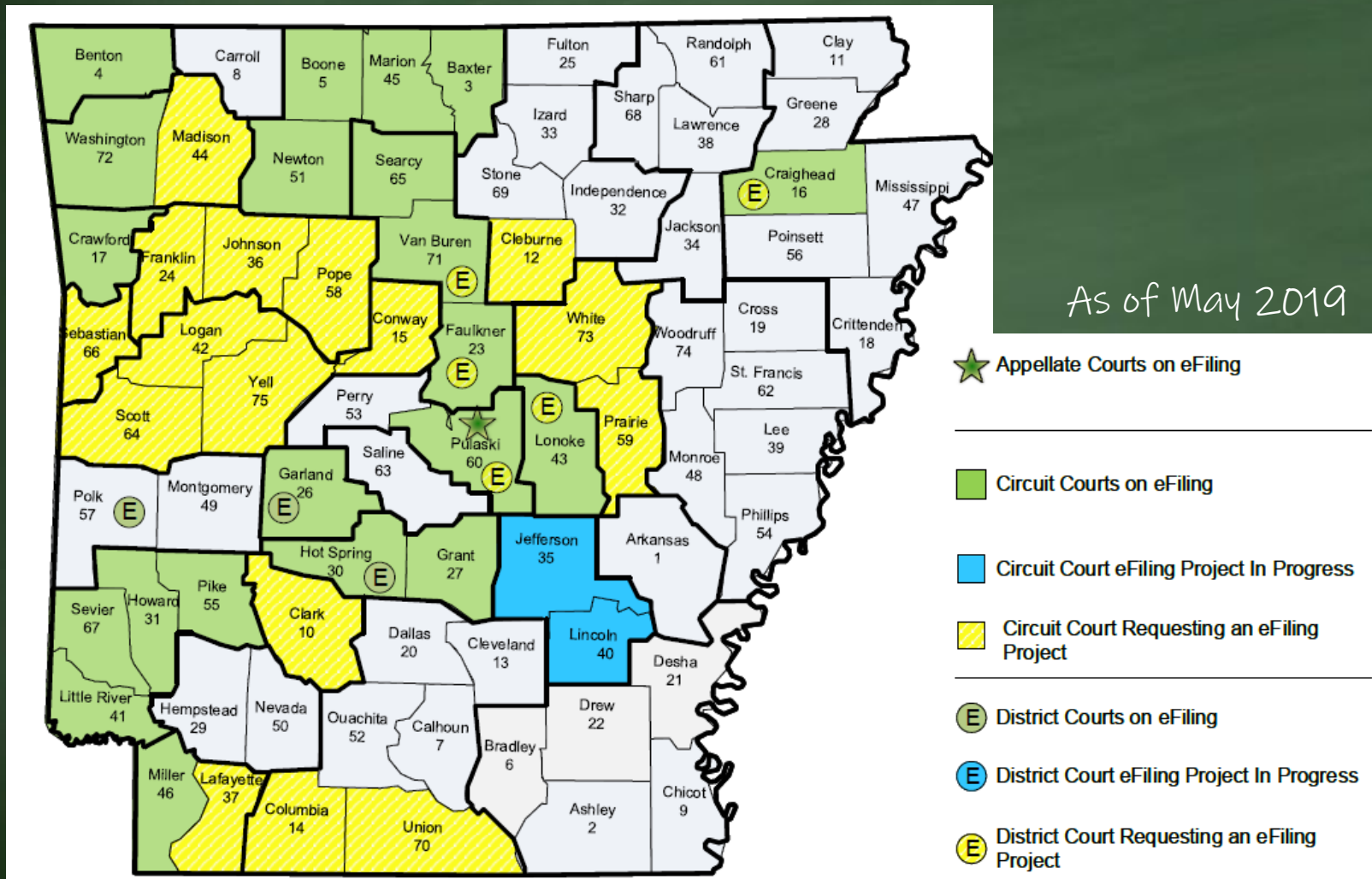
Staff Resource/Availability

Scanners

Computer Upgrades



Arkansas Courts on eFiling: Circuit Courts and District Courts



IS YOUR COURT NEXT?

Who and how do I request efilings?

- ☐ Administrative judge sends letter to AOC
- ☐ District court judge sends letter to AOC
- ☐ Circuit and/or County clerk sends letter to AOC

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Who can request eFlex?

- In the district courts, the District Judge(s).
- In the circuit courts, the Administrative Judge of the Judicial Circuit, with input from the Clerk(s).

How do I get on the list?

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.

Filer Registration

- Attend Online Training: Webinar
 - Yes, Attorney's can get CLE credit for attending.
- Mail in payment of \$100.00 to the "Bar of Arkansas"
- Request an 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>

Does everyone have to pay the \$100 registration fee?



Yes



No

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How do Clerks Request Access?

- Request an Account from the eFlex Website.
- Sign an eFlex Security Application provided by the AOC or the Website listed above.
- Keep in mind you may need to sign an updated Contexte Security Application

Request Account

<https://eflex.aoc.arkansas.gov/>

What is the difference?



www.efile.aoc.Arkansas.gov



www.eflex.aoc.Arkansas.gov

Technical Requirements for Scanned Images

- Administrative Order 2
- Standard fonts should be used
 - Times New Roman
 - Ariel
 - Helvetica
 - Courier
- Maximum individual file size 10mb each
- Maximum total file size of an eFiled submission is 30mb
- Limit usage of color documents
- Document resolution of 300 DPI or less
- Only one document type on a single document
- Hyperlinks are not allowed
- Form fillable pdfs are not allowed
- Document file format
 - doc docx pdf wpd txt rtf

Data Cleanup / Audit

Are you currently adding **ALL** Parties to the case?

Are you associating parties?

Are you adding an Attorney by using their Bar Number?

We have Court...where is my paperwork?

What happens when you no longer have a file jacket or case file?

Options to consider:

- Internet/Computer in Courtroom
- Monitor on the Judge's Bench
- Who goes court with Judge – Clerk/TCA
- Option to use a CaseADia – The PDF Version of a case file

How will researchers get their information?

A Come to office like they do now

B Public Court Connect






C Call the Clerk's office

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AOC PUBLIC Courts



Administrative Office of the Courts CourtConnect Website

-  Search by person name, business name or case type
-  Search for judgments against a person or business
-  Display case information and activities
-  Cases filed by date search
-  Docket filings by date search

<https://caseinfo.arcourts.gov>

RESEARCHERS!!



Do I have to File Electronically?

Chief Justice Kemp has a plan to have all Judicial Circuits on eFiling by 2025.

To find out more about it, you can view the following:

- Strategic Plan: https://www.arcourts.gov/strategic_plan
- State of the Judiciary: <https://www.arcourts.gov/courts/supreme-court/state-judiciary>

Helpful Websites:

! ~~HELP~~ !

Arkansas Judiciary

- www.arcourts.gov

eFiling Training Registration

- <http://www.Tybera.com/support/Arkansas-support/>

eFile Website

- <http://efile.aoc.Arkansas.gov>

eFiling Support E-Mail

- Courts.efiling@arcourts.gov

Are you looking forward to electronic filing?

Not at all

Yippee



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#ACAP2019

Where do I go from here?

A New Way to Play the Game: Tackling eFiling in District Court ~ *Ambassador III*

What is: Year in Review, Alex? ~ *Main*

Navigating the Game of Life through Probate Cases ~ *Ambassador I*

Make your case for Improving Financial Processes ~ *Consulate I*

Improving Your Odds with New Tableau Reports ~ *Envoy*

Software Lab ~ *Consulate II*