



Upping Your eFiling Game: Best Practices for High Scores

“eFiling Best Practices”



Introduction of Panel



History of eFiling

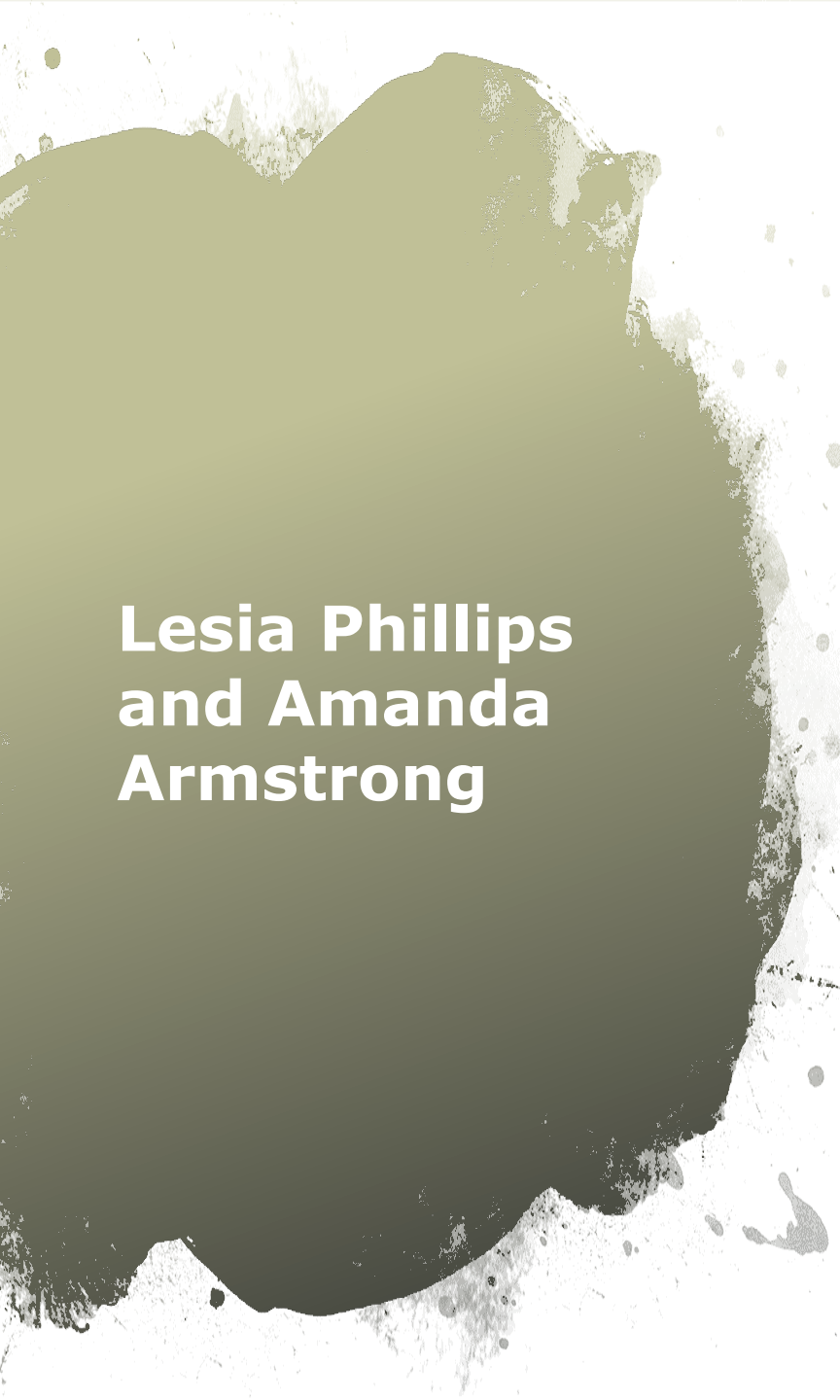


Challenges Forward-Best Practices



Conclusion





**Lesia Phillips
and Amanda
Armstrong**

**PANEL
MEMBERS:**

- **DENA ROSS**-District Court of Polk County
- **CINDY GRAVES**-Little Rock District Court
- **AMBER DAVIS**-Grant/Hot Springs District Court
- **KRISTEN EDWARDS**-Crawford County Circuit Court



**Lesia
Phillips**

**AMANDA
ARMSTRONG**





DENA ROSS

CINDY GRAVES





AMBER
DAVIS

**KRISTEN
EDWARDS**

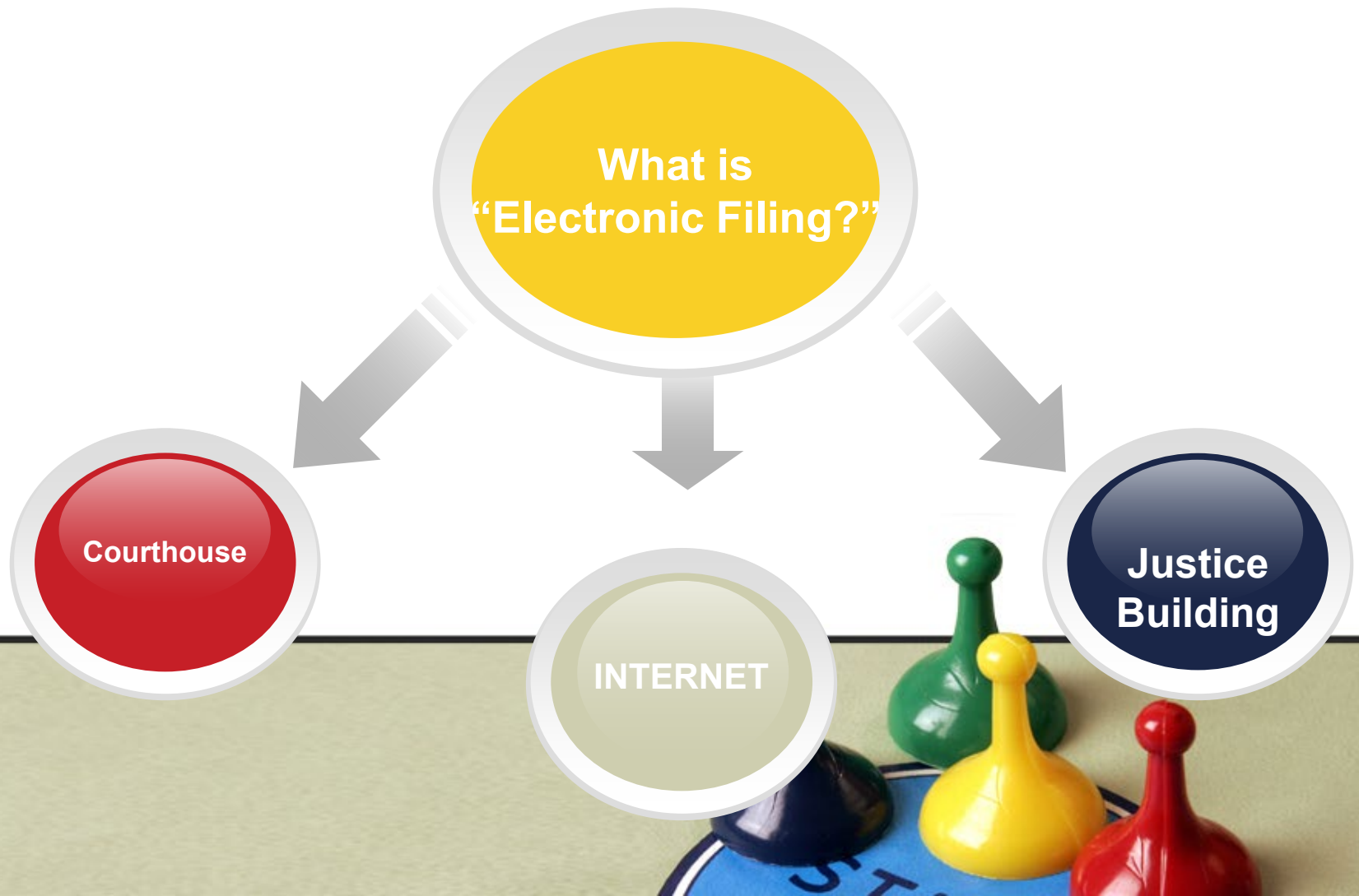


What is
“Electronic Filing?”

Courthouse

INTERNET

Justice
Building



FILER

CLERK
REVIEW

CONTEXTE



Log In

Enter your User Name and Password.

User Name:

Password:

[Forgot Your Username?](#)

[Forgot Your User Name?](#)

New Users

[Request Account](#)

Welcome to the Arkansas Judiciary's e-Filing website.

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-filing system.

Password Assistance Information

In the event you forget your password or user name please use the links provided for retrieval.

User accounts are locked after 5 failed attempts. In order to regain access to your e-filing account you will need to either wait 30 minutes and login successfully or contact the System Administrator during regular business hours.

List of participating courts

Arkansas Supreme Court and Court of Appeals - select motions only

Pulaski County Circuit Court - mandatory March 10, 2015

7th Judicial Circuit, Hot Spring County - mandatory June 15, 2016

7th Judicial Circuit, Grant County - mandatory July 6, 2016

You may download the User's Guide for Filers

User Account Registration

In order to electronically file, you must be an attorney in good standing who is licensed



Log In

Please enter your User Name and Password.

User Name:

Password:

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

[Request Account](#)

Contexte FE Login Page CONTEXTE 5.2 (PROD)

User ID:

Password:

Database:

PROD

Environment:

PROD_Contexte_Application

ColorScheme:

Web

Resolution:

1024x768

CONTEXTE PASSWORD RULES

1. Passwords cannot contain your username.
2. Passwords must be at least 8 characters long.
3. Passwords must contain at least one number or special character, such as # or %, but may not contain @, \$, %, |, or &.
4. Passwords cannot begin with a number or special character.
5. Passwords expire after 90 days; the application will start prompting you to change your password seven days prior to the expiration date. Once you change it, it will not need to be changed for another 90 days.
6. Passwords cannot be re-used.

The application will be unavailable for routine maintenance at the following times:

1. Monday - Friday from 12:30AM to 2AM
2. Saturday from 10PM to Sunday 12PM (Noon)

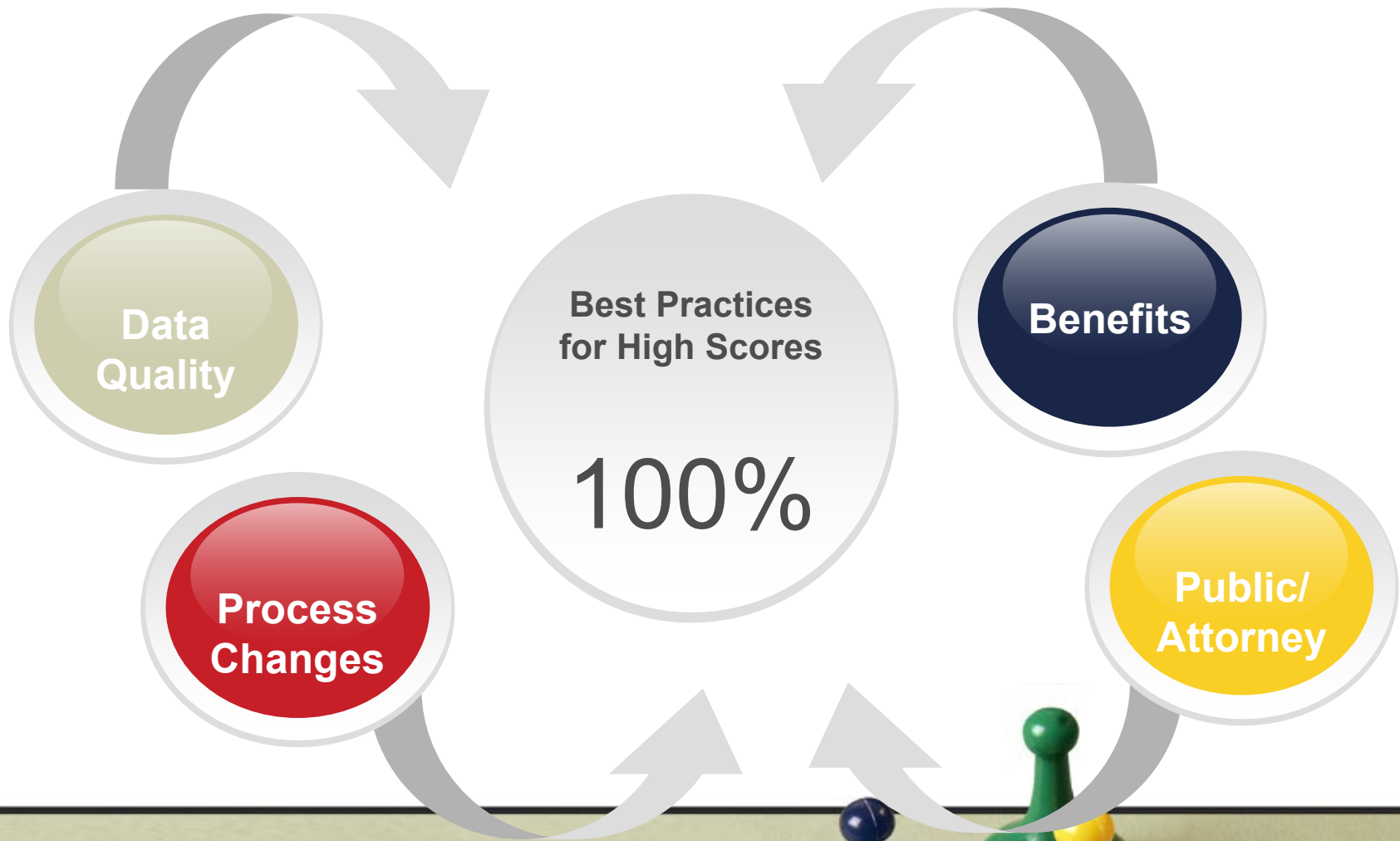
[Upcoming Special System Downtime Advisories And Announcements](#)



Best Practices for High Scores - "eFiling Best Practices"



	eFile	eFlex	Contexte/ Imaging	PA/PD/ JUDGE	SELF- REP	ATTORNEYS
DENA ROSS	25	45	15	40	80	20
CINDY GRAVES	15	65	10	50	10	5
AMBER DAVIS	30	20	45	60	85	15
KRISTEN EDWARDS	65	5	20	70	5	30









Thank You!