



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>

Payment Terms

Payment for electronically filed documents with associated fees may be made by eCheck, Visa, MasterCard, Discover or INA Account subscription. (visit <https://www.ark.org/subscribe/index.php>)

eFiling Waiver

Conventional filing is permitted for disabled, self-represented, or those with special needs. Attorneys representing indigent litigants may request fee waivers in eFlex.

Questions?

For more information about eFiling and court automation, please visit <https://www.arcourts.gov/acap>
If you have questions or need help with registration or training, please contact AOC by e-mail at courts.efiling@arcourts.gov or call (866) 823-5778, option 1.