## Superior Court of California County of Nevada



www.nevada.courts.ca.gov

- 1) Portal filing (filing directly into a case via the Court's case information lookup portal) is only allowed for certain case types and parties.
  - Criminal Cases Attorneys, Self-Represented Litigants, and Justice Partners

• Juvenile Cases – Appointed Attorneys, Unrepresented Parties, Justice Partners Non-permitted cases/parties can file online via eFiling Service Providers (EFSPs). <u>Document Filing | Superior Court of California | County of Nevada</u>. Please note, EFSPs are outside agencies that the Court has no instructions to assist with.

- You will need to have token access granted on case to be able to file through the portal. If you provide an email at case initiation, you should be granted access automatically. If not, you can request access online at <u>Party/Attorney Portal Document Access</u>
- 3) Once you have been granted access to a file, open the case on the Portal at <u>Nevada</u> <u>Superior Court | Nevada Portal</u>
- 4) Look up your case on the "My Cases" tab. Any cases you already have access for should be listed there.

Case Search	ı							
View Edit Grant								
	You can search by: L	ast Name and	First Name - La	ist Name and Initial of	First Name - Company Na	me or Case Num	ber.	
Last Name								
First Name								
Company Name								
Case Number	FL0000580							
Search Clear								
ase Number Case Name		Filing Date	Location	Case Type	Category	Next Event	Previous Event	Status
L0000580 Skellington, S	ally v. Skellington, Jack	03/21/2023	Nevada City	Family Law/Support	Dissolution w/Minor Child			Open

5) Click on the Documents tab when the case opens. This will open a list of documents filed in the case.

6) At the bottom there is a button to Add Document

Documents			
Filed	Description	Filed By	
FL0000580 : Skel	lington, Sally v. Skellington, Jack		
L FL0000580 : Skel	ington, Sally v. Skellington, Jack		

7) When you click on the Add Document button, a new screen appears. In the bottom there is section to add a document titled "Add Document".

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ase Number: FL000058( ing Date: 2023-03-21 0( ase Type: Family Law/Si ase Status: Open	0 0:00:00 upport			
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8) Document Type asks you to identify which type of justice partner filing this is.

Date Filed/Issued*	03/21/2023	
Document Type*		-
Filed By*		1
EDocument Upload*	192002 - County Counsel F	Filing
	192004 - DA Filing	
	192001 - DCSS Filing	
	192003 - Law Enforcement	t Filing
Proceed Back	192006 - Other Portal Filing	g
	192005 - PD Filing	
	192000 - Probation Filing	

9) Filed By asks you to specify who is actually filing the document.

<ul> <li>Add each document for</li> </ul>	or filing separately	rather than a	a single
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	CPS - CPS		
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Back	CLPS - County I	PS Agency	
	CPA - County Pu	ublic Administ	trator
	DCSS - DCSS		
right © Journal Technolog	DA - District Atto	orney	
	ICWA - ICWA		
	LEO - Law Enfo	rcement	
	OTH - Other		
	PROB - Probatio	on	
	PCON - Public O	Conservator	
	PD - Public Defe	ender	
	PGRD - Public (	Guardian	

10) Click the Choose File button to select a document to upload, then click Proceed to submit it to the Court. You will get a confirmation message if the form has been submitted successfully.

Your form is submitted. The reference number for your submission is : ef9645adff9f	×