

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 PartnersNon-permitted cases/parties can file online via eFiling Service Providers (EFSPs).
[Document Filing | Superior Court of California | County of Nevada](#). Please note, EFSPs are outside agencies that the Court has no instructions to assist with.
- 2) 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 [Party/Attorney Portal Document Access](#)
- 3) Once you have been granted access to a file, open the case on the Portal at [Nevada Superior Court | Nevada Portal](#)
- 4) Look up your case on the “My Cases” tab. Any cases you already have access for should be listed there.

Case Search

View Edit Grant

You can search by: Last Name and First Name - Last Name and Initial of First Name - Company Name or Case Number .

Last Name

First Name

Company Name

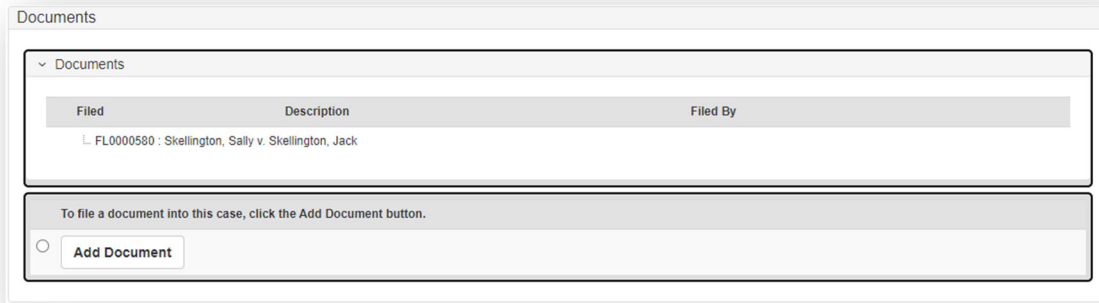
Case Number

Search Clear

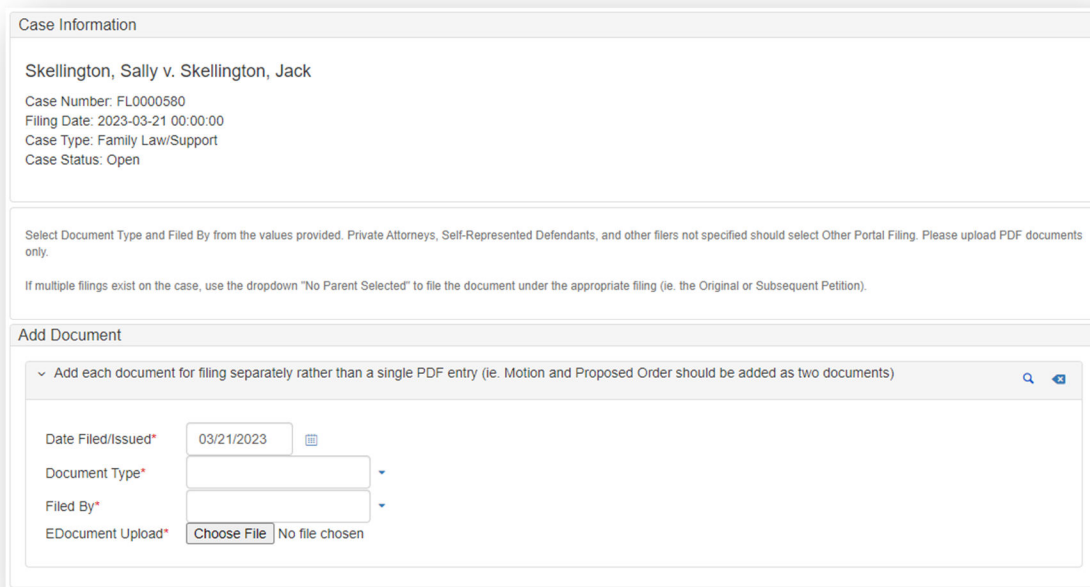
Case Number	Case Name	Filing Date	Location	Case Type	Category	Next Event	Previous Event	Status
FL0000580	Skellington, Sally v. Skellington, Jack	03/21/2023	Nevada City	Family Law/Support	Dissolution w/Minor Child			Open

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

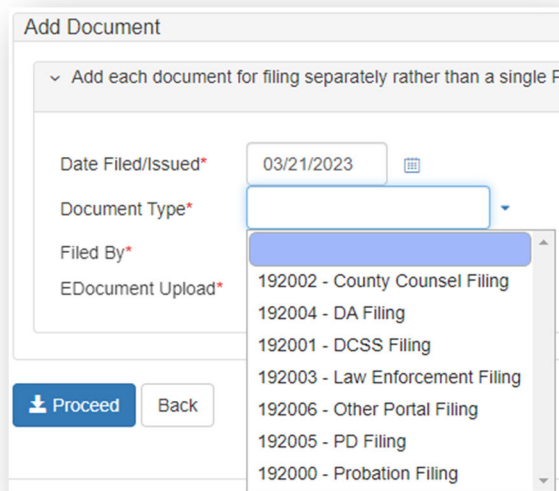
6) At the bottom there is a button to Add Document



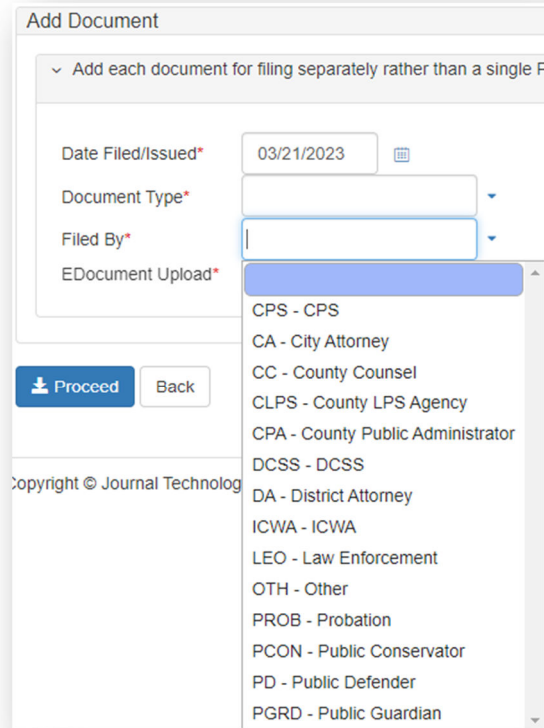
7) When you click on the Add Document button, a new screen appears. In the bottom there is section to add a document titled "Add Document".



8) Document Type asks you to identify which type of justice partner filing this is.



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



The screenshot shows a web form titled "Add Document". At the top, there is a checkbox option: "Add each document for filing separately rather than a single P...". Below this, there are four required fields: "Date Filed/Issued*" with the value "03/21/2023", "Document Type*", "Filed By*", and "EDocument Upload*". The "Filed By*" dropdown menu is open, showing a list of roles: CPS - CPS, CA - City Attorney, CC - County Counsel, CLPS - County LPS Agency, CPA - County Public Administrator, DCSS - DCSS, DA - District Attorney, ICWA - ICWA, LEO - Law Enforcement, OTH - Other, PROB - Probation, PCON - Public Conservator, PD - Public Defender, and PGRD - Public Guardian. At the bottom left of the form, there are "Proceed" and "Back" buttons. A copyright notice "Copyright © Journal Technolog" is visible at the bottom left.

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