



## **Electronic Filing (E-filing) Now Available in Seward County Court**

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E-filing of civil cases in Seward County Court is available today on a 24-hour, 7-days a week basis. The following case subtypes can be electronically filed at no additional expense as a Nebraska.gov subscriber.

Contract – Unspecified  
Miscellaneous – Transcribed Judgments  
Real Property – Landlord/Tenant

The Nebraska Supreme Court Administrative Office of the Courts and Nebraska.gov have developed a new system for the purpose of E-filing certain case types in Nebraska county courts. Seward County Court has taken the lead in this project and is the first county court to offer this service.

Gone are the days of needing a postage stamp or paying the expense of a runner to take filings to the courthouse. You are no longer restricted to file paperwork on an 8:00 a.m. to 5:00 p.m. Monday through Friday time frame. The E-filing window is available 24 hours per day every day.

### **Okay, how does it work?**

As a subscriber to Nebraska.gov (annual fee of \$50.00) and a member of the Nebraska State Bar Association, you are eligible to use the E-filing system. There are no additional fees to file a case electronically, other than the normal court-assessed fees for filing cases. You will need to agree to pay the normal court filing fees using the Automated Clearing House (ACH) system so Nebraska.gov can transfer the filing fee payment from your bank account to the Seward County Court bank account. After the ACH arrangement has been tested and sent to Nebraska.gov, you will be provided an ID and password to log into the system. To access the E-filing Web site you will need internet access. Once you are logged in to the E-filing Web site, you will be presented with simple fill-in screens that will document the case type and party information for the case you are filing. You will attach a portable document file (PDF) of the Complaint and Praecipe for your case to the screen. Once you have completed the screen presentation, your case is sent to JUSTICE (the state's case and financial management system). From there, a Seward County Court staff person will review your E-filed case and accept your filing. An email is generated and sent to your email account notifying you of the case number and the date and timestamp of your E-filed case.

### **Is it easy to use?**

Yes, it takes only a matter of minutes to E-file a new or existing case in the Seward County Court.

### **Do I need a training class to use this service?**

A demonstration of how to E-file a case is available at [www.nebraska.gov/courts/efile/demo/](http://www.nebraska.gov/courts/efile/demo/). If you have trouble accessing the demo, contact Nebraska.gov at 800-747-8177.

### **Are new cases the only type of case I can E-file?**

No, the system has the capability for you to file documents in an existing case provided you know the existing case number.

### **Can I access images stored in the Seward County Court?**

As a Nebraska.gov subscriber and a member of the Nebraska State Bar Association you will have access to images in JUSTICE. There is a \$1.00 fee to access case information in JUSTICE and you can display, print or store a copy of any image contained in the file.

### **What do I need to begin to use the E-filing system at Seward County Court?**

- Member in good standing of the Nebraska State Bar Association
- Current subscriber to Nebraska.gov (1-800-747-8177)
- Arrange an Automated Clearing House (ACH) exchange with Nebraska.gov
- Web browser (Internet Explorer, Firefox, etc.) with internet access
- Some version of PDF software (Adobe Acrobat, etc.)

### **How are the E-filing system costs being covered?**

The State Court Automation Fee is covering the cost of the E-filing system.

### **Are other trial courts in Nebraska going to make E-filing available?**

Yes, this project is scheduled to become available in many Nebraska trial courts beginning in July 2008. Sarpy County Court, Lancaster County District Court and Scotts Bluff County District Court are providing e-filing now.

### **Are there rules governing E-filing?**

Yes, they are available on the Nebraska Judicial Branch's Web site at [www.supremecourt.ne.gov/rules/pdf/Ch6Art4.pdf](http://www.supremecourt.ne.gov/rules/pdf/Ch6Art4.pdf)