

E-Filing Your Documents

Plain-English guide. Not legal advice.

This is general information, not legal advice. If you are not sure what to do, contact the Family Law Self-Help Center at 601 N. Pecos Road, Las Vegas, or at www.familylawselfhelpcenter.org.

These tips help your documents get through the clerk's check the first time. They apply to anything you e-file in a Clark County Family Court case.

Where to file

- E-file through [eFileNV \(efilenv.tylertech.cloud/OfsEfsp/ui/landing\)](https://efilenv.tylertech.cloud/OfsEfsp/ui/landing), Clark County's official e-filing portal.
- New to e-filing? See [Tyler's e-filing training videos \(odysseyfileandservecloud.zendesk.com/hc/en-us/sections/360010408551-Training-Videos\)](https://odysseyfileandservecloud.zendesk.com/hc/en-us/sections/360010408551-Training-Videos). *Why it matters: short videos show how to set up an account as a filer without a lawyer before you file your first form.* (Some videos on that page are for other states; skip those.)

Before you upload

- **Fill in and file the Upload version.** Type your answers into the form whose name ends in "(Upload)", and keep the guide version open next to it for the notes. *Why it matters: The Upload version has no Lexly notes, so only the official form reaches the court. On some computers, saving the guide version as a PDF can print its notes into your filing.*
- **Save as a regular PDF.** Before you upload, save each filled-in form as a regular PDF: use Print, then "Save as PDF" (this flattens it). *Why it matters: Odyssey may reject a fillable form, and even when it's accepted, the form's fill-in fields can lay a second copy of your text over what you typed, making the document unreadable. This matters most for orders.*
- **PDF only.** Upload PDFs only. Scan handwritten forms to PDF first. *Why it matters: The Clerk accepts "PDF only," so a Word file or photo can't be filed.*
- **Page size and scanning.** Use 8.5 x 11, portrait pages; scan at 300 dpi. *Why it matters: Off-size or low-resolution pages may trigger a system error that stops the filing from being accepted automatically, which delays when it's filed and when the judge can see it.*
- **No password.** Don't password-protect your PDF. *Why it matters: Odyssey says PDFs "should not be password protected," and the clerk can't open a*

locked file.

- **No website links.** Remove website links from documents you e-file. *Why it matters: Odyssey's PDF rules say no active hyperlinks, even though the e-filing rules allow some, so a linked document could get an error. (NEFCR 13(b) permits links; the tip only follows Odyssey's stricter practice.)*
- **Check every page.** Before you submit, double-check every page, and make sure each box you meant to check still shows a mark after you save as PDF. *Why it matters: A missing checkmark can change what you're asking the court for.*

Signing

- **Keep the /s/.** Lexly's forms already have /s/ on each signature line. Keep it: type /s/ followed by your name. *Why it matters: /s/ is allowed under the e-filing rules (NEFCR 12(a)) and removes one possible reason for a non-conforming notice.*

Naming your files

- Name your file before uploading. For a document that starts a case, use the document's name or an abbreviation of it plus its filing code (for example, JointPetitionDVJ.pdf). For documents filed later, use your full case number, then one space, then the filing code (for example, D-25-123456-D MOT.pdf). Don't add other spaces or any symbols besides the hyphens in your case number. *Why it matters: A clear, consistent file name helps the clerk match your file to the right document, and unusual characters can cause an upload error.*

Putting your submission together

Lexly gives you each form as its own PDF, with a checklist of every document you need or may want. Each form comes in two versions: the **Upload version** (its file name ends in "(Upload)"), which you fill in and file, and a **guide version** with Lexly's notes on screen, which you read alongside it. Lexly never adds instruction pages to your forms.

- **One form per PDF.** Upload each form as its own PDF. Put the main document (the "lead," such as the Joint Petition) first, then add the others to the same submission. Don't upload instruction pages. *Why it matters: The Self-Help Center guide says "One pdf = one form" and not to upload forms*

"as one bundled PDF file," and EDCR 8.03 treats bundled documents as nonconforming.

- **Size limit.** Keep each filing (everything in one submission, or "envelope") at or below 50 MB, about 4,500 pages. (Tyler's system may enforce a lower cap in practice.) *Why it matters: A filing over the limit won't go through, so you'd have to split or shrink your files before you can file.*
- **Orders and decrees go to the judge, not to e-filing.** Email a proposed order or decree to your department's **submission inbox**. For a Lexly decree, send the Upload version. The inboxes are listed in the *Lexly Judicial Signature Lookup* and on the guide version of the decree. *Why it matters: an order or decree e-filed without a judge's signature is a nonconforming document, so the clerk sends it to the judge's department instead of filing it (EDCR 8.03).*

Exhibits

- File exhibits at the same time as the document they support, and put a sheet reading "Exhibit ____" before each one. You can attach a single exhibit to your motion or opposition. If you have more than one, file them together as a separate Exhibit Appendix with a table of contents that lists each exhibit, whatever the page count. *Why it matters: Family Court's own exhibit rule controls here, and it requires the "Exhibit ____" sheet for every exhibit and a separate appendix for collective exhibits.*

Confidential documents

- File presumptively confidential documents under their own filing code: your Confidential Information Sheet as CISD (no children) or CSPI (with children), and your Financial Disclosure Form as FDF. The code flags the document as confidential, so no extra step is needed. A judge can also order a document, or part of one, sealed after it is filed. *Why it matters: The right code keeps your Social Security numbers and financial details out of the public file.*

Timing

- You can e-file any time, but file well before 11:59 p.m. Pacific on a deadline day, and expect review during court hours. *Why it matters: A filing submitted by 11:59 p.m. court time counts for that day (NEFCR 9(d)(1)), but Odyssey reviews filings only during court hours, so a problem may not surface until the next business day.*

Getting help

- **E-filing help desk.** For Family Court e-filing help, call 702-455-2807 or 702-455-2152, or email familyefilehelp@clarkcountycourts.us. *Why it matters: If a filing gets stuck, the help desk can help get it fixed sooner.*
- For help with forms, contact the Family Law Self-Help Center at 601 N. Pecos Road, Las Vegas, or at www.familylawselfhelpcenter.org.
- Keep a copy of everything you file.

Where these tips come from

- Clark County Clerk of Court, "File and Serve" page (clarkcountycourts.us)
- Odyssey File & Serve (eFileNV) help center: PDF Requirements; When Can I File?; Help Desk for Each State
- Family Law Self-Help Center, "How to eFile Documents in Odyssey File & Serve" and "Filing for Divorce Together"
- Eighth Judicial District Court Rules (EDCR) 5.506 and 8.03; Nevada Electronic Filing and Conversion Rules (NEFCR) 9(d)(1), 12(a) and 13(b); NRS 121.110

Note on print size: State fill-in forms use 8-to-10-point fields, which is below EDCR 7.20's 12-point minimum, but Lexly cannot modify official state forms. These forms are used as provided by the Family Law Self-Help Center; the 12-point rule applies to Lexly documents meant for filing or printing only.

Not legal advice. Lexly is not a law firm.