

# E-FILING NOTIFICATION

Date: \_\_\_\_\_

Name of Law Firm

Attn: \_\_\_\_\_

Address:

Dear \_\_\_\_\_:

This is to notify your firm that Civil E-filing is on its way to the Fifth Judicial District Court. At this time it will be restricted to the CV (civil) case category only.

Training for attorneys and staff has been scheduled for February 13<sup>th</sup> through the 17<sup>th</sup> and February 27<sup>th</sup> – March 2<sup>nd</sup>. The training will take about 45 minutes to 1 hour and will be in the afternoon around 4pm. The training will be a web based training with a live presentation for Q/A. You will need to schedule your one hour training to take place during one of those two weeks. Please fill out the attached form and return to the District Court Clerk's Office as soon as possible.

There will be a 2 week trial filing period beginning on February 27<sup>th</sup>, 2012, for firms to begin e-filing. Mandatory e-filing will commence in the Fifth Judicial District Courts on March 12<sup>th</sup>, 2012. Existing civil cases will convert to e-filing starting February 27<sup>th</sup>, 2012. There will be on-call technical support for problems that may occur.

Please fill out the attached form as soon as possible so we can get this information to the Judicial Information Division to set up your training.