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eFile

ELECTRONIC FILING

What is ELECTRONIC FILING?

?Electronic filing? is the electronic transmission to or from a clerk of an electronic document by uploading from the registered user?s (or his or her designated agent?s) or clerk?s computer to the electronic filing system. It does not include submission via e-mail, fax, floppy disks, or other electronic means. - Administrative Order 21 [1]

Instead of having to go to the courthouse to file a case, registered attorneys and parties may file their case-related documents on-line using eFlex.

What is eFlex?

- eFlex is the name of the electronic filing system being implemented in courts using the Contexte Case Management System.

What courts are available on eFlex?

- Arkansas Supreme Court and Court of Appeals - select motions only. See motions available to efile here [2]
- Pulaski County Circuit Court - mandatory since March 19, 2013
- The 7th Judicial Circuit, Hot Spring County - mandatory June 15, 2016
- The 7th Judicial Circuit, Grant County - mandatory July 6, 2016
- Hot Spring District Court, Malvern - mandatory May 2, 2017

How do I use eFlex?

- eFlex users will be required to
  - Register for and complete training.
  - Pay a $100.00 registration fee.
  - Register for an eFlex account.
- See instructions here [3]

How do I get my court on eFlex?

- To participate in electronic filing, a court must first be on Contexte Case Management System.
- After a court goes live on Contexte, the Administrative Judge, with input from the clerk, must send a letter signed by the clerks and the judges to the Director of the

Administrative Office of the Courts expressing their willingness to participate and their commitment to proceed.
- In order to use eFlex, the court must use Contexte internal imaging.

Can my court electronically file without eFlex?

- Administrative Order 21 authorizes the AOC to contract with a vendor for a statewide electronic filing solution.
- It was important for uniformity and consistency that there be only one e-filing system for all courts in Arkansas.
- Courts are not permitted to provide a separate electronic filing solution.

Source URL: https://courts.arkansas.gov/administration/acap/efile

Links:
[1] https://courts.arkansas.gov/rules-and-administrative-orders/court-rules/order-21%E2%80%94electronic-filing
[2] https://courts.arkansas.gov/sites/default/files/DocketCode.pdf
[3] https://courts.arkansas.gov/administration/acap/efile/efile-instructions