



## **Mandatory Electronic Filing in Pulaski County Circuit Courts**

As of March 19, 2013, licensed Arkansas attorneys filing in the Pulaski County Circuit Courts **must** submit the filings through eFlex. **If you are an attorney who practices in Pulaski County, you must complete all three steps below to become a registered electronic filer:**

<b>Online Training</b>	<p><b>Step 1:</b> Attend one hour of online training (qualifies for one hour of CLE). Register for training at <a href="http://www.tybera.com/Arkansas.htm">http://www.tybera.com/Arkansas.htm</a>.</p>
<b>Account Registration Fee</b>	<p><b>Step 2:</b> Mail a one-time account registration fee of \$100, payable to the “Bar of Arkansas” to the following address:</p> <p style="text-align: center;"><b>Electronic Filing Registration Administrative Office of the Courts 625 Marshall Street, Justice Building Little Rock, AR 72201</b></p> <p style="text-align: center;"><i>Please include name, bar number, and e-mail address with check Pro hac vice attorneys must also include a letter of good standing from their local bar</i></p>
<b>Request An Account</b>	<p><b>Step 3:</b> Request an account online and “Accept” the Electronic Filing Account Request User Agreement at <a href="https://efile.aoc.arkansas.gov">https://efile.aoc.arkansas.gov</a></p>
<b>Payment Terms</b>	<p>Payment for electronically filed documents with associated fees may be made by eCheck, Visa, MasterCard, Discover or INA Account subscription. (visit <a href="https://www.ark.org/subscribe/index.php">https://www.ark.org/subscribe/index.php</a>)</p>
<b>eFiling Waiver</b>	<p>Conventional filing is permitted for disabled, self-represented, or those with special needs. Attorneys representing indigent litigants may request fee waivers in eFlex.</p>
<b>Questions?</b>	<p style="text-align: center;">For more information about eFiling and court automation, please visit <a href="https://courts.arkansas.gov/administration/acap">https://courts.arkansas.gov/administration/acap</a>.</p> <p>If you have questions or need help with registration or training, please contact AOC by e-mail at <a href="mailto:courts.efiling@arkansas.gov">courts.efiling@arkansas.gov</a> or call (866) 823-5778, option 1.</p>