



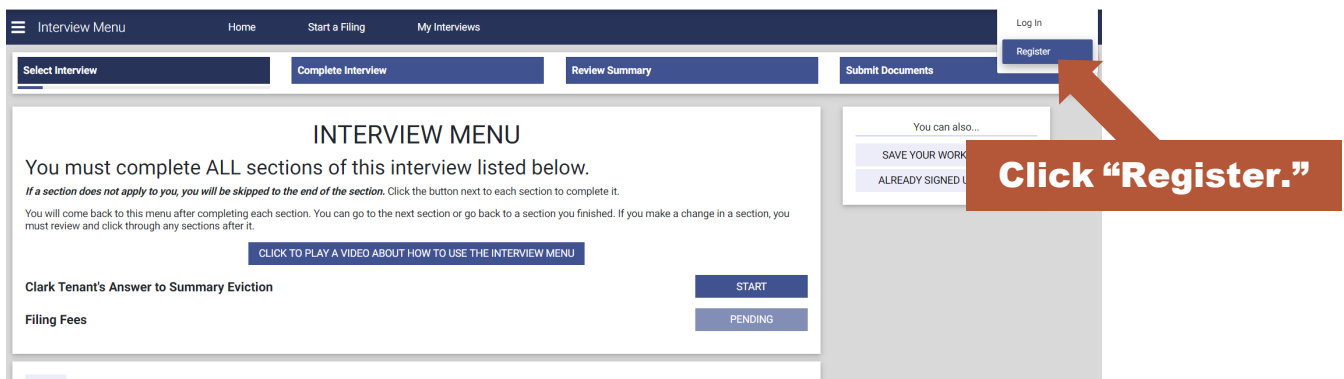
## RESPONDING TO AN **EVICTON NOTICE ONLINE**

**Electronic filing (eFiling) is for Las Vegas residents only. North Las Vegas and Henderson residents may use this online interview to prepare and print their forms to file at the respective courts. Watch a video on how to use this interview at [www.lacsn.org/efilevideo](http://www.lacsn.org/efilevideo)**

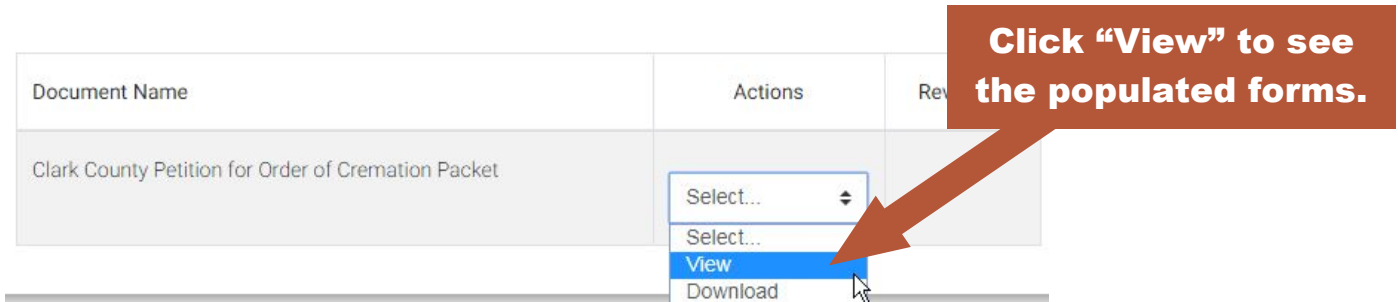
- 1) Go to [www.lacsn.org/efile](http://www.lacsn.org/efile) to begin eFiling.
- 2) Choose which interview you're completing (SUMMARY EVICTION: Tenant's Answer).



- 3) Click on "Register" so that the interview remembers your information.



- 4) Fill out your information and use the blue button to register. (Always use the blue buttons at the bottom of the screen to move forward and go back. If you hit the back or forward buttons in your browser, you'll get an error screen and have to refresh the page.)
- 5) After your documents are completed, select "View" next to each document so you can review them for accuracy.



- 6) Once your documents are ready, you may be able to submit them for filing if the interview allows that (not all the interviews do). If the interview you are doing *doesn't* allow electronic filing, you'll have to contact the clerks' office where you're filing to determine your options.

## Other Tips & Important Information

- View a video with step-by-step instructions on how to prepare the Tenant Answer online at [www.lacsn.org/efilevideo](http://www.lacsn.org/efilevideo)
- After you file your documents with the Las Vegas Justice Court, you should receive an automatic email with your envelope number. If you don't receive that email, call the court clerk's office at 702-671-3116.
- If you applied for a fee waiver and the court notifies you that your fee waiver was denied, you *must* pay your filing fee before the end of your time period to respond to the notice. You can pay your filing fees in-person at the Las Vegas Justice Court.
- Carefully review all emails sent from the court. Be sure to respond to any that you need to.
- Attend all court hearings and mediation dates.
- You can check your case status by going to [www.lasvegasjusticecourt.us](http://www.lasvegasjusticecourt.us), clicking on "Civil Case Search" on the right-hand side, and then "Civil Records" on the following page.

**LEGAL DISCLAIMER: While Legal Aid Center of Southern Nevada may assist you in filing your Tenant Answer, Legal Aid Center of Southern Nevada does not represent you in your case. You are responsible for completing each step in your case.**

[www.lacsn.org](http://www.lacsn.org)