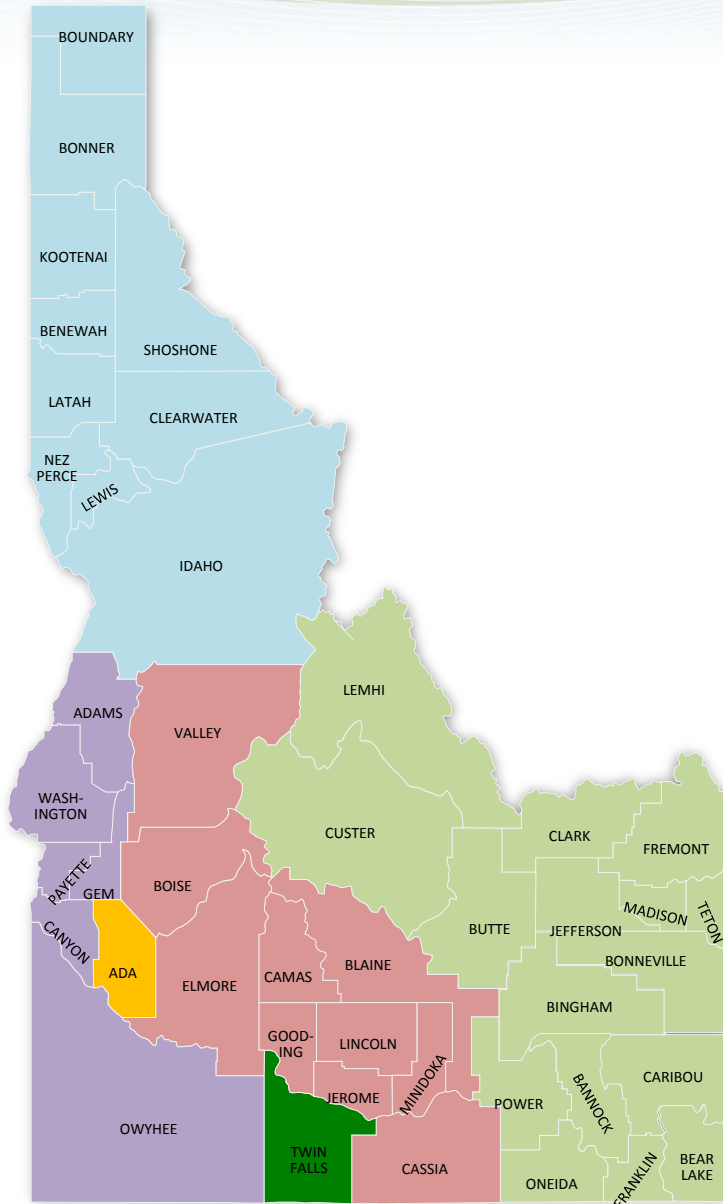




iCourt E-Filing

Michael J. Mehall, Court Operations Manager – Idaho Supreme Court

Proposed Wave Deployment



Pilot and Early Adopter

- Pilot County (Twin Falls)
 - Complete
- Early Adopter (Ada County)
 - Complete

Wave Rollouts

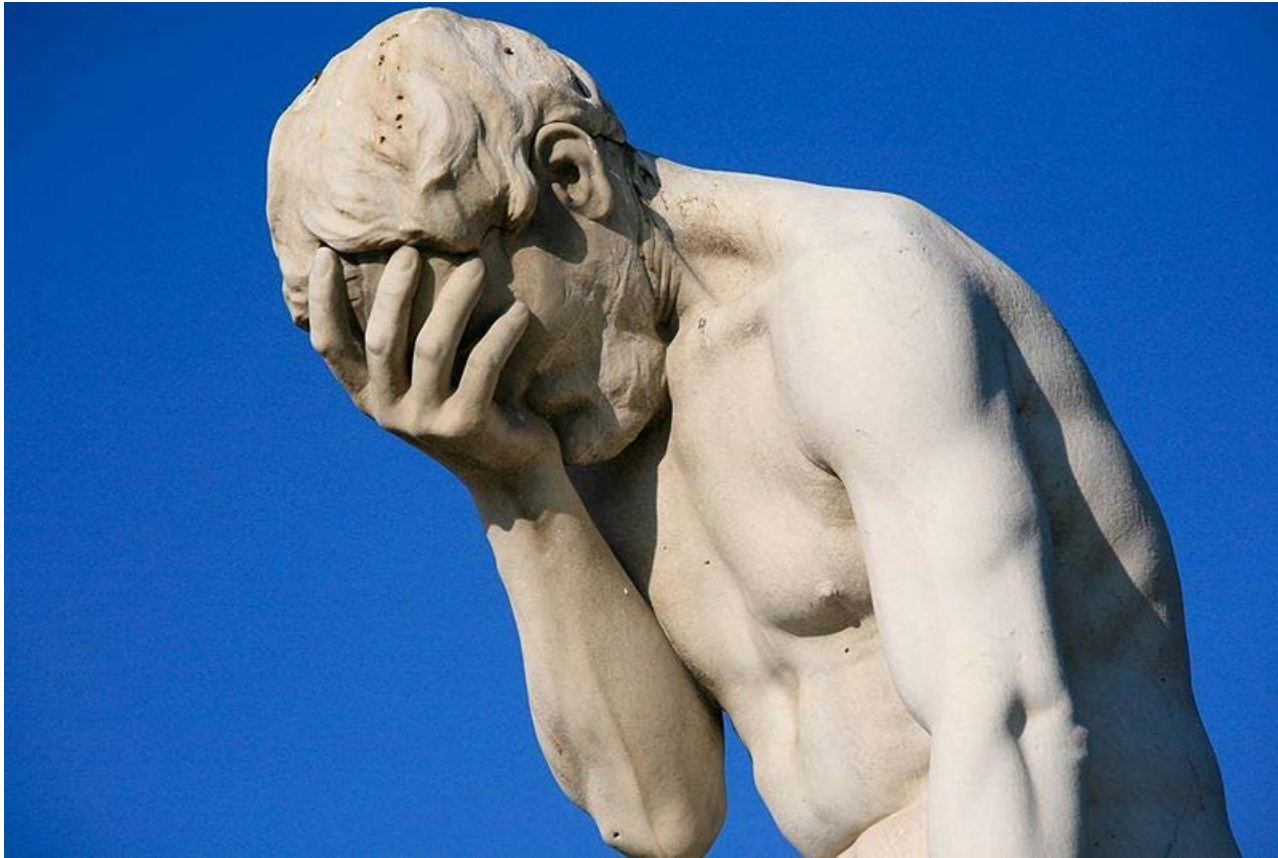
- Wave 1 - October 10, 2017
 - District 3 Counties Canyon & Owyhee
 - District 4 & 5
- Wave 2 - April 2, 2018
 - District 3 Counties Adams, Gem, Payette, & Washington
 - Districts 1 & 2
- Wave 3 - October 9, 2018
 - Districts 6 & 7

E-Filing

- Simultaneous with Case Management go-live. Permissive and Mandatory.

(Subject to Change)

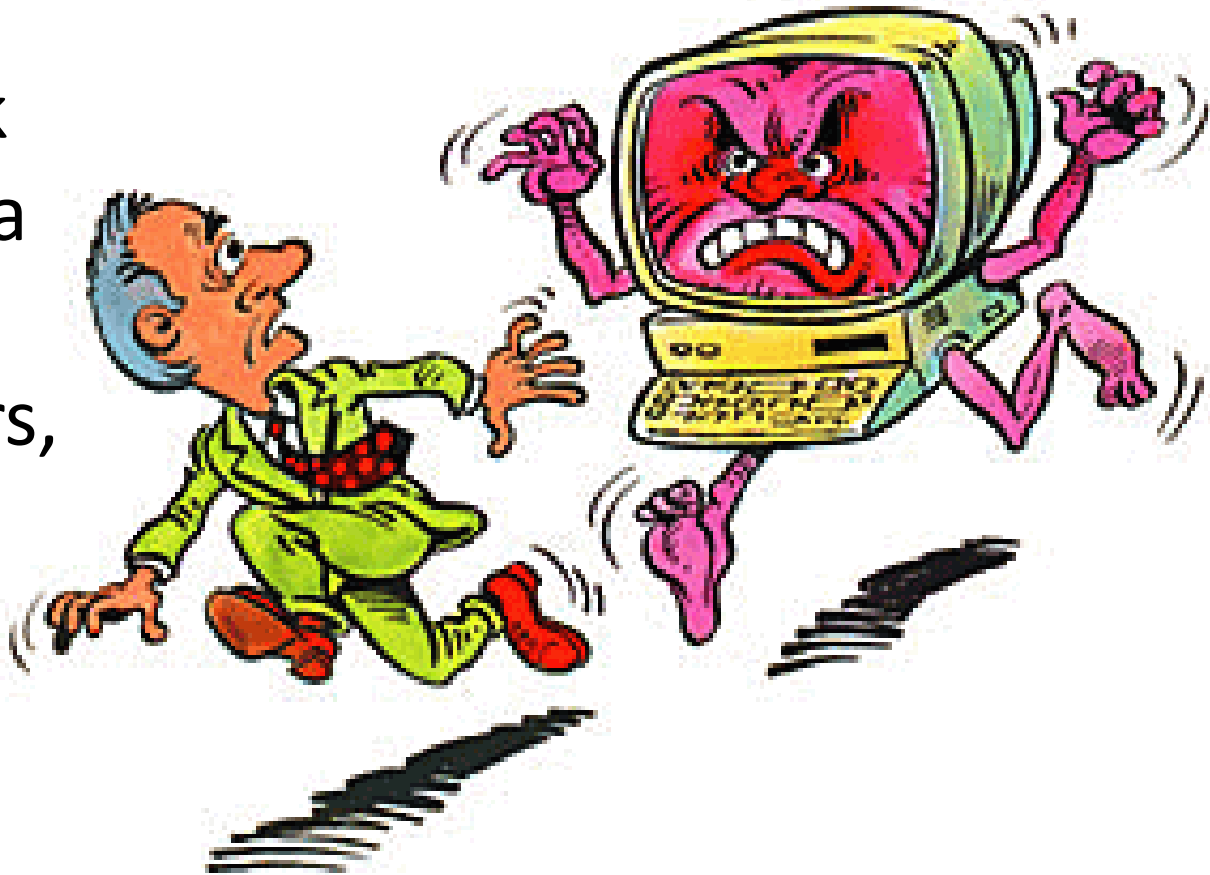
Top 10 Filing Mistakes



Number 10

“This Is My Assistant’s Problem!”

Whether you think you are too big of a deal or scared to death of computers, you are **WRONG!**



You are Responsible for an Office that *E-Fails*.

- Idaho Rules of Professional Conduct, Rule 5.3
 - You “shall make reasonable efforts to ensure that the [assistant]’s conduct is compatible with the professional obligations of the lawyer.”
- Case law suggests the courts are unsympathetic when you e-FAIL.

- *Knox v. Patterson*, 570 F.3d 586 (2009)
 - Attorney practiced law for 50 years.
 - “Not familiar with email.”
 - Left mandatory e-filing to assistant / wife but wife was out of office with injury – **missed notice of scheduled arbitration.**
 - Court found he was “negligent” for failing to learn the e-filing system and just letting the emails “pile up.”
 - Lost right to pursue a \$35,000 fee claim.

- *Kinsley v. Lakeview*, 21 Pa. D & C.5th (Pa.Com.2011)
 - Plaintiff's attorney intended to file "Notice of Appeal."
 - Instead filed [early] "Request for Oral Argument."
 - After notice of rejection – filed correction within "correction rule" time line. (*3 business days in Idaho.*)
 - The court rejected Plaintiff's argument and dismissed appeal.

- *American Boat v. Unknown Sunken Barge*, 567 F.3d 348 (8th Cir. 2009)
 - Secretary may have deleted the email in error.
 - The court found a “presumption of receipt” after confirmation that the email made it to the attorney’s “ISP” for attorney’s office.
 - The court dismissed appeal.
- *Pace v. United*, No. 05-cv-01562-LTBMJW, D. Co., (2007 U.S. Dist. 2007)
 - IT adjusted spam filter – result court emails blocked.
 - Law firm should have “white listed” court email
 - Law firm should have checked spam folder.
 - **Attorneys responsible for failure to “adopt internal office procedures.”**
 - Ordered to pay defendant’s attorney fees for failure to appear for settlement conference.

Provide Business Process

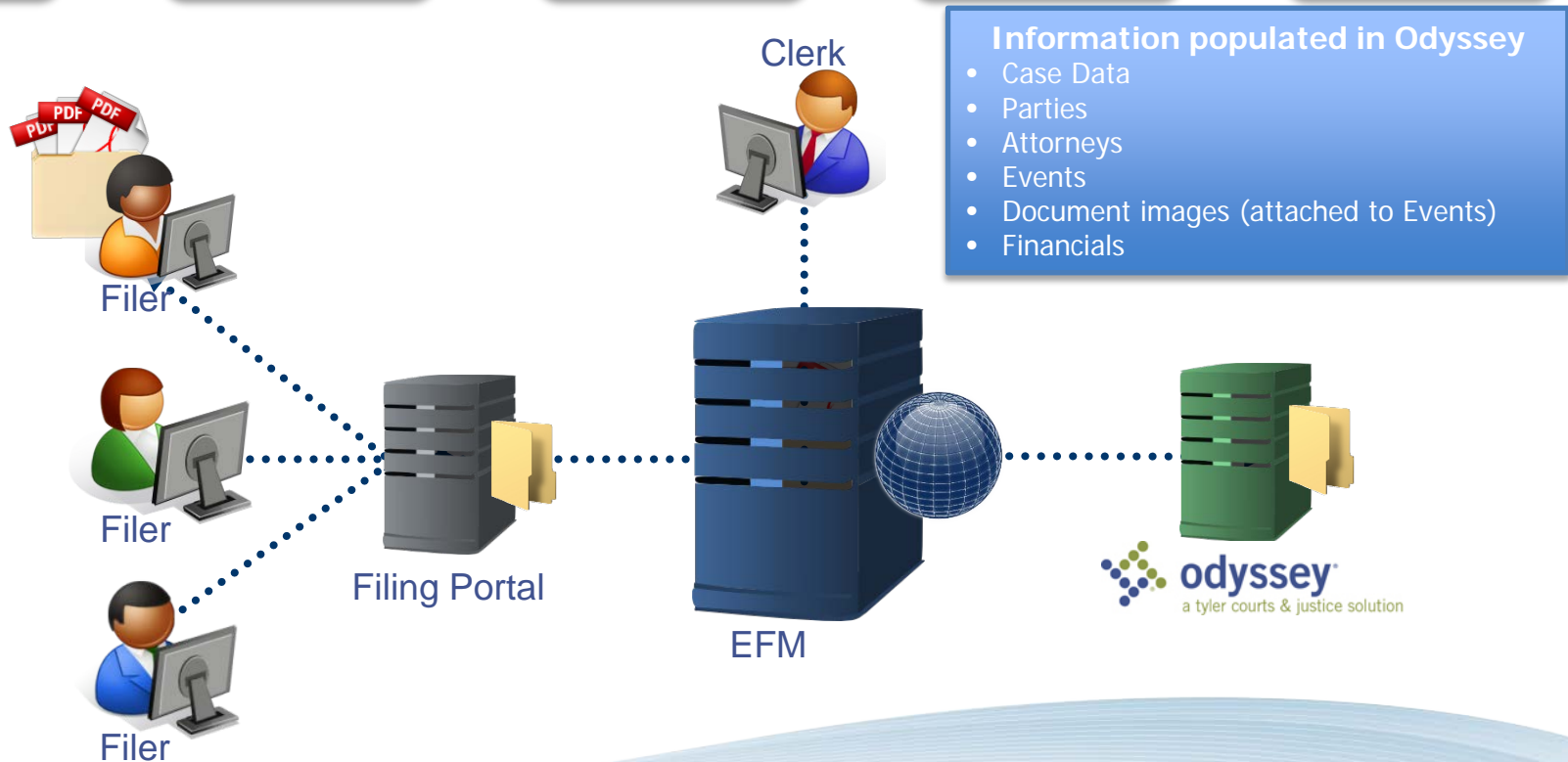
- Emails going out:
 - Who gets notice of accept / reject?
- Emails coming in:
 - Who is getting emails from adversary or court?
 - What are you doing with those emails once you receive them?

Number 9

Service (*This is Really No. 1*)

- This does not happen automatically or by magic.
 - You control what is served and where NOT the court.
 - You control how and where documents are served upon you.

How e-Filing Works



Build Service Contact

Firm Service Contacts

Search by first or last name + Add Service Contact

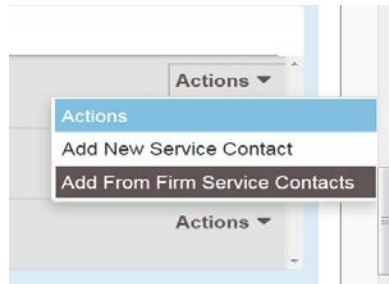
Name	Email	
Michael Mehall	mmehall@idcourts.net	Actions ▾
Matt Mehall	mmehall@mail.com	Actions ▾
Ada County Prosecutor	adaprosecutor@mailinator.com	Actions ▾
Susan Smith	ssmith@assistant.com	Actions ▾

Items per page: 10 ▾ 4 total items

First Name	Middle Name	Last Name
<input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Mehall"/>
Firm Name	Email	Administrative Copy
<input type="text" value="Mehall & Associates, LLC"/>	<input type="text" value="mmehall@idcourts.net"/>	<input type="text" value="cervin@idcourts.net"/>

Designate Service Contact

Serve	Name	Email	
▼ Party: Sue Smith - Plaintiff			Actions ▼
<input type="checkbox"/>	Michael Mehall	mmehall@idcourts.net	Actions ▼
▶ Party: Bob Brown - Defendant			Actions ▼
▶ Other Service Contacts			Actions ▼



Add From Firm Service Contacts		
	Name	Email
<input checked="" type="checkbox"/>	Michael Mehall	mmehall@idcourts.net
<input type="checkbox"/>	Matt Mehall	mmehall@mail.com
<input type="checkbox"/>	Susan Smith	ssmith@assistant.com

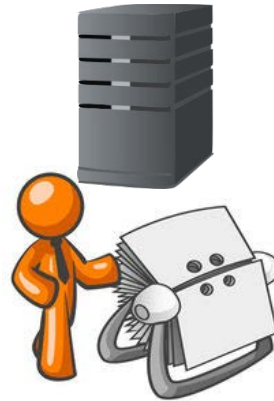
Close

But What About Service???

BETWEEN PARTIES



Filer



Service Contacts
designated
determines
where they go /
Each party picks
their own.



Other parties



Your own office

COURT TO PARTIES



Filer

Court Clerk



The clerk will
look at your
Certif. of Service
or pleadings

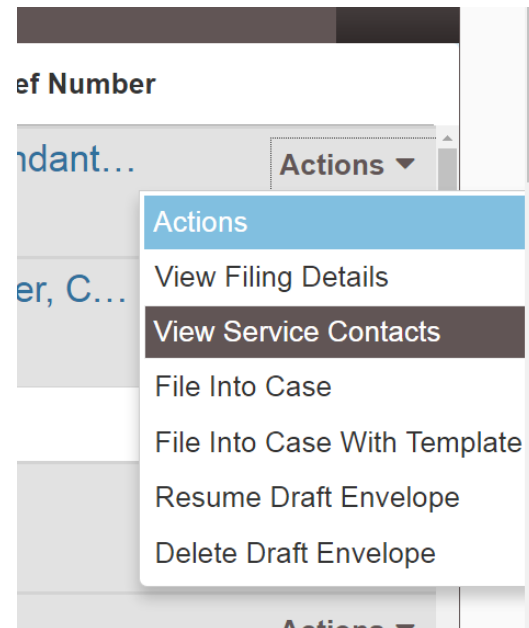


The parties



- Do:
 - Create a master service contact list for your firm within the system.
 - Add yourself as a service contact after you eFile for the first time in a case.
 - Take advantage of the Administrative Copy of each service contact.

- Do Not:
 - Add another party's service contact information on a case **EVER**.
 - Assume you can eServe a party and not check the case's service contacts list before you begin eFiling.
 - **Log in as someone else.**



Be Careful

Service Contacts

Service contacts will receive service on the filings in this envelope.

Serve	Name	Email	
▼	Party: State of Idaho - State		Actions ▼
<input checked="" type="checkbox"/>	Felony - Grant P. Loeb	inbox.pros@tfco.org	
▼	Party: Alex James Chappell - Defendant		Actions ▼
<input checked="" type="checkbox"/>	Timothy J. Williams	williamslawefile@gmail.com	
▼	Other Service Contacts		Actions ▼
<input type="checkbox"/>	Chrissy Hernandez	clh@magicvalleylaw.com	

Do you really want to do this????

▼ Party: Chris M Comstock - Defendant

Kevin A. Griffiths kag@dukescanlan.com

Kay Lynn Moorhouse klm@dukescanlan.com

Kevin J. Scanlan kjs@dukescanlan.com

▼ Party: H Robert Howard - Defendant

Kevin A. Griffiths kag@dukescanlan.com

Kay Lynn Moorhouse klm@dukescanlan.com

Kevin J. Scanlan kjs@dukescanlan.com

▼ Party: Terry R Howard - Defendant

Kevin A. Griffiths kag@dukescanlan.com

Kay Lynn Moorhouse klm@dukescanlan.com

Kevin J. Scanlan kjs@dukescanlan.com

Or this????

This firm is getting quadruple sets of every document for no reason.

▼ Party: Janet Roe - Defendant

Aubrey Lyon	service@careyperkins.com
-------------	--------------------------

Richard Stubbs	service@careyperkins.com
----------------	--------------------------

▼ Party: Janet CPA Roe - Defendant

Aubrey Lyon	service@careyperkins.com
-------------	--------------------------

Richard Stubbs	service@careyperkins.com
----------------	--------------------------

Optional Services Continued

Optional Services

Optional Service	Enter a Quantity
Mailing Fee (1-4) pages - \$1.25 each	2

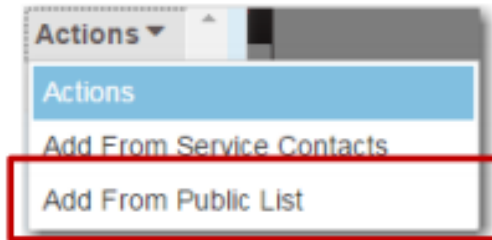
Appearance After Judgment, No
Previous Appearance (15) - \$145.00
Mailing Fee (1-4) pages - \$1.25 each
Mailing Fee (5-9) pages - \$2.50 each
Mailing Fee (10-25) pages - \$6.25 each
Mailing Fee (26-50) pages - \$11.50 each

Party: Susan Smith, Plaintiff

Filing Comments

We have selected Mailing Fee (1-4) two times as we anticipate the c

Public Service Contact



A screenshot of a dialog box titled 'Add Service Contact from Public List'. At the top, there are four input fields labeled 'First Name', 'Last Name', 'Email', and 'Firm Name'. A red rectangular border highlights these four fields and the search icon (magnifying glass) and close icon (X) to their right. Below the input fields is a checkbox labeled 'Show Selected Public Service Contacts'. At the bottom right, there are 'Close' and 'Save' buttons.

A screenshot of the same dialog box, now showing search results. The 'First Name' field contains the text 'Ada County'. The 'Show Selected Public Service Contacts' checkbox is checked. Below the checkbox is a table with the following data:

Name	Email	Firm
<input type="checkbox"/> Ada County Prosecutor	acpocourtdocs@adaweb.net	Ada County Prosecutor's Office
<input type="checkbox"/> Ada County Prosecutor - Juvenile	acpocourtdocs-juv@adaweb.net	Ada County Prosecutor's Office – Juvenile Division
<input type="checkbox"/> Ada County Public Defender	public.defender@adacounty.id.gov	Ada County Public Defender
<input type="checkbox"/> Ada County Public Defender Juvenile	publicdefenderjuvenile@adacounty.id.gov	Ada County Public Defender

At the bottom right of the table area, it says '4 total items'. The 'Close' and 'Save' buttons are at the bottom right of the dialog box.



courtnotice@idcourts.net

Number 8

Illegible Documents

- Do:

- Look at your document in electronic format before you upload
- Ensure the digital version of your document is completely legible
- OCR your documents or better yet – save from WORD
- ***If the document has limited legibility, simply tell the clerk in the Filing Comments.***

- Do Not:

- eFile your document before viewing it in an electronic format
- Think we will not notice that the document is not **text-searchable**.

Number 7

Text Searchable

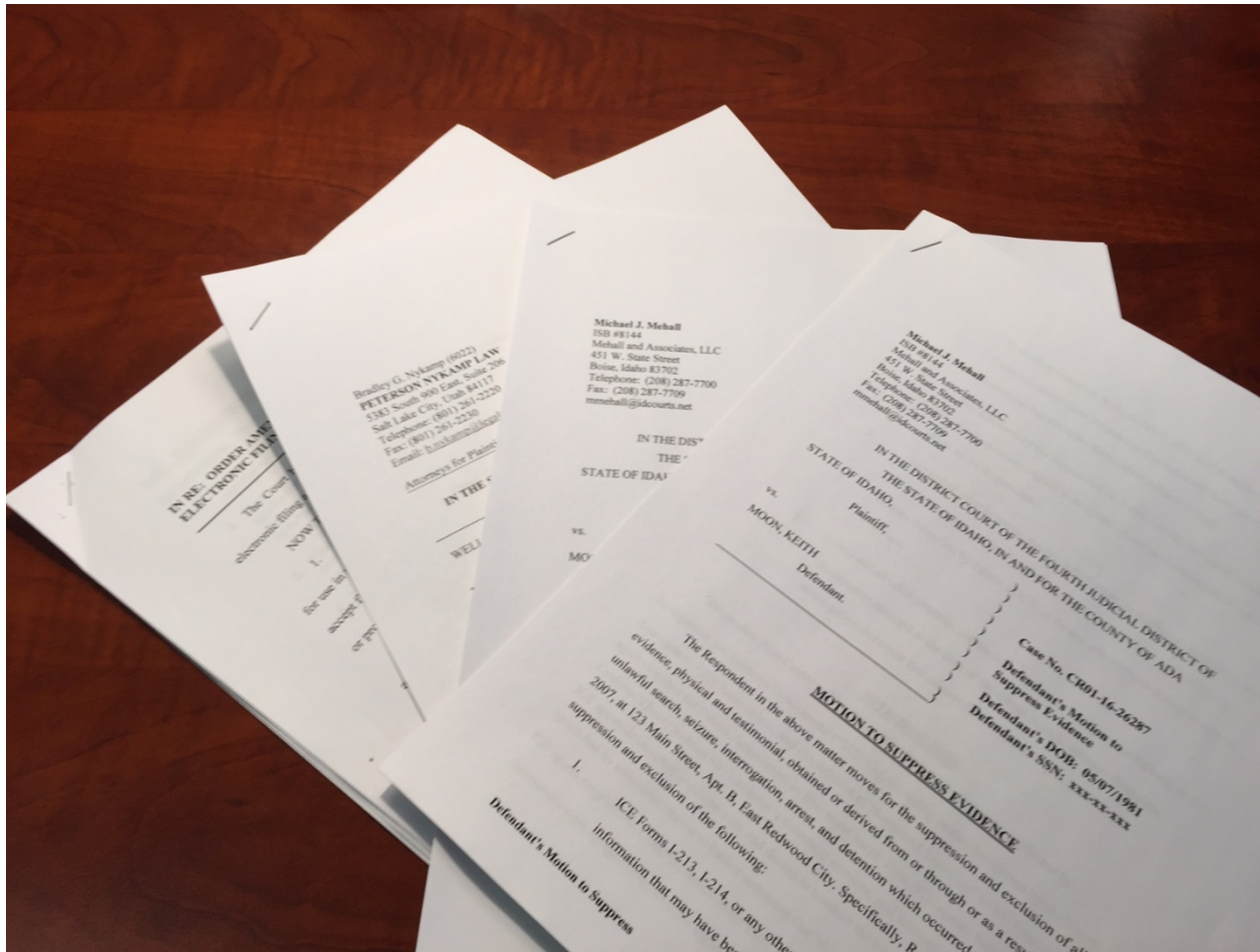
- Yes, your documents must be text searchable (with the exception of exhibits).
- Use e-signatures so you can simply convert Word documents to text searchable .pdf document.
- Use an advanced .pdf tool to combine your text searchable .pdf of your pleading with your exhibits. This tool is also useful for redaction of documents.
 - Adobe Acrobat 7.0
 - Nuance Power PDF Advanced

Number 6

Document Formatting

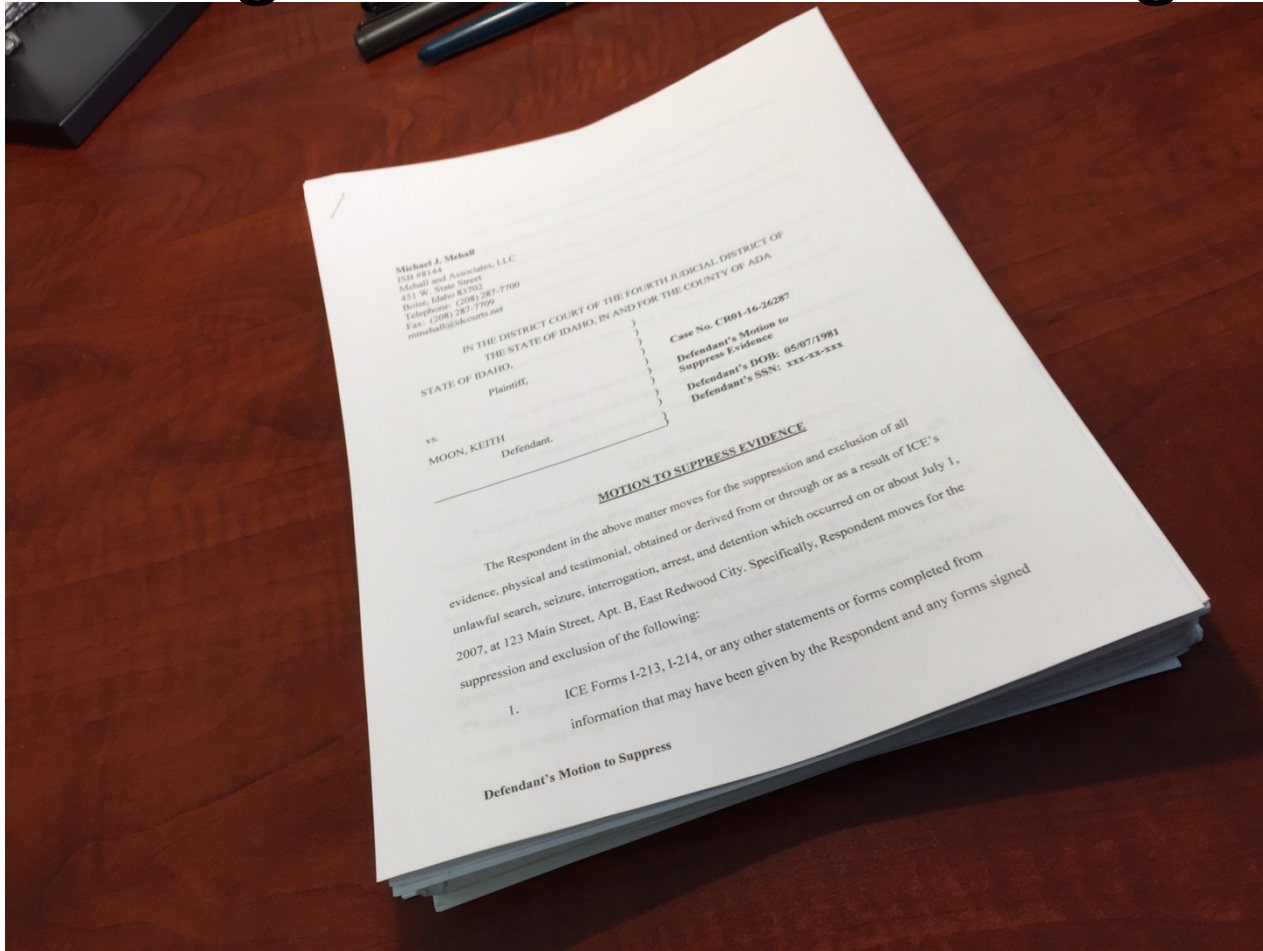
- Each document must be a separate pdf file.
- Do not lump documents together.
- Do not separate out exhibits.

Separate Staples / Stamps



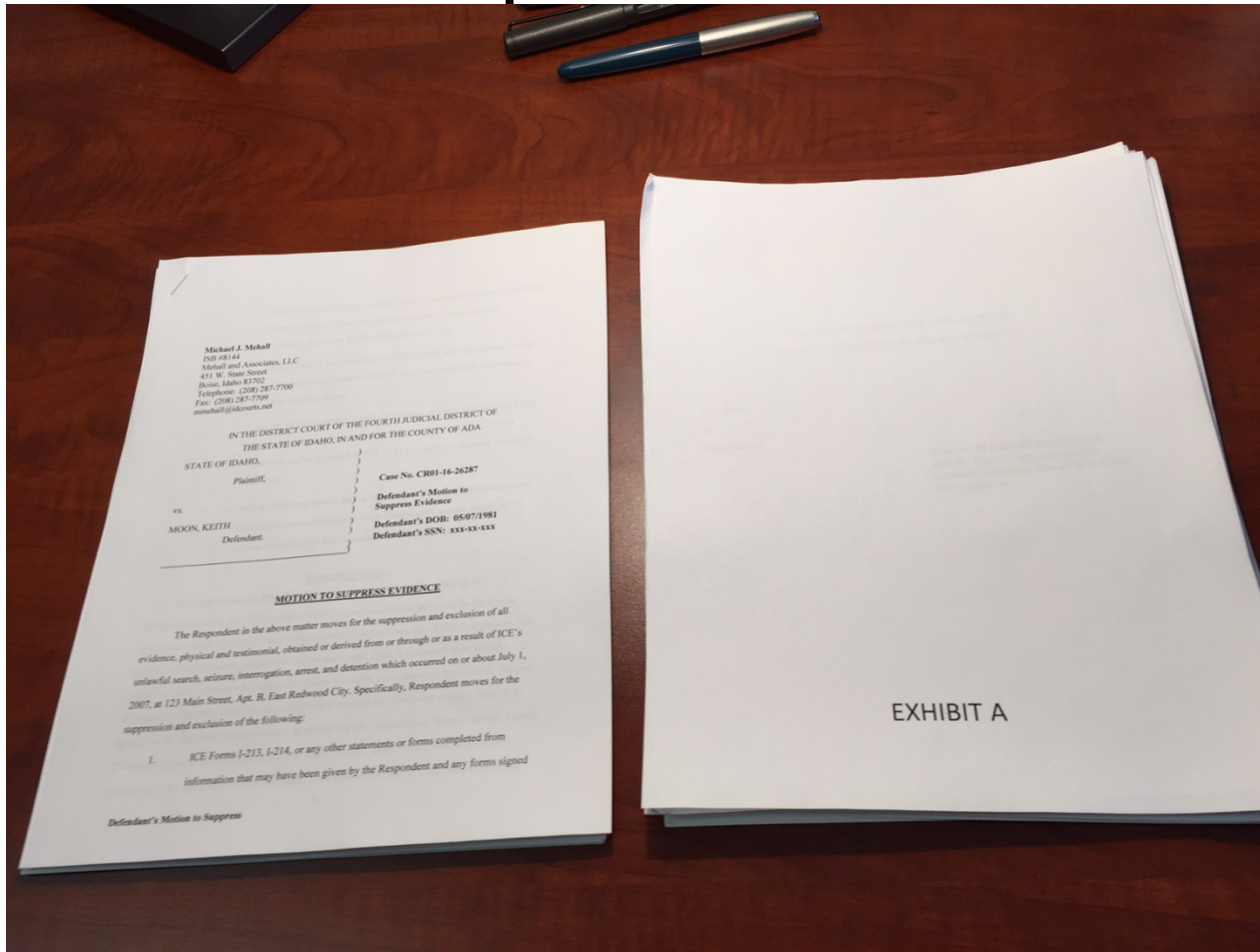
REJECTION!

4 pleadings submitted as one large .pdf



REJECTION!

Should be 1 .pdf but is instead 2?



Number 5

Missing Certificate of Service

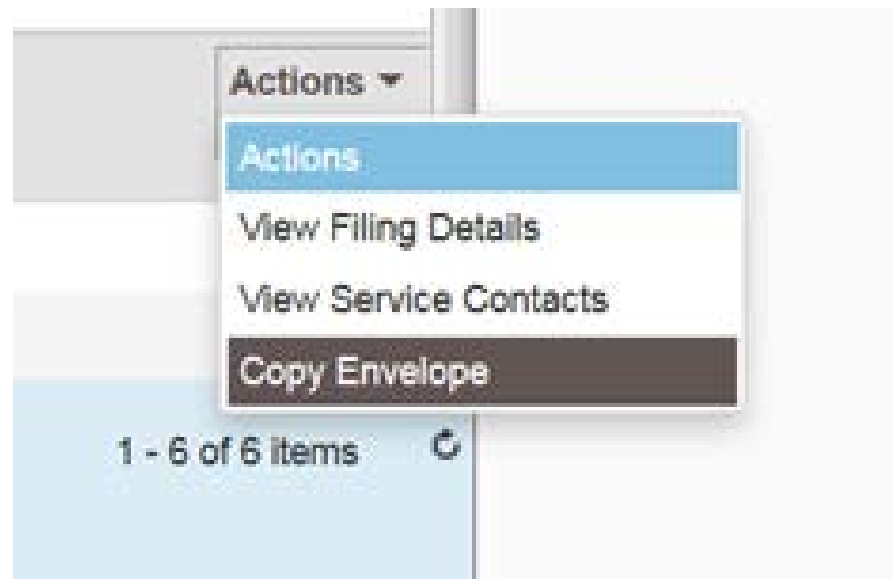
- You must provide a Certificate of Service on any pleading for the court's review, signature, and service.
- No Certificate = Rejection
- If you need something mailed you must pay for the mailing in **OPTIONAL SERVICES**.

Number 4

Correcting a Returned Envelope

- Do not simply try again, COPY ENVELOPE.
- Remember, once you copy, your envelope is now in drafts.
- **Add filing comments from the rule.**

Filer Dashboard	
My Filing Activity	
Pending	
Accepted	
Returned	1
Drafts	13
Served	



Number 3

Payment / Filing Code

- General Rules
 - Pick the filing code that most closely corresponds to your filing.
 - If you should be paying a filing fee and the fee doesn't appear – you likely picked the wrong code.
- Common Mistakes
 - Picking a general code when a specific does exist.

Number 2

Payment / Case Type

- Make sure you have the correct:
 - Location
 - Category
 - Case Type
- Select the best descriptive type.
- Consult I.R.C.P. Fee Schedule (Appendix “A”)
 - I.R.C.P. 2(a)(10) requires you to include Appendix A category on caption.

Number 1

Be Polite and Communicate

“Please don’t be snitty!”

- Please be courteous.
- Please know that we clerks are trying our best.
- Communicate with us re problems or concerns.
We’ll do our best to help and/or fix the problem.

iCourt E-Filing Support

- E-Filing and Technical Support (800) 297-5377
 - Provided by Tyler Technologies



Phone



Email



Chat



Self-Help

- Policy or Rules Questions (208) 947-7482
 - Provided by Idaho Supreme Court



Phone



Email

For More Here!



Court Information

Welcome to the Idaho eFiling System

Mandatory e-Filing began in Twin Falls County on January 11, 2016

For more information about electronic filing, including the court rule, news and updates, and e-Filing resources, [visit our project site](#).

If you are a clerk of the court and need to be redirected to the reviewer site, [click here](#).

IDAHO INFO

Actions



Sign In



Register

Self Help

[Need Help?](#)

[FAQ's](#)

[Web Training Sessions](#)

[Training Videos](#)

TEXAS INFO

e-Filing Training & Resources

The following training options and resources are available for those who wish to e-File with the Idaho Courts (where available).

Upcoming Ada County Training Events:

Michael Mehall, Court Operations Manager with the Idaho Supreme Court, will present on the new electronic filing court rule as well as the tool you will use to e-File. He will discuss the transition, help to avoid rejected filings, and leave you with some business process decisions to ponder before summer comes.

Each training will be held from 12:00-1:30 at the Idaho Supreme Court Lincoln Room (basement). Training does provide CLEs. Pre-registration is not

**Denotes newly added training dates.*

- Thursday, October 6, 2016*
- Friday, October 28, 2016*

Online/Telephone e-File Training & Support for Attorneys:

- Attorneys from across the state can take a **free How-to-e-File LIVE online seminar** through our project partner, Tyler Technologies, with live Q&A sessions, [click here](#) to learn more.
- Tyler Technologies also offers **help for attorneys setting up their e-Filing account**. For assistance call 1-800-297-5377 during normal business hours.

Links to Additional Resources:

- FAQs – Includes:
 - [Basic e-Filing Questions](#)
 - [Understanding Fees](#)
 - [Filer Information](#)
 - [Registration and Support](#)
- [Quick Guide: Initiate a New Case](#)
- [Electronic Filing Court Order & Rule](#)
- [Electronic Filing Guide](#)

Video Tutorials:

- [iCourt Introduction](#)
- [Adding an Attorney to a Firm](#)
- [E-File Access and Registration Tutorial](#)
- [Setting Up Payment Account](#)
- [How to Initiate a New Case Filing](#)
- [Filing into an Existing Case](#)

Q&A

