



# EMAIL SUBMISSION PROCESS

## Nevada Superior Court

### PREPARE YOUR DOCUMENTS



- Use the email address for your agency or group
- 1 Email Per Case(or Party, if filing in multiple cases) with Case Numbers in Email Subject
- Unique Document Names - Party, Type, Date
- Only PDF or Word
- Nothing in the email body!

### PREPARE YOUR EMAIL



- *Is it for In-Custody?* DA: Subject starts with IC
- *Is it Urgent?* PD, DA, Probation: Subject includes Urgent or set email importance to High
- *Is it a Complaint or Information?* DA: Subject includes Complaint or Information
- *Is it Juvenile?* PD, DA, Probation, County Counsel: Send to Juvenile Submissions
- *Is it a correction?* Doc Name and Subject include Correction

### TRACK YOUR SUBMISSION



- You will receive an automated email when your submission reaches the court successfully
- You will receive copies via email as usual
- PD, DA, Probation and County Counsel can access their list of submissions on the Court Submission Tracker and see when they are processed.

### DO NOT SEND...



- Questions or other info for the court
- Probation Pre-arraignment Release Reports
- Law Enforcement Warrants or Cash Bail