

Table of Contents

| | |
|--|----|
| Instructional Videos | 2 |
| Registering to use Douglas County Portal..... | 2 |
| Need to Reset Password..... | 6 |
| Need Help | 8 |
| Home | 10 |
| Case Search | 10 |
| My Cases..... | 13 |
| Adoption | 17 |
| Case Payment Search | 17 |
| Filing Documents on existing case | 23 |
| Proposed Orders | 26 |
| Petition for Post Conviction Writ and Petition for Pre Conviction Writ | 27 |
| Juvenile Delinquency..... | 29 |
| Summons Issued..... | 30 |
| Certificate of Service..... | 31 |
| Filing New Case | 33 |
| Criminal Cases in District Court..... | 42 |
| Additional Parties | 42 |
| Waiver of Fees | 43 |
| FAQS | 44 |

Instructional Videos

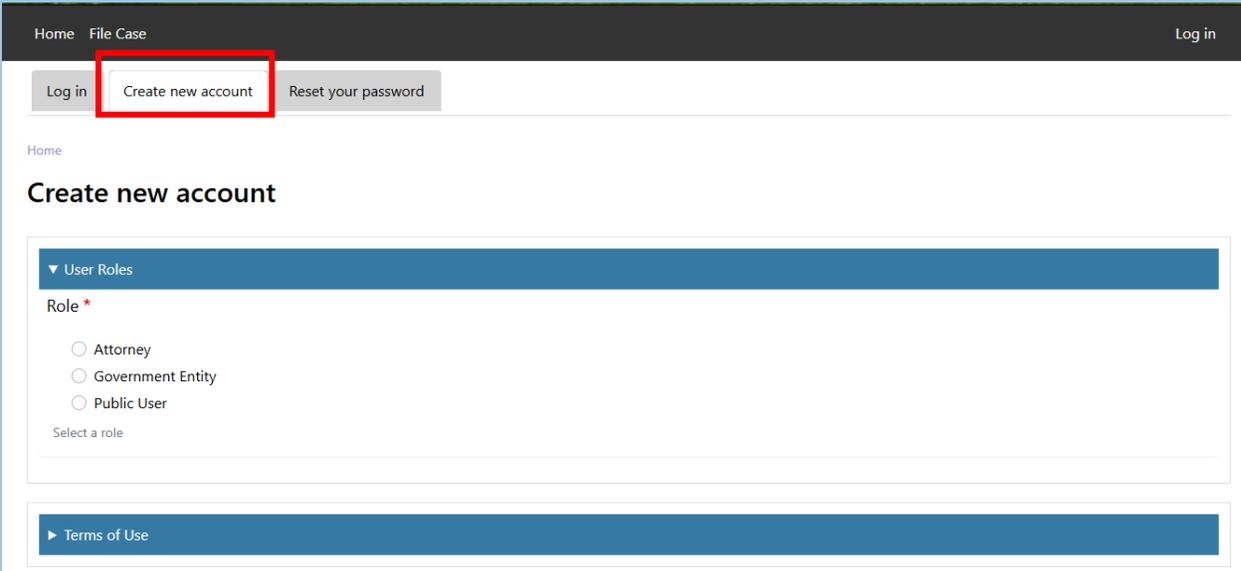
Link: <https://douglasdistrictcourt.com/>

Registering to use Douglas County Portal

***** YOU MUST COMPLETE ALL STEPS*****

Link: <https://efile.douglasdistrictcourt.com>

1. Click Login
2. Click on tab Create new account



The screenshot shows the registration page for the Douglas County Portal. At the top, there is a navigation bar with 'Home' and 'File Case' on the left, and 'Log in' on the right. Below the navigation bar, there are three buttons: 'Log in', 'Create new account', and 'Reset your password'. The 'Create new account' button is highlighted with a red box. Below the buttons, there is a 'Home' link and a 'Create new account' heading. The main content area is titled 'User Roles' and contains a 'Role *' section with three radio button options: 'Attorney', 'Government Entity', and 'Public User'. Below these options is a 'Select a role' label. At the bottom of the form, there is a 'Terms of Use' section with a right-pointing arrow.

3. Select your User Role Type
4. Enter Email Address
5. Confirm Email Address
6. Enter Personal Information

Create new account

E-mail *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

▶ Terms of Use

▼ Personal Information

First Name

Please enter your first name

Last Name *

Please enter your Last Name

Phone *

Please enter your contact Phone Number

Create new account

7. Review Terms of Use

▶ Terms of Use

8. Select I agree with these Terms of Use

Indicating your access to unauthorized information on any case, I will immediately notify the Court Administrator, Clerk of Court, presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.

- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.
- I understand my account may be suspended if I provide any untruthful information while registering as an e-filer or within this user agreement.

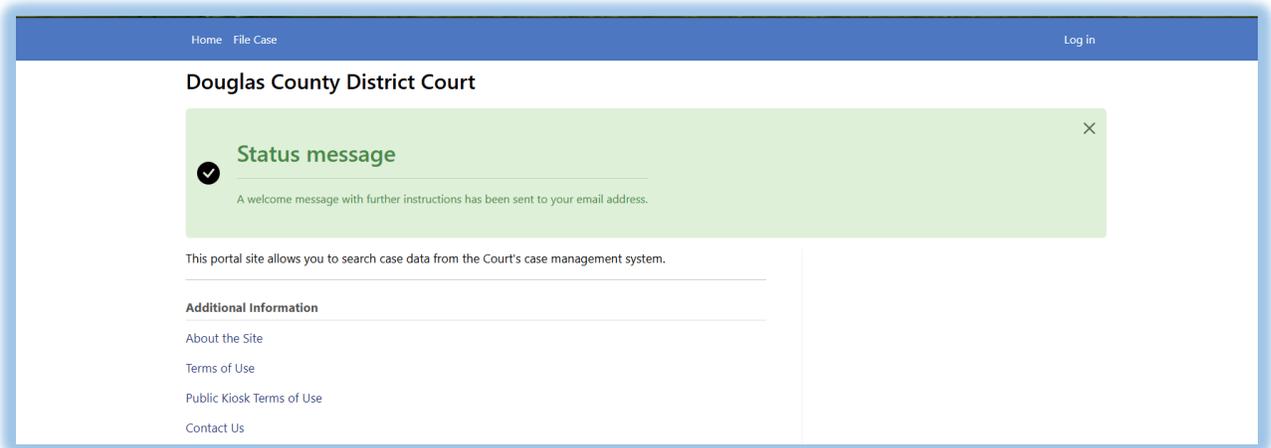
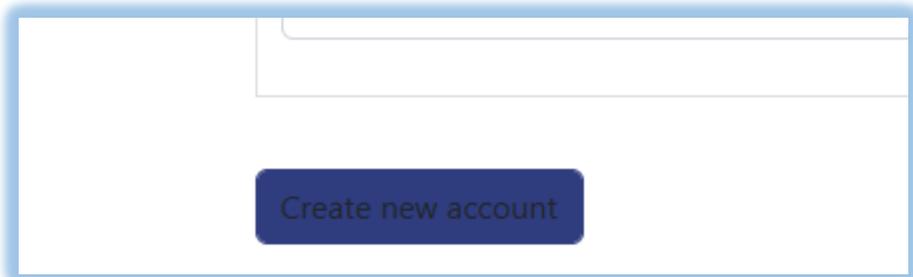
I hereby certify all my answers above are true and correct and that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.

By registering for an eCourt eFiling account with the Court, I agree to be bound by the terms and conditions of this agreement as stated above.

I agree with these terms

▼ Personal Information

9. Click Create New Account



10. You should receive an email

NOTE: Check Junk Folder if you do not receive it within 5 minutes

On Tue, Oct 21, 2025 at 11:50 AM noreply@douglas.nv.gov <noreply@douglas.nv.gov> wrote:

rl Edwards58@gmail.com,

Thank you for registering at Douglas County Test Portal. You may now log in by clicking this link or copying and pasting it into your browser:

https://efileqa.douglasdistrictcourt.com/user/reset/1290/1761072633/9tg2NfdtQ3A8jS0cLGqszsVL_tKuABmwMJf-AOU-E2A

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <https://efileqa.douglasdistrictcourt.com/user> in the future using:

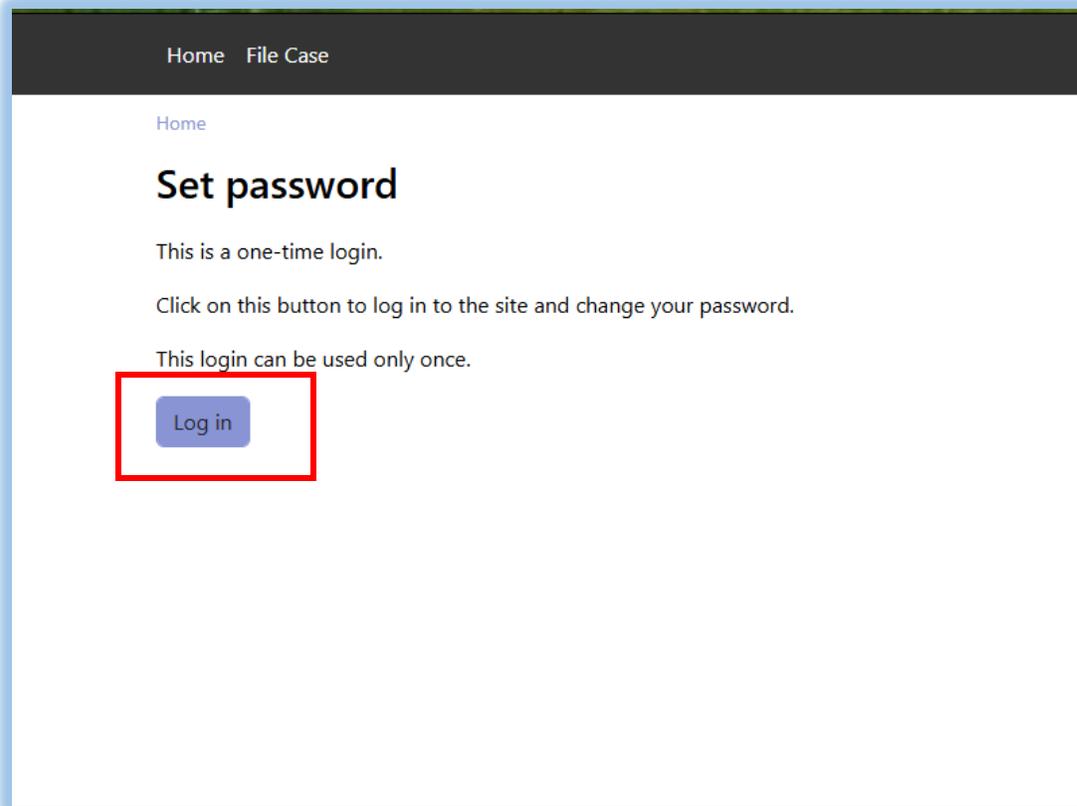
username: rl Edwards58@gmail.com

password: Your password

-- Douglas County Test Portal team

11. Click on the link in the email

12. Click on the Login button



13. You will be prompted to set your password

NOTE: Do not click off this screen until you have set your password or you will have to request a reset.

Password Requirements:

Recommendations to make your password stronger:

- Make it at least 12 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

14. Click Save

15. You are now logged into the Douglas County Portal



NOTE: If your email address changes, you will need to notify the District Court Clerk's Office at 775-782-9820 before you change your email.

Need to Reset Password

1. Click on Login
2. Click on the tab for Reset Password
3. Enter your email
4. Click Submit

Home File Case

Log in Create new account Reset your password

Home

Reset your password

E-mail *

Password reset instructions will be sent to your registered email address.

Submit

Log in Create new account Reset your password

Home

Log in

Status message ×

✓ If the username or email address exists and is active, further instructions have been sent to your email address.

5. Click on the link in the email

A request to reset the password for your account has been made at Douglas County Test Portal.

You may now log in by clicking this link or copying and pasting it into your browser:

<https://efileqa.douglasdistrictcourt.com/web/user/reset/1272/1747254791/PFfebJHML2KWqBXMNG0sDjpRSGic2m6bBFhCYHq72U>

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- Douglas County Test Portal team

6. Click on the Log In button

Home

Reset password

This is a one-time login.

Click on this button to log in to the site and change your password.

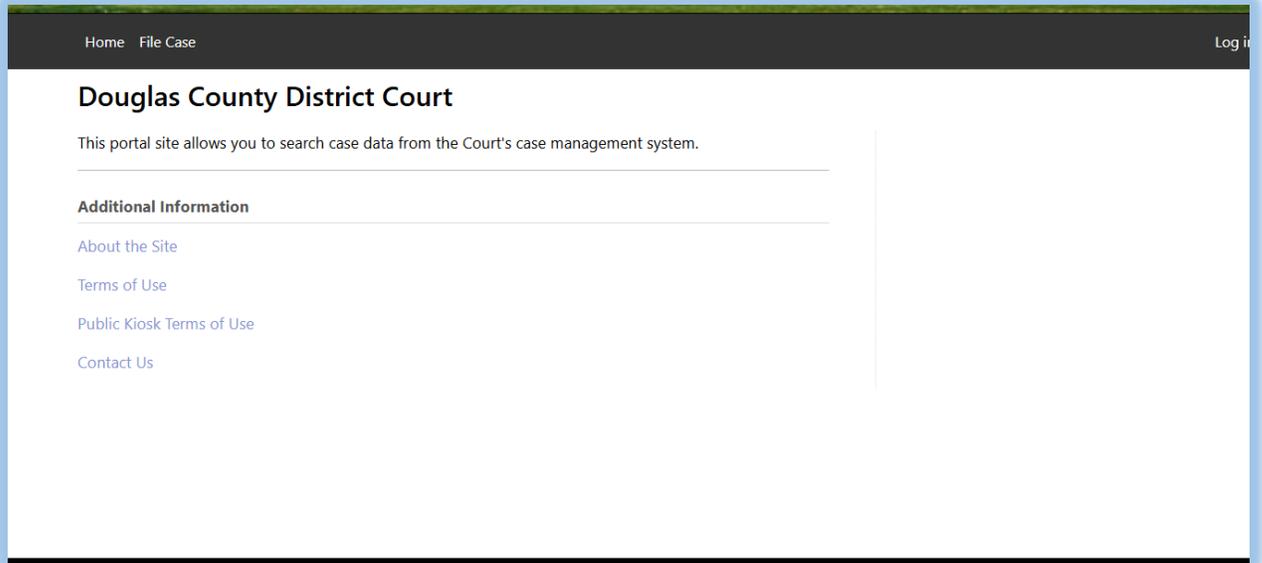
This login can be used only once.

Log in

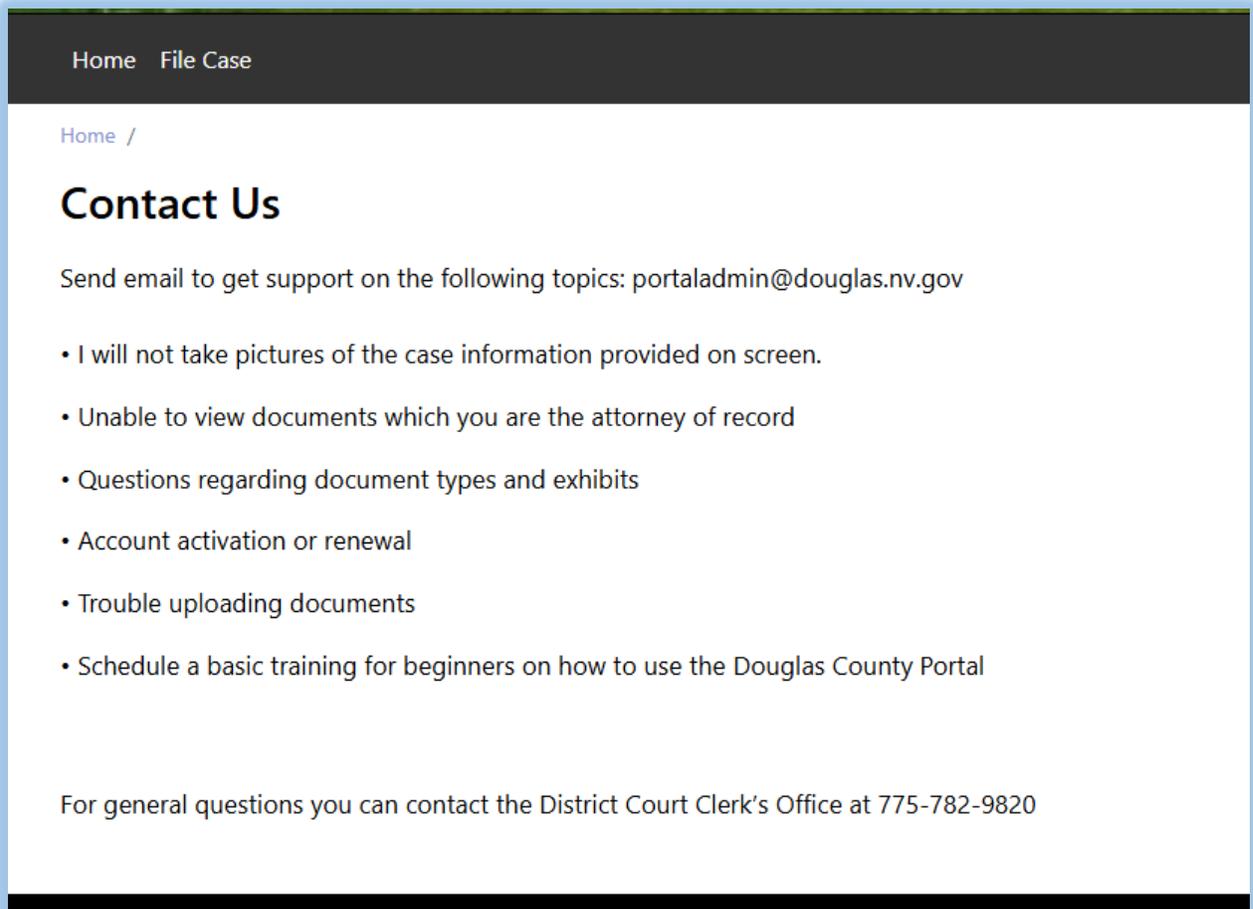
7. Create your new password
8. Click Save

Need Help

1. On the Home Page, click on Contact Us

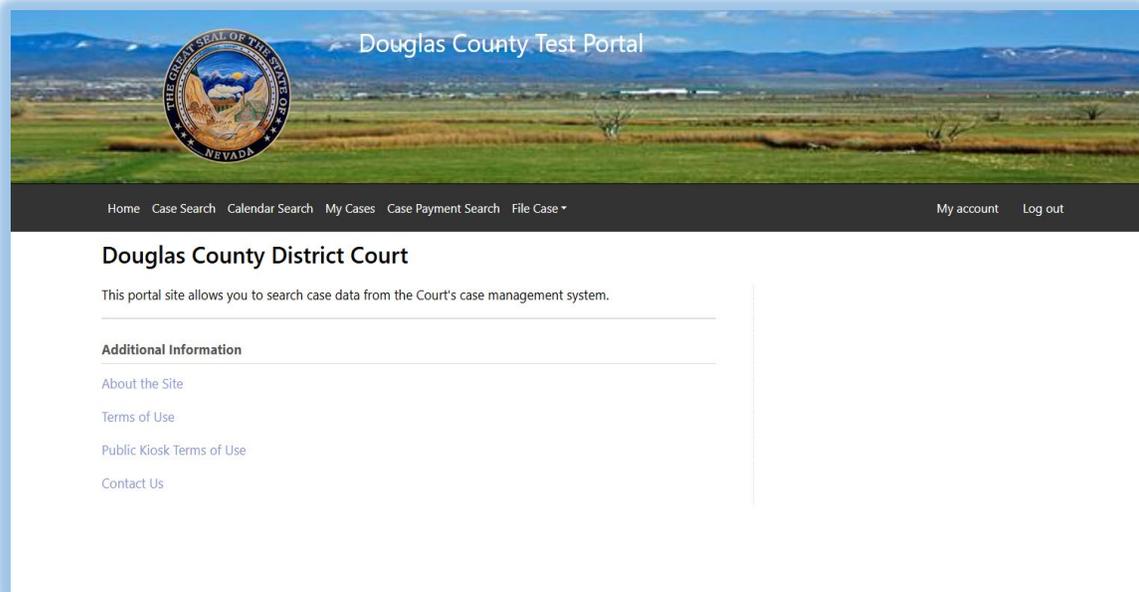


2. You can email portaladmin@douglas.nv.gov or contact the court by phone 775-782-9820
Please include details of the errors received



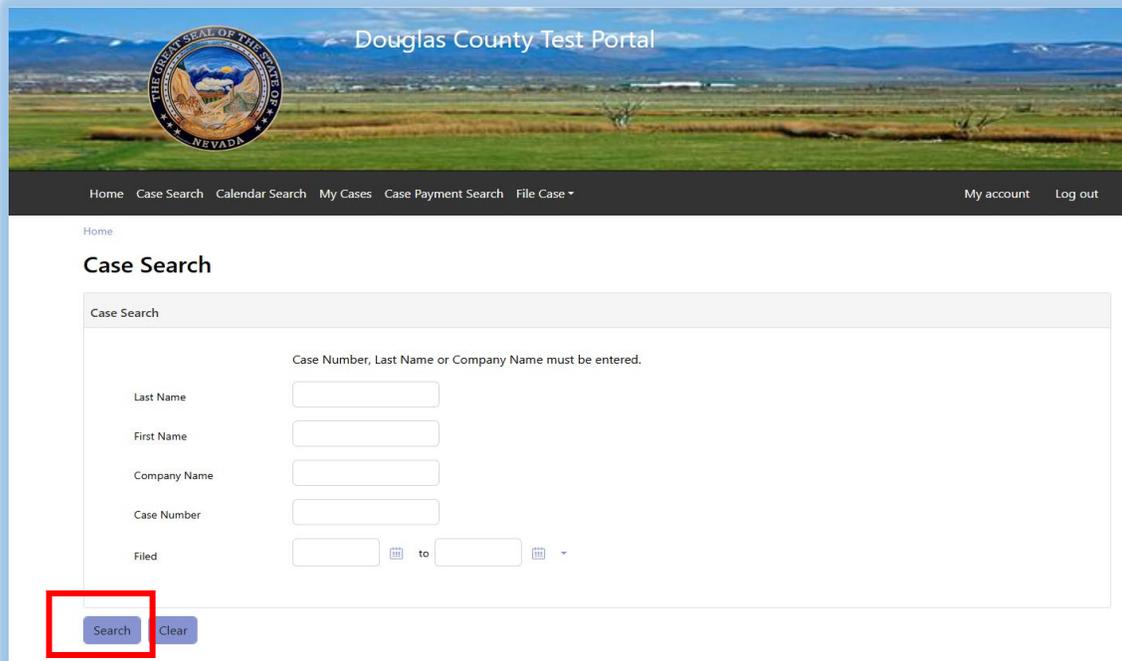
Home

1. On the Home Page you can view information About the Site, Terms of Use, Public Kiosk Terms of Use, and Contact Us information



Case Search

1. On Case Search, you can search for cases by Name, Company Name, Case Number or Filed Date
2. Once you populate your search criteria click on Search



3. If search results have more than 20 records, you can view the additional results by clicking the next arrow at the bottom of the page or changing your Records Per Page

Records Per Page Change the number of results per page

| Case Number | Case Name | Filing Date | Case Type | Category | Next Event | Previous Event | Status | Defendant DOB |
|-----------------|---|-------------|--------------|---------------------------------|------------|---|----------|---------------|
| 2025-CV-00022 | Test Test vs. Test Test | 11/14/2025 | Civil | Chapter 40 | | | Active | |
| 2025-CV-00021 | Bruce Jenner vs. | 11/13/2025 | Civil | Other Civil Matters | | | Active | |
| 2025-PRDC-00118 | Loo Loo and LEE LEE | 11/13/2025 | Divorce | Marriage Dissolution | | | Pending | |
| 2025-PRDC-00117 | A A and B B vs. D D | 11/13/2025 | Civil | Other Contract | | | Pending | |
| 2025-DI-00007 | Marge Simpson vs. Homer Simpson | 11/13/2025 | Divorce | Marriage Dissolution | | | Active | |
| 2025-PRDC-00114 | Test Test vs. Test Test | 11/06/2025 | Civil | Appeal from Lower Court Case | | | Pending | |
| 2025-PRDC-00108 | Francis Germaine Soto vs. Jamie Crispin De Sutter | 11/05/2025 | Divorce | Marriage Dissolution | | | Pending | |
| 2025-PRDC-00100 | vs. | 11/05/2025 | Civil | Other Civil Writ | | | Pending | |
| 2025-PRDC-00099 | Bill Smith vs. Jill Smith | 10/29/2025 | UIFSA | IV-D UIFSA | | | Rejected | |
| 2025-CV-00020 | Courtnei Walker vs. State Of Nevada | 10/03/2025 | Civil | Petition to Seal Records | | 10/23/2025 Petition to Seal Records Hearing | Active | |
| 2025-PB-00019 | In the matter of an Estate | 10/03/2025 | Probate | Probate: General Administration | | | Active | |
| 2025-PB-00018 | In the matter of a Guardianship | 10/03/2025 | Guardianship | Guardianship of a Minor | | | Active | |
| 2025-PB-00020 | In the matter of an Estate | 10/03/2025 | Probate | Probate: Set Aside | | | Active | |
| 2025-PRDC-00090 | John Smith and Jane Smith | 10/03/2025 | Divorce | Marriage Dissolution | | 10/13/2025 16.2 Case Management Conference | Rejected | |
| 2025-PB-00017 | In the Matter of a Guardianship of Lilly Smith | 10/03/2025 | Guardianship | Guardianship of a Minor | | | Active | |
| 2025-CR-00121 | State of Nevada vs. Test Test | 10/02/2025 | Criminal | Felony: Crimes Against Property | | | | |
| 2025-PRDC-00088 | Fafaf Vasfff vs. Gwegewg Gesgweg | 09/15/2025 | Civil | Building and Construction | | | Pending | |
| 2025-PRDC-00087 | SDBDBDB HRSGG vs. Gsdgsdgs Gwdsss | 09/11/2025 | Divorce | Marriage Dissolution | | | Pending | |
| 2025-UR-00008 | Uifsadaag Testuifsa vs. Money Oweyou | 08/25/2025 | UIFSA | IV-D Intrastate | | | Active | |
| 2025-PRDC-00079 | No Test; In the matter of the Estate Of | 08/25/2025 | Probate | Probate: General Administration | | | Pending | |

Results 21 - 40

Navigation arrows: ◀ ▶

[Back to Top](#)

4. To view the case information, click on the Case Number (blue hyperlink)

Search Clear

Records Per Page 20 Change the number of results per page

| Case Number | Case Name | Filing Date | Case Type | Category | Next Event | Previous Event | Status |
|-----------------|--|-------------|--------------|---------------------------------|---|---|---------|
| 2025-CV-00020 | Courtini Walker vs. State Of Nevada | 10/03/2025 | Civil | Petition to Seal Records | 10/23/2025 Petition to Seal Records Hearing | | Active |
| 2025-PRDC-00094 | In the matter of an Estate | 10/03/2025 | Probate | Probate: General Administration | | | Pending |
| 2025-PB-00018 | In the matter of a Guardianship | 10/03/2025 | Guardianship | Guardianship of a Minor | | | Active |
| 2025-PRDC-00092 | In the matter of an Estate | 10/03/2025 | Probate | Probate: Set Aside | | | Pending |
| 2025-PRDC-00090 | John Smith and Jane Smith | 10/03/2025 | Divorce | Marriage Dissolution | | 10/13/2025 162 Case Management Conference | Pending |
| 2025-PB-00017 | In the Matter of a Guardianship of Lilly Smith | 10/03/2025 | Guardianship | Guardianship of a Minor | | | Active |
| 2025-CR-00121 | State of Nevada vs. Test Test | 10/02/2025 | Criminal | Felony: Crimes Against Property | | | |
| 2025-PRDC-00088 | Prof Vastff vs. Gwegewg Gergweg | 09/15/2025 | Civil | Building and Construction | | | Pending |
| 2025-PRDC-00087 | S BDBDB HRSGG vs. Gsdgdgs Gwdsss | 09/11/2025 | Divorce | Marriage Dissolution | | | Pending |
| 2025-UR-00008 | Usadaag Testuifsa vs. Money Oweyou | 08/25/2025 | UIFSA | IV-D Intrastate | | | Active |
| 2025-PRDC-00079 | Test Test; In the matter of the Estate Of | 08/25/2025 | Probate | Probate: General Administration | | | Pending |
| 2025-PRDC-00078 | Divorcetest Testdaag vs. Test Jonesd | 08/25/2025 | Divorce | Marriage Dissolution | | | Pending |
| 2025-PB-00016 | In the matter of a Guardianship | 08/25/2025 | Guardianship | Guardianship of a Minor | | | Active |
| 2025-CV-00013 | Testingcaseinit Civilagda vs. Test Jones | 08/25/2025 | Civil | Building and Construction | | | Active |
| 2025-UR-00007 | Ude Test and Boo Test vs. Money Test | 08/20/2025 | UIFSA | IV-D UIFSA | | | Active |
| 2025-PRDC-00073 | Old Test; In the matter of the Estate Of | 08/20/2025 | Probate | Probate: Summary Administration | | | Pending |
| 2025-PB-00015 | Old Person Test; In the matter of the Guardianship Of | 08/20/2025 | Guardianship | Guardianship of an Adult | | | Active |
| 2025-DI-00004 | You Hate and Youtoo Hate | 08/20/2025 | Divorce | Marriage Dissolution | | | Active |
| 2025-CV-00012 | Big Test and Bunny Test vs. Alfred Test and Betty Test | 08/20/2025 | Civil | Building and Construction | | | Active |
| 2025-CV-00019 | Nickey Test and Minnie Test vs. Duck Test and Daffy Test | 08/20/2025 | Civil | Building and Construction | | | Active |

2025-CR-00121

State of Nevada vs. Test Test

Department II

Criminal: Felony: Crimes Against Property

on

Summary-Portal-Public

Case

| Filing Date | Case Caption | Disposition | Balance |
|-------------|-------------------------------|-------------|---------|
| 10/02/2025 | State of Nevada vs. Test Test | | 0.00 |

Events in the next 90 days

| Date/Time | Type | Result | Official | Interpreter | Location |
|------------|------|--------|----------|-------------|----------|
| 10/02/2025 | | | | | |

Charges

| Charge Information | Disposition |
|--|-------------|
| Ct 1: 62559 category B felony - THEFT, VALUE \$25K OR GREATER BUT L/T \$100K-E/VOP 200.0835.2D on 10/02/2025 | |

Filed Documents

| Filed | Description | Filed By | Decision | Number of Pages |
|---|-------------|------------|----------|-----------------|
| 2025-CR-00121 : State of Nevada vs. Test Test | | | | |
| 2025-CR-00121 Filed on 10/02/2025 | | | | |
| 10/02/2025 | Indictment | Grand Jury | | |

My Cases

1. Click on My Cases Tab

NOTE: You will only have case access to cases where you are an active party

Home / redwards@douglas.nv.gov

My Existing Cases

▶ Case Search

| Case Number | Case Name | eFiling Title | Category | Filing Date | Role | Status | Action |
|-----------------|--|---------------|--|-------------|--------------|---------|---------------|
| 2025-JV-00023 | Minor 432 Test | Case_90 | Child Abuse/Neglect Petition | 09/01/2025 | Filing Party | ACTIVE | Select Action |
| 2025-JV-00024 | Minor Delinquency Test | Case_91 | Delinquency Petition-Other Delinquency | 09/01/2025 | Filing Party | ACTIVE | Select Action |
| 2025-CV-00019 | Mickey Test and Minnie Test vs. Duck Test and Daffy Test | Case_75 | Building and Construction | 08/20/2025 | Filing Party | ACTIVE | Select Action |
| 2025-CV-00012 | Bug Test and Bunny Test vs. Alfred Test and Betty Test | Case_76 | Building and Construction | 08/20/2025 | Filing Party | ACTIVE | Select Action |
| 2025-PB-00015 | Old Person Test; In the matter of the Guardianship Of | Case_78 | Guardianship of an Adult | 08/20/2025 | Filing Party | ACTIVE | Select Action |
| 2025-PRDC-00073 | Old Test; In the matter of the Estate Of | Case_79 | Probate: Summary Administration | 08/20/2025 | Filing Party | EFILING | Select Action |

2. Click on the Action Drop-down menu

My Existing Cases

▶ Case Search

| Case Number | Case Name | eFiling Title | Category | Filing Date | Role | Status | Action |
|---------------|---|---------------|---------------------------|-------------|--------------|--------|---------------|
| 2025-CV-00034 | Waiver Test vs. Two Test | Case_157 | Other Contract | 12/08/2025 | Filing Party | ACTIVE | Select Action |
| 2025-JV-00039 | Juvenile Test | Case_147 | | 12/03/2025 | Filing Party | ACTIVE | Select Action |
| 2025-CV-00032 | Party One Test and Party Two Test, et al vs. Filing Test and Fee Test | Case_148 | Building and Construction | 12/03/2025 | Filing Party | ACTIVE | Select Action |

- Select Action
- View Case
- View/Seal Case Documents
- File Document

3. From the Action menu

- a. View Case – This will display the case summary, including events in the next 90 days, Case Header, Filed Documents

Case Summary

2025-CV-00019
 Mickey Test and Minnie Test vs. Duck Test and Daffy Test
 Department II
 Civil: Building and Construction
 Active on 10/01/2025

Summary-Portal-Public

Case

| Filing Date | Case Caption | Disposition | Balance |
|-------------|--|-------------|---------|
| 08/20/2025 | Mickey Test and Minnie Test vs. Duck Test and Daffy Test | | 0.00 |

Events in the next 90 days

| Date/Time | Type | Result | Official | Interpreter | Location |
|--|------|--------|----------|-------------|----------|
| ↳ 2025-CV-00019 : Mickey Test and Minnie Test vs. Duck Test and Daffy Test | | | | | |

Filed Documents

| Filed | Description | Filed By | Decision | Number of Pages |
|--|---|--------------------------|----------|-----------------|
| ↳ 2025-CV-00019 : Mickey Test and Minnie Test vs. Duck Test and Daffy Test | | | | |
| 10/01/2025 | Affidavit / Declaration / Certificate of eService | Clerk | | 1 |
| 10/01/2025 | Affidavit / Declaration / Certificate of eService | Clerk | | 1 |
| 08/20/2025 | Summons Issued | Petitioner - Mickey Test | | 1 |
| 08/20/2025 | Complaint | Petitioner - Mickey Test | | 2 |

- b. View/Seal Documents
 - i. Click on the Image icon to view the document
 - ii. To Seal/Mark a document confidential see section d below

Documents - My Cases

Case_157

Documents-Portal-MyCases

| Filed Documents | | | | | | | |
|-----------------------|--|--------------------------|----------|------|-------|-------|--|
| Filed | Description | Filed By | Decision | Seal | Image | Pages | |
| <input type="radio"/> | 2025-CV-00034 : Waiver Test vs. Two Test | | | | | | |
| <input type="radio"/> | 12/08/2025 Affidavit / Declaration / Certificate of eService | Clerk | | | | 1 | |
| <input type="radio"/> | 12/08/2025 Affidavit / Declaration / Certificate of eService | Clerk | | | | 1 | |
| <input type="radio"/> | 12/08/2025 Application to Waive Fees | Petitioner - Waiver Test | | | | 2 | |
| <input type="radio"/> | 12/08/2025 Complaint for Damages | Petitioner - Waiver Test | | | | 1 | |

c. File Document

- i. Refer to section Filing Documents on existing case for more information

File Document

Add Document-Portal

For proposed orders use the name or number PDORD. Please ensure the word "proposed" is omitted from the document title or the document will not be accepted.

Add Document

Name or Number*

Additional Info

Filed By

- Test, Daffy [RES]
- Test, Duck [RES]
- Test, Mickey [PET]
- Test, Minnie [PET]
- Edwards, Rebecca [ATT]
- Edwards, Rebecca [ATT]
- Gregory, Thomas W. [JUD]

Representing

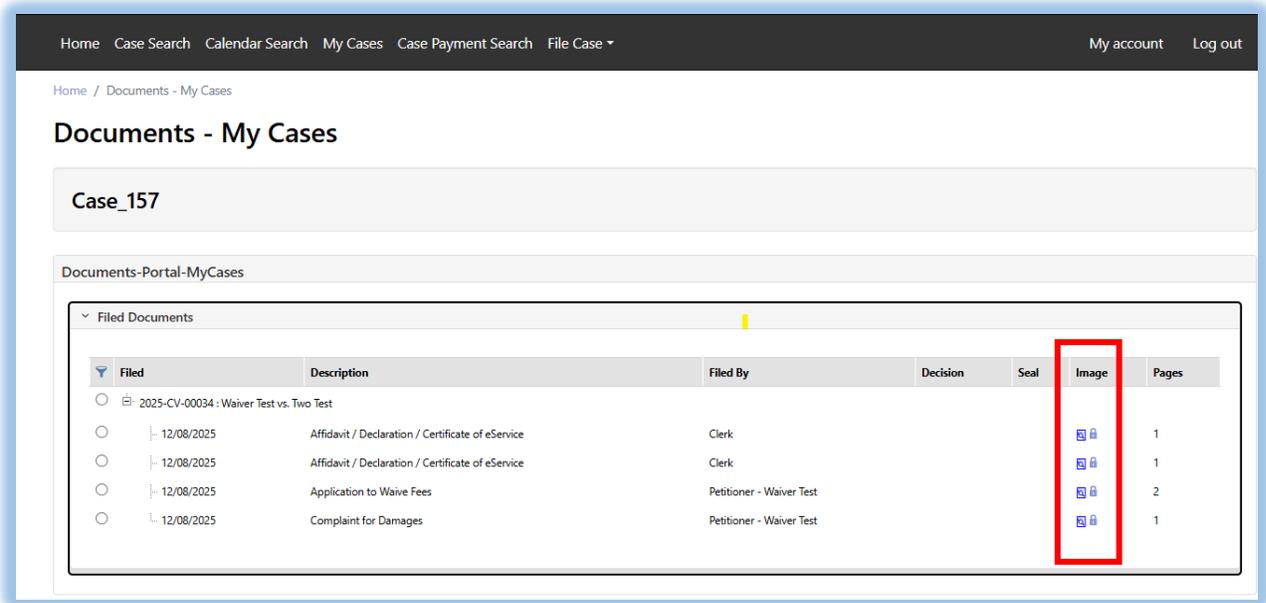
- Test, Daffy [RES]
- Test, Duck [RES]
- Test, Mickey [PET]
- Test, Minnie [PET]

EDocument Upload* No file chosen

- d. Seal Document/Confidential Documents
 - i. Click on the Action Drop-down menu
 - ii. Select View/Seal Documents



- iii. Click on the Lock next to the Document Image



- iv. Click Proceed

Home Case Search Calendar Search My Cases Case Payment Search File Case My account Log out

Home / Add Document Seal

Add Document Seal

Add Document Seal Add to 12/08/2025 Affidavit / Declaration / Certificate of eService

Please select the applicable document from the drop down you wish to seal, then click proceed to create your request to seal

Proceed Back

NOTE: The Clerk's Office will be notified that a document has been flagged to be sealed or marked as confidential. The clerks will review the request to determine if the document meets statutory requirements.

Adoption

When the Decree for Adoption is filed, the case is automatically sealed by statute. Once a case is sealed it will no longer be available through the Portal

Case Payment Search

1. On the Case Payment Search you can search by Name, Company Name, Case Number, and Filed Date
2. Once you populate your search criteria click on Search

The screenshot shows the Douglas County Test Portal. At the top left is the seal of the State of Nevada. The header text reads "Douglas County Test Portal". Below the header is a navigation bar with links: Home, Case Search, Calendar Search, My Cases, Case Payment Search, File Case, My account, and Log out. The main content area is titled "Case Payment Search" and contains a form titled "Case Payment Search-No-Rest-SG". The form has a message: "Case Number, Last Name or Company Name must be entered." Below this are input fields for Last Name, First Name, Company Name, Case Number, and Filed (with a date range selector). At the bottom of the form, there are two buttons: "Search" (highlighted with a red box) and "Clear".

3. If a Case is eligible to be paid online, click on the Pay Case Option

| Case Number | Case Name | Filing Date | Case Type | Category | Next Event | Previous Event | Status | Invoices Balance | Option |
|---------------|-------------------------------|-------------|-----------|---------------------------------|------------|----------------|--------|------------------|----------|
| 2025-CR-00121 | State of Nevada vs. Test Test | 10/02/2025 | Criminal | Felony: Crimes Against Property | | | | \$500.00 | Pay Case |

4. If a Case is NOT eligible to be paid online, it will show to contact the court

| Case Number | Case Name | Filing Date | Case Type | Category | Next Event | Previous Event | Status | Invoices Balance | Option |
|---------------|---|-------------|-----------|----------|------------|----------------|--------|------------------|--|
| 2025-CR-00120 | State of Nevada vs. EMIL JOSEPH PERASSO, Jr | 07/15/2025 | Criminal | JV0 | | | | \$100.00 | This case cannot be processed online. Please contact the court for more information. |

5. To pay a case, click on Pay Case

6. In the Payment Amount Field, you can edit the amount of your payment

Home Case Search Calendar Search My Cases Case Payment Search File Case ▾ My account Log out

Home

Pay Online

Case Information

State of Nevada vs. KARI B TESTA

Case Number: 2025-CR-00119 Party Name: KARI B TESTA

Amount Due
\$ 500.00

Invoice descriptions

District Court Fines - \$ 500.00

Enter Payment Amount

Payment Amount \$

I understand that I am making a payment

[Pay Now](#) [Back](#)

NOTE: For Civil and Family cases the court does not accept partial payments towards filing fees.

7. Check the box to agree
8. Click Pay Now
9. You will be sent to the Court's payment processor
10. Enter your information and click Continue



Step 1: Select Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

For Douglas County District Court NEVADA payments only.

Note: * indicates a required field.

My Bills

| Description |
|--|
| <input type="checkbox"/> Fines and Fees payment of \$200.00 on paymentProcessingId 230 |

Cardholder Information

First Name: * Last Name: *

Address Line 1: * Address Line 2:

City: * State: * Zip Code: *

Payor Phone Number: * Email Address: *

Payment Information

Payment Method: *

Card Number: *    

Expiration Date: * (in mm/yy format)

CVV: * [Where is this number?](#)

Cancel

Continue

11. Review your Payment Details and check the box to agree to the Terms and Conditions

12. Click Submit



Step 1: Select Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt

Step 2: Review and Submit

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

My Bills

| Description | Amount |
|---|-----------------|
| Fines and Fees payment of \$200.00 on paymentProcessingId 230 | \$200.00 |
| Subtotal: | \$200.00 |
| Convenience Fee: | \$6.00 |
| Total Payment: | \$206.00 |

Customer Information

First Name: Test
Last Name: Test
Address Line 1: 1234 Main Street
Address Line 2:
City: Minden
State: Nevada
Zip Code: 89423
Payor Phone Number: 775-555-5555
Email Address: redwards@douglas.nv.gov

Payment Information

Payment Date: 11/21/2025
Card Type: Visa
Card Number: *****1111

Terms and Conditions

CONVENIENCE FEE
Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card or electronic check payments. IN ORDER TO USE THIS SERVICE YOU MAY HAVE TO PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY

I Agree to Terms and Conditions

Back

Cancel

Submit Payment

13. You will receive Payment Confirmation. You can click Print to have a copy for your records. You will also receive an email with a copy of your receipt

Payment Confirmation

Payment Accepted

Your Authorization Code is: 6417715

Case Number: 2025-CR-00122

Payment Amount: \$ 200.00

Service Fee \$ 6.00 This amount was charged by the payment gateway, separated from the Court filing fees.

Payment Date: 2025-11-21

Credit Card Last Four Digits: 1111

District Court Fines

Print

Finish

Your Receipt



support@pointandpay.com

To: Edwards, Rebecca

Your payment has been authorized successfully and payment will be processed.

Douglas County District Court thanks you for your payment. For questions about your account, please call 775-782-9820 Thank you for using our bill payment services.

Please save or print a copy of this receipt for record keeping purposes.
Your payment confirmation number is: 6379471

Items Paid For:

Description: Fines and Fees
Account Number: 72
Amount Paid: \$10.00
Fee: \$2.00

Customer Information:

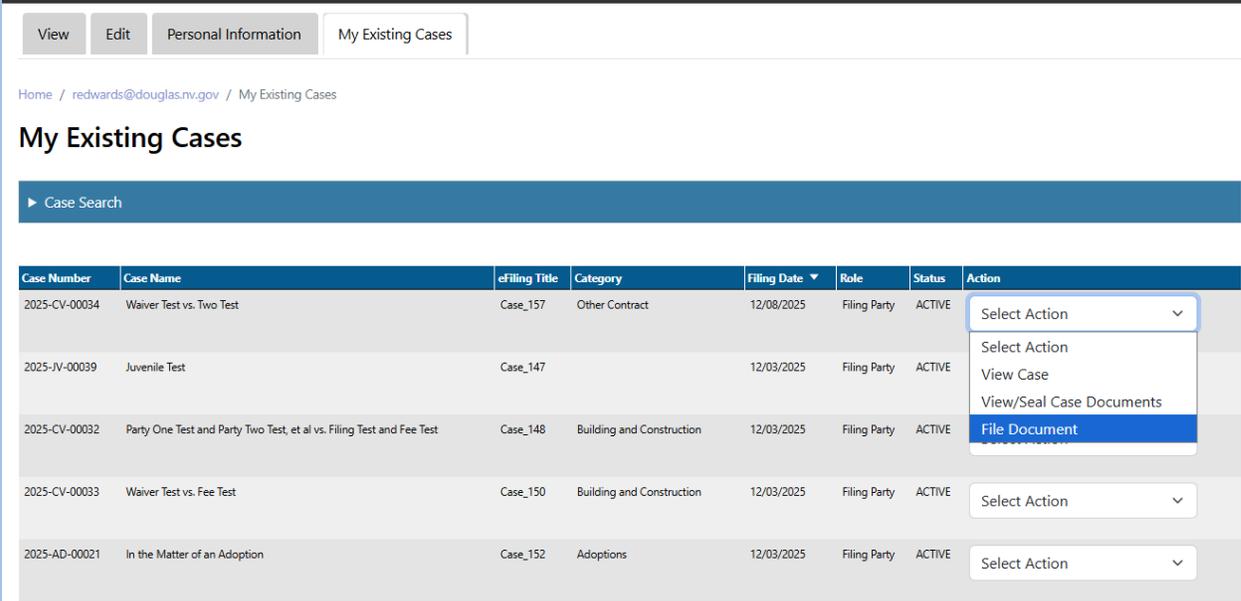
Test Test
P.O. Box 218,
Minden, NV, 89423
775-555-5555
redwards@douglas.nv.gov

Payment Information:

Subtotal: \$10.00
Fee Total: \$2.00
Total: \$12.00
Datetime: 09/18/2024

Filing Documents on existing case

1. Click on My Cases
2. In the Action Menu drop-down select File Document



The screenshot shows a web interface for 'My Existing Cases'. At the top, there are tabs for 'View', 'Edit', 'Personal Information', and 'My Existing Cases'. Below the tabs is a breadcrumb trail: 'Home / redwards@douglas.nv.gov / My Existing Cases'. The main heading is 'My Existing Cases'. Below the heading is a 'Case Search' button. The main content is a table with the following columns: Case Number, Case Name, eFiling Title, Category, Filing Date, Role, Status, and Action. The table contains five rows of data. The third row has an open action menu with the following options: Select Action, View Case, View/Seal Case Documents, and File Document (which is highlighted).

| Case Number | Case Name | eFiling Title | Category | Filing Date | Role | Status | Action |
|---------------|---|---------------|---------------------------|-------------|--------------|--------|---------------|
| 2025-CV-00034 | Waiver Test vs. Two Test | Case_157 | Other Contract | 12/08/2025 | Filing Party | ACTIVE | Select Action |
| 2025-JV-00039 | Juvenile Test | Case_147 | | 12/03/2025 | Filing Party | ACTIVE | Select Action |
| 2025-CV-00032 | Party One Test and Party Two Test, et al vs. Filing Test and Fee Test | Case_148 | Building and Construction | 12/03/2025 | Filing Party | ACTIVE | Select Action |
| 2025-CV-00033 | Waiver Test vs. Fee Test | Case_150 | Building and Construction | 12/03/2025 | Filing Party | ACTIVE | Select Action |
| 2025-AD-00021 | In the Matter of an Adoption | Case_152 | Adoptions | 12/03/2025 | Filing Party | ACTIVE | Select Action |

3. In the Name or Number field you can type the full or partial document name to see a list of documents

▼ Add Document 🔍 🗑️

aff 🔍 🗑️

| Number | Name |
|--------|--------------------------------------|
| DAAO | Affidavit and Order |
| DAPS | Affidavit for Publication of Summons |
| DAIS | Affidavit in Support of |
| DAFF | Affidavit of |
| DAFC | Affidavit of Compliance |
| DADI | Affidavit of Debtor Information |
| DOFM | Affidavit of Mailing |
| DAPL | Affidavit of Plaintiff |
| DAOP | Affidavit of Publication |
| DAFP | Affidavit of Purchaser |
| DAOF | Affidavit of Resident Witness |
| DAFS | Affidavit of Service |
| DASM | Affidavit of Service by Mail |
| DASB | Affidavit of Service by Mail (Bon... |
| DAFR | Affirmation |

Name or Number*

Additional Info

4. Select the Document you are filing
5. You can enter Additional Info if needed
6. Select who is filing the document
7. If you are an Attorney, you can select who you are representing
8. In the EDocument select Choose File
9. Select your PDF document you want to file

Add Document-Portal

For proposed orders use the name or number PDORD. Please ensure the word “proposed” is omitted from the document title or the document will not be accepted.

▼ Add Document 🔍 ✕

Name or Number* MMOT - Motion 🔍 ✕

Additional Info

Filed By

Test, Daffy [RES]
 Test, Duck [RES]
 Test, Mickey [PET]
 Test, Minnie [PET]
 Edwards, Rebecca [ATT]
 Edwards, Rebecca [ATT]
 Gregory, Thomas W. [JUD]

Representing

Test, Daffy [RES]
 Test, Duck [RES]
 Test, Mickey [PET]
 Test, Minnie [PET]

Test Document 1 page.pdf

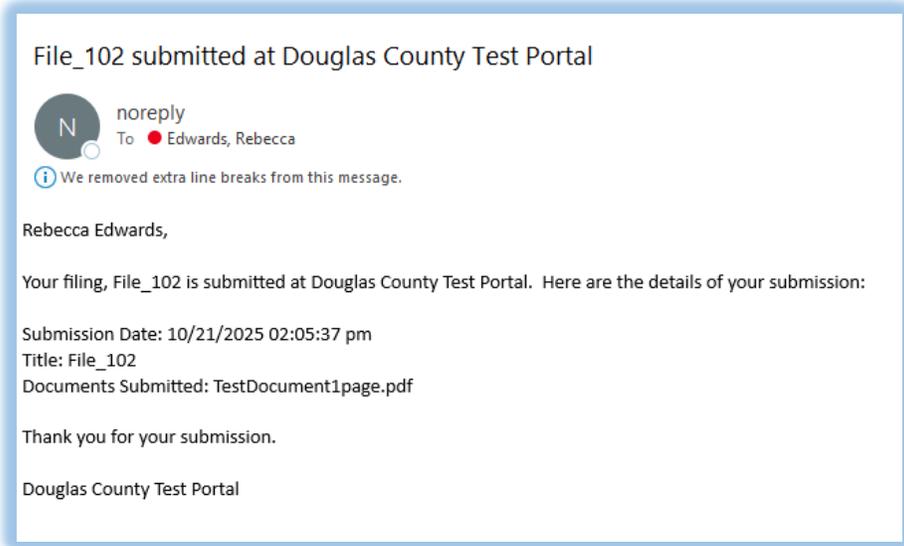
EDocument Upload* ⏸ ✕

100%

10. Click Proceed

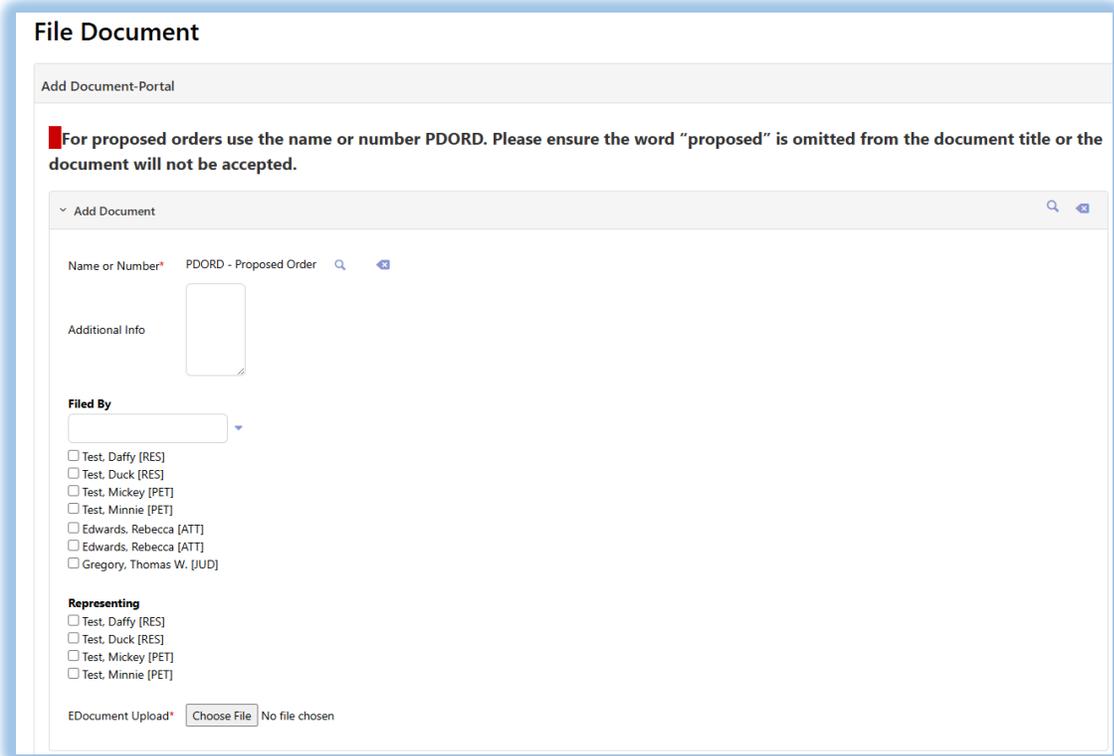
11. You will receive a confirmation email that the filing has been submitted to the clerk’s office

NOTE: Refer to the FAQs section for Documents that you will not be allowed to file through the Portal.



Proposed Orders

1. When filing a Proposed Order that requires the Judge’s Signature use Document-**PDORD**
 - a. Please ensure the word “proposed” is omitted from the document you are submitting.



Petition for Post Conviction Writ and Petition for Pre Conviction Writ

1. When filing a Petition for Post Conviction Writ of Habeas Corpus use Document-**PWPOST**

Home /

File Document - Criminal Case

Add Document-PORTAL-Criminal
Add to 2025-CR-00125A

On all Motions and Oppositions please attach any proposed orders as an exhibit to the document

▼ Add Document 🔍 ✕

Name or Number* PWPOST - Petition for Writ of Habeas Corpus (Post Conviction) 🔍 ✕

Additional Info

Filed By
EDocument Upload* No file chosen

▼ Confidential

Is this document confidential?

2. When filing a Petition for Pre Conviction Writ of Habeas Corpus use Document **PWPRE**

Home /

File Document - Criminal Case

Add Document-PORTAL-Criminal

Add to 2025-CR-00125A

On all Motions and Oppositions please attach any proposed orders as an exhibit to the document

▼ Add Document

Name or Number* PWPRE - Petition for Writ of Habeas Corpus (Pre Conviction)

Additional Info

Filed By

EDocument Upload* Choose File No file chosen

▼ Confidential

Is this document confidential?

Proceed Back

3. Filing additional documents related to the Petitions
 - a. When a Criminal Case has a Post or Pre Writs of Habeas Corpus, you will now see a drop-down menu

Home Case Search Calendar Search My Cases File Case ▾

Home /

File Document

Add Document-PORTAL No Parent Selected

No Parent Selected

Add to 2023-CR-00045B Post Conviction Writ filed on 09/18/2025

Add to 2023-CR-00045A Pre Conviction Writ filed on 09/18/2025

Add to 2023-CR-00045 Order and Commitment filed on 03/24/2023

Proceed Back

b. Select the Parent Record you need to associate the new document

File Document

Add Document-PORTAL Add to 2025-CR-00119B Pre Conviction Writ filed on 07/09/2025

For proposed orders use the name or number PDORD. Please ensure the word "proposed" is omitted from the document title or the document will not be accepted.

Add Document

Name or Number*

Additional Info

Filed By

State of Nevada [PLAIN]

TESTA, KARI B [DEF]

Edwards, Rebecca [ATT]

Gregory, Thomas W. [JUD]

EDocument Upload* Choose File No file chosen

Confidential

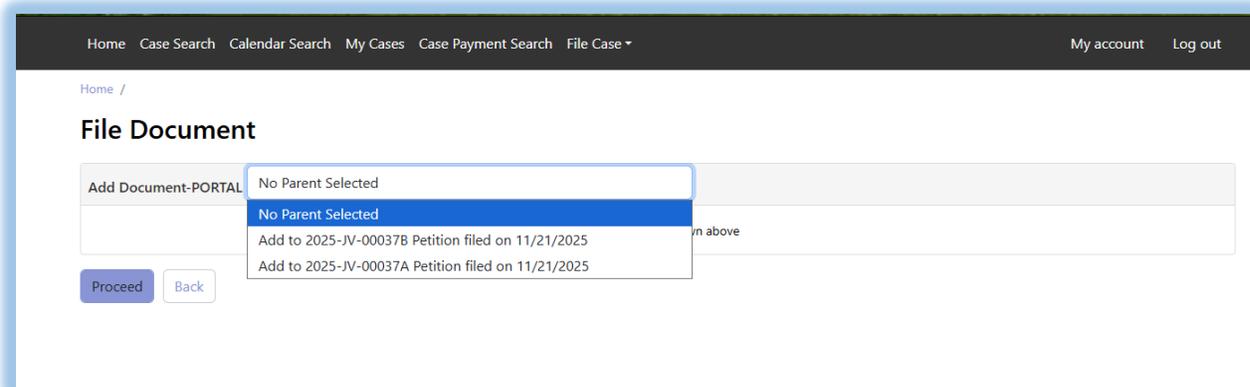
Is this document confidential?

Portal User Role Rebecca Edwards

Proceed Back

Juvenile Delinquency

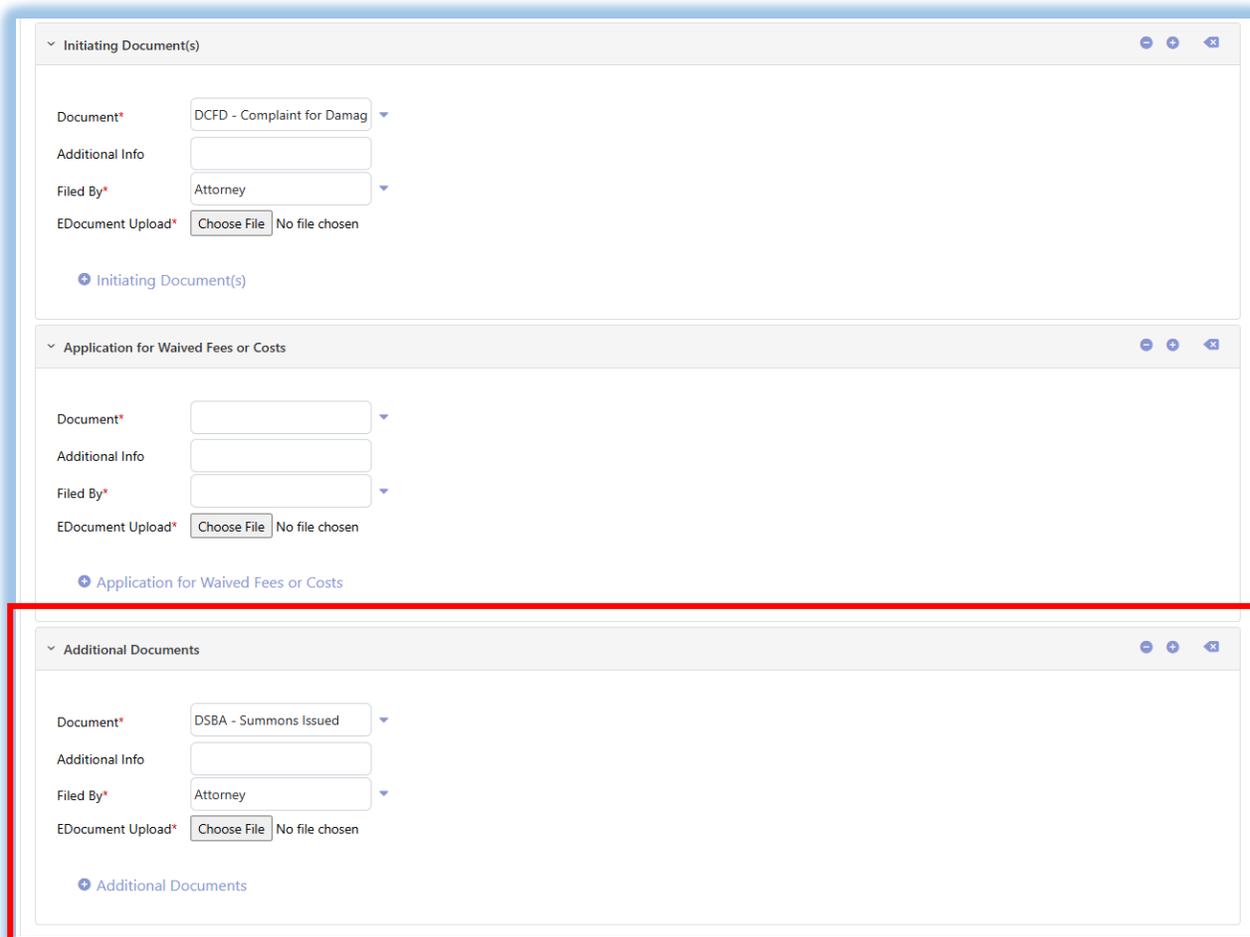
1. Filing additional documents related to Juvenile Delinquency
 - a. When a Juvenile Case has more than one Petition Filed, you will see a drop-down menu



b. Select the Parent Record you need to associate the new document

Summons Issued

1. Summons Issued use Document **DSBA**. This document code will be available in the Additional Documents Section when creating a new case
 - a. The clerk will print the Summons, place the Seal, and mail you the original.



2. Once the party has been served, the original Summons needs to be filed with the court using Document **DSF**

File Document

Add Document-Portal

For proposed orders use the name or number PDORD. Please ensure the word "proposed" is omitted from the document title or the document will not be accepted.

▼ Add Document 🔍 📧

Name or Number* 🔍 📧

Additional Info

Filed By

▼

Test, Test [PET]
 Test, Two [RES]
 Edwards, Rebecca [ATT]
 Young, Nathan Tod [JUD]

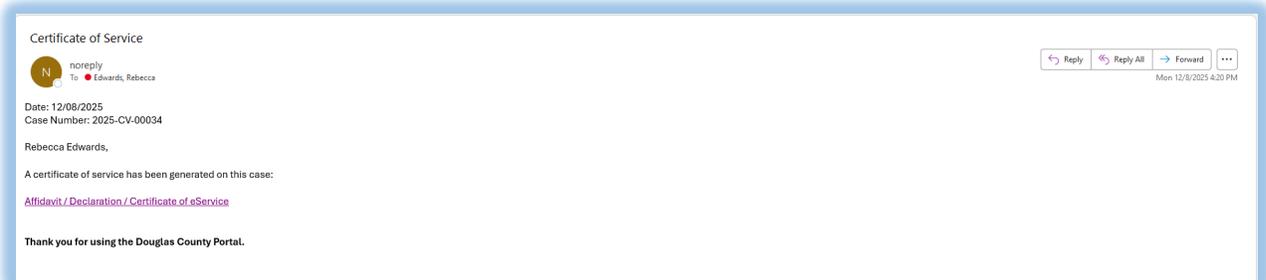
Representing

Test, Test [PET]
 Test, Two [RES]

EDocument Upload* No file chosen

Certificate of Service

1. As the Filer, you will receive the following email
2. To view the Certificate of Service, click on the link



3. If the parties to the case have registered to use the Portal, they will receive the following email

From: noreply <noreply@douglas.nv.gov>
Sent: Wednesday, December 3, 2025 11:13 AM
To: Williams, Bobbie <bwilliams@douglas.nv.gov>
Subject: Notice of E-Service 2025-CV-00026

Case Number: 2025-CV-00026
Case Title: Pluto Dog vs. Bunny Bugs

The document(s) listed below have been electronically served according to the [Douglas County Portal Terms and Conditions](#).

You may view the documents within 15 calendar days after the date of this email, by clicking on the links below. After that time, the e-filed document(s) can be viewed in person at the clerk's office or may be available for a fee via the [Douglas County Portal](#). We recommend that you download and save a copy of each document during your first viewing.

E-Filed Document(s):
[Motion](#)

Served by:
Rebecca Edwards

If you have any questions:

- Email: portaladmin@douglas.nv.gov
- Phone: 775-782-9820

- a. The Douglas County Portal link will take you to the Portal Login
 - b. The E-Filed Document link will open the document filed for you to view and download.
4. If a party is not registered, it is the filer's responsibility to serve that party. You will know by the certificate of service if a party was not sent an email.

***** IMPORTANT NOTICE - READ THIS INFORMATION *****

PROOF OF SERVICE OF ELECTRONIC FILING

-

| | |
|---|--------------------------------------|
| A filing has been submitted to the court RE: | 2025-CV-00029 |
| Judge: | Nathan Tod Young |
| Official File Stamp: | Tue Nov 25 13:53:55 PST 2025 |
| Clerk Accepted: | 11-25-2025 13:54:18 |
| Court | Ninth Judicial District Court |
| Case Title: | Test Test vs. Two Test |
| Document(s) Submitted: | Motion |
| Filed By: | Rebecca Edwards |

You may review this filing by clicking on the following link to take you to your cases -

<https://efileqa.douglasdistrictcourt.com/node/450?id=194565>.

This notice was automatically generated by the courts auto-notification system.

If service is not required for this document (e.g., Minutes), please disregard the below language.

The following people were served electronically:

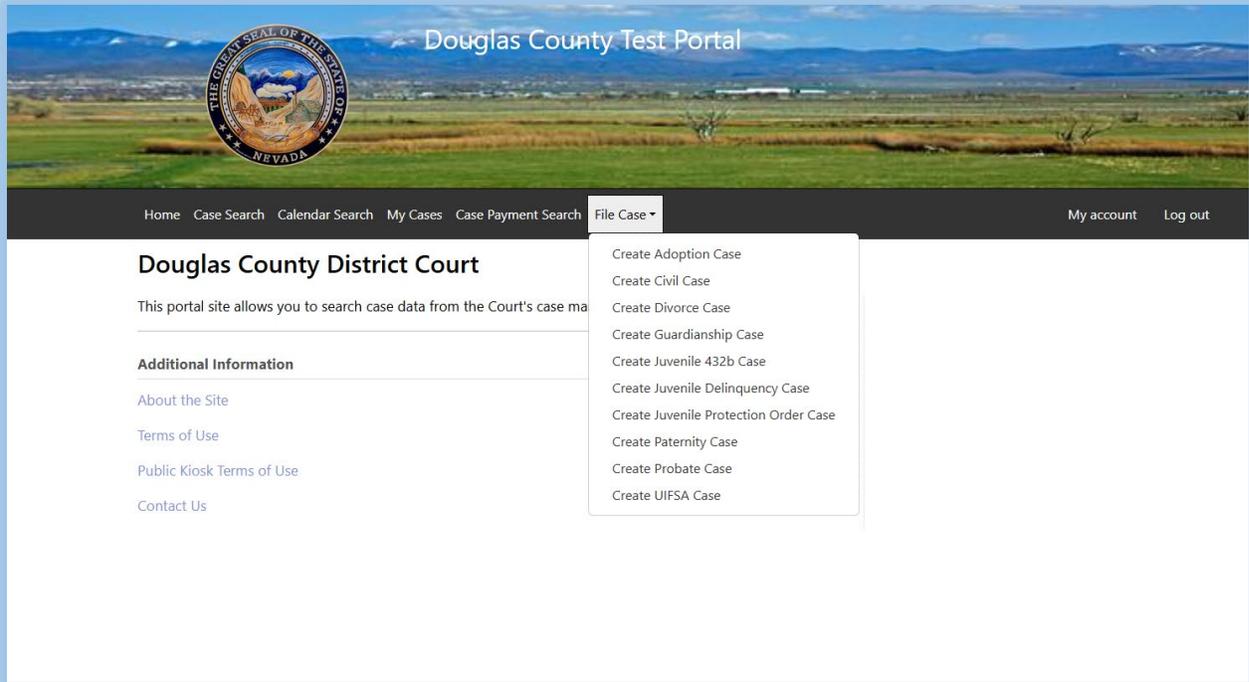
Two Test

The following people have not been served electronically and must be served by traditional means
(see Nevada Electronic Filing Rules.):

Filing New Case

1. Click on File Case
2. Select which case type you want to file

NOTE: If you are unsure what case type to select, please contact the Clerk's Office at 775-782-9820



3. Populate the information on the Case Initiation Form
NOTE: Required fields are marked with a red asterisk (*)

Create Adoption Case

Adoption Case Initiation

Case Information *

Filing Date* 10/21/2025

SubCategory Adult

Party Information *

Party Type* Petitioner

Self Represented* No

Last Name Test

First Name Test

Middle Name

Name Suffix

Company Name

Date Of Birth

Interpreter Language

Address

Address Type* Home Address

Street Address

PO Box

Unit/Suite No

Zip

4. To add Additional Parties, Click on the + Party Information

Party Information *

5. Enter the additional party information

Case Information *

Filing Date* 10/21/2025

SubCategory Adult

Party Information *

Party Information *

Party Type* Co-Petitioner

Self Represented* No

Last Name Test

First Name Test

Middle Name

Name Suffix

Company Name

Date Of Birth

Interpreter Language

Address

Address Type* Home Address

Street Address

PO Box

Unit/Suite No

6. In the Initiating Document (s) select the Document you are filing
7. Make your selection for Filed By

Initiating Document(s)

Document* DCOM. - Complaint

Additional Info

Filed By* Attorney

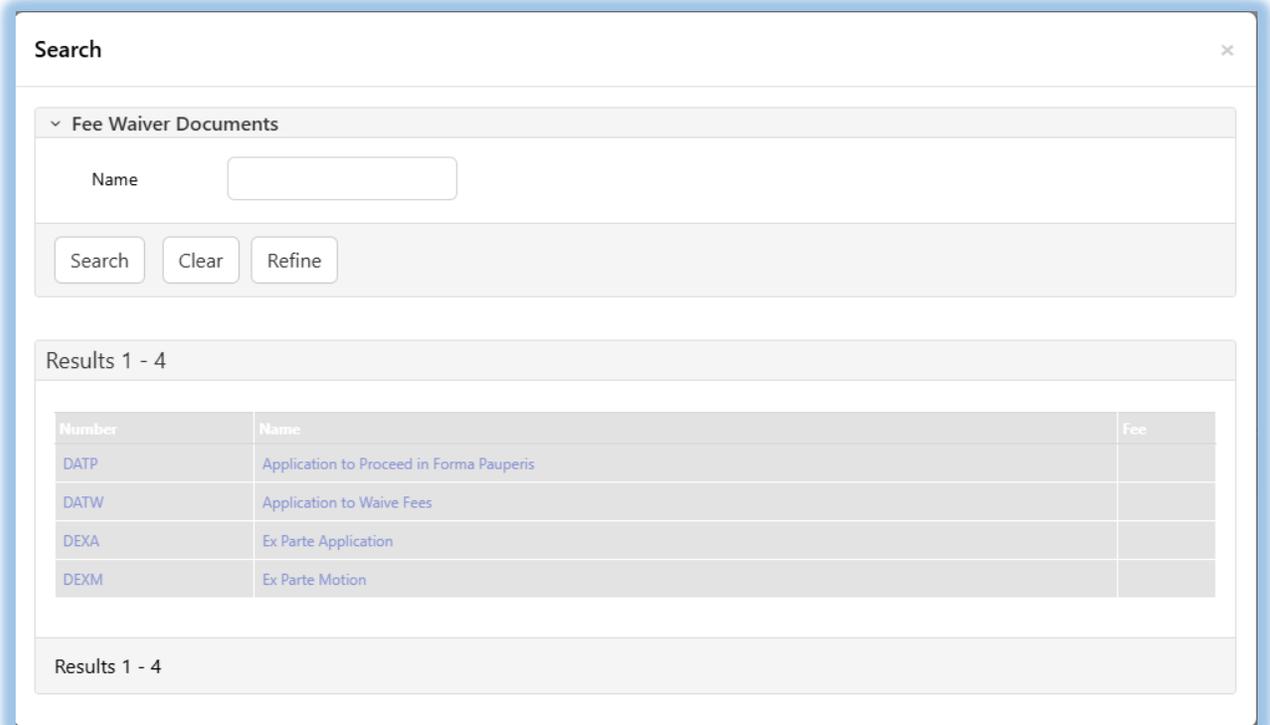
EDocument Upload* Choose File No file chosen

Initiating Document(s)

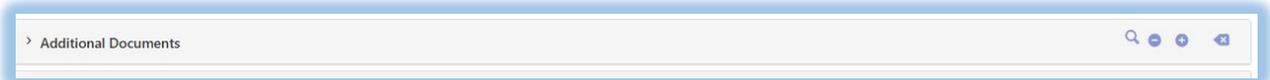
8. In the EDocument Field, click on Choose File and attach the document
9. If you need to include an Application for Waived Fees or Costs, click on the arrow to expand-See Section Waiver of Fees for more information



10. Select the Application you are filing



11. Make your selection for Filed By
12. In the EDocument Field, click on Choose File and attach the Document
13. If you have additional Documents to File, click on the arrow for Additional documents



14. Select the Document you are filing
15. Make your selection for Filed By
16. In the EDocument Field, click on Choose File and attach the document
17. Click Proceed

NOTE: If you are missing any fields, you will receive a message at the top of the page

An Attorney should be entered if Self Represented is No

18. If there are filing fees that must be paid, you will be prompted to make a payment
19. Click Continue
20. Enter your information and click Next



DOUGLAS COUNTY DISTRICT COURT

Douglas County, Nevada, USA

1 Review 2 **Payment** 3 Submit

Choose your preferred method of payment

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
For Douglas County District Court NEVADA payments only.

Credit or Debit Card
\$8.55 service fee

* Fields marked with an asterisk are required

NAME ON CARD*

CARD NUMBER*

MONTH* YEAR* CVV* ?

01 2024 XXX

21. Review your Payment Details and check the box to agree to the Terms and Conditions
22. Click Submit Payment

Step 2: Review and Submit

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

My Bills

| Description | Amount |
|---|----------|
| Fines and Fees payment of \$253.00 on paymentProcessingId 219 | \$253.00 |

Customer Information

First Name: Test
Last Name: Test
Address Line 1: PO BOX 218
Address Line 2:
City: Minden
State: Nevada
Zip Code: 89423
Payor Phone Number: 7755555555
Email Address: redwards@douglas.nv.gov

| | |
|-----------------------|-----------------|
| Subtotal: | \$253.00 |
| Convenience Fee: | \$7.59 |
| Total Payment: | \$260.59 |

Payment Information

Payment Date: 10/21/2025
Card Type: Visa
Card Number: *****1111

Terms and Conditions

CONVENIENCE FEE

Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card or electronic check payments. IN ORDER TO USE THIS SERVICE YOU MAY HAVE TO PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY

I Agree to Terms and Conditions

Back

Cancel

Submit Payment

23. You will receive a Payment Confirmation. You can Click Print to have a copy for your records. You will also receive an email with a copy of your receipt

Receipt

Thank You For Your Payment. ✕

Information

| Reference No | JTI Ref. No. | eFiling Title | Document | Fees | Paid | Balance |
|---------------------|--------------|---------------|------------------|----------|----------|---------|
| 168 | dc2f97d323c | Case_3 | DCOM - Complaint | \$285.00 | \$285.00 | \$0.00 |
| Gateway Service Fee | | | | \$8.55 | \$8.55 | \$0.00 |
| Total | | | | \$293.55 | \$293.55 | \$0.00 |

Payment Information

Date: 2024, October 17 15:56:54

Amount: \$285.00

Service Fee: \$8.55

This amount was charged by the payment gateway, separated from the Court filing fees.

Payor: Test Smith

Payment Type: Credit Card

Card Type: VISA

Payment Transaction ID: 6382487

Authorization Code: 6382487

[← Back To My Cart](#)

[🔍 View My Cases](#)

[🖨️ Print This Page](#)

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Your Receipt



support@pointandpay.com
To: ● Edwards, Rebecca

Your payment has been authorized successfully and payment will be processed.

Douglas County District Court thanks you for your payment. For questions about your account, please call 775-782-9820 Thank you for using our bill payment services.

Please save or print a copy of this receipt for record keeping purposes.
Your payment confirmation number is: 6382487

Items Paid For:

Description: Fines and Fees
Account Number: 97
Amount Paid: \$285.00
Fee: \$8.55

Customer Information:

Test Smith
PO Box 123,
Minden, NV, 89423
7757829819
redwards@douglas.nv.gov

Payment Information:

Subtotal: \$285.00
Fee Total: \$8.55
Total: \$293.55
Datetime: 10/17/2024

24. The filing is then sent to the Clerk’s Office for review and acceptance
 - a. If the filing does not conform to Douglas County eFiling Rules you will be notified. You have 7 days to correct the filing.
 - b. If there are no issues the clerk will accept the filing and process accordingly

25. If you click on My Cases you are able to review the new filing

NOTE: The case number will show as PRDC this is **NOT** the case number to use. This is the submittal number until the clerk’s office accepts the filing. Once the case is reviewed by the clerk’s office and if there are no issues, the system will assign a case number. Submissions received after 5:00pm, or on weekends or holidays, will not be reviewed until the next business day.

For example, once accepted, the case number will change to

Criminal = 2025-CR-00101

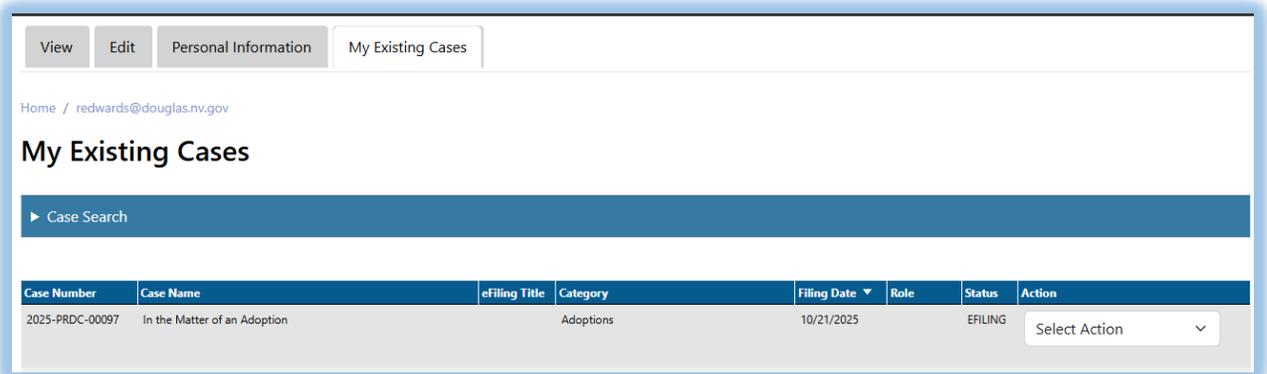
Paternity = 2025-PA-00101

Divorce = 2025-DI-00101

Probate = 2025-PB-00101

Juvenile = 2025-JV-00101

Before Clerk Accepts the new case



After Clerk Accepts the new case

View Edit Personal Information My Existing Cases

Home / redwards@douglas.nv.gov

My Existing Cases

▶ Case Search

| Case Number | Case Name | eFiling Title | Category | Filing Date | Role | Status | Action |
|---------------|------------------------------|---------------|-----------|-------------|------|--------|---------------|
| 2025-AD-00018 | In the Matter of an Adoption | | Adoptions | 10/21/2025 | | ACTIVE | Select Action |

Criminal Cases in District Court

At this time, Criminal Cases cannot be created through the portal. Once the case has been bound over by Justice Court and judge case assignment is completed, you will be able to file additional documents.

Additional Parties

1. When filing a new case, some case types require a \$30.00 additional party fee
2. When adding the additional parties, please leave the Case Filer Box checked

Home / Create Civil Case

Create Civil Case

Civil Case Initiation

Case Information

Filing Date* 12/03/2025

Category*

Plaintiff/Petitioner Information

Check the Filer Box if the Party is a Filer on the Case. Each Additional Filer will be charged \$30.

Case Filer?

Party Type* Petitioner

Self Represented*

Last Name

First Name

Middle Name

Name Suffix

Company Name

Interpreter Language

Address

NOTE: Unchecking the box will not waive the additional fee. If the additional fee is owed you will be contacted by the Clerk's Office, or your filing may be rejected.

3. When filing documents, you will need to verify and select which parties you are filing on behalf of
4. For some case types there is a \$30.00 additional party fee

Add Document-Portal

For proposed orders use the name or number PDORD. Please ensure the word "proposed" is omitted from the document title or the document will not be accepted.

▼ Add Document

Name or Number* DASR4 - Answer or Appearance in a Complex Litigation Matter as Defined by the NJDCR

Additional Info

Filed By

Test. Fee [RES]
 Test. Filing [RES]
 Test. Party One [PET]
 Test. Party Three [PET]
 Test. Party Two [PET]
 Edwards, Rebecca [ATT]
 Edwards, Rebecca [ATT]
 Edwards, Rebecca [ATT]
 Gregory, Thomas W. [JUD]

Representing

Test. Fee [RES]
 Test. Filing [RES]
 Test. Party One [PET]
 Test. Party Three [PET]
 Test. Party Two [PET]

EDocument Upload* Choose File No file chosen

Waiver of Fees

1. When filing a new case through the Portal and you are requesting the fees to be waived, you will need to attach an Application to Waive Fees
2. You will also need to include the Proposed Order in the Additional Documents – use code **PDORD**
 - a. For copy of Proposed Order to Waive Fees
<https://douglasdistrictcourt.com/forms/> - Document Name Order Waiving Filing Fees

Application for Waived Fees or Costs

Document* DATW - Application to Waive

Additional Info

Filed By* Attorney

Choose File Test Docum...t 2 pages.pdf

EDocument Upload* 100%

Application for Waived Fees or Costs

Additional Documents

Document* PDORD - Proposed Order

Additional Info

Filed By* Attorney

Choose File Test Document 1 page.pdf

EDocument Upload* 100%

Additional Documents

By using the Douglas County District Court Portal, you have agreed to accept Electronic Service.
Please see the Terms and Conditions [here](#).

FAQS

ELECTRONIC FILING ACCOUNT

- . No fee per transaction at this time
- . Only access to cases in which a person is an active party or an attorney of record
- . E-Filing can only electronically serve, if the person is registered and assigned to the case. If you are registered through the Portal and you are not receiving service, please contact the Clerk's Office

Q: I have an order to submit with my filing that will need the judge's signature, how will I submit the order and receive a copy once the Judge signs?

A: Use Specific Document Type PROD - Proposed Orders. Once the Judge signs the order the document will be filed on the case and all registered parties on the case will receive notification by email. Parties that are not registered to use the eFiling system will be mailed a copy.

Q: I am not a party on the case; how do I request copies of documents?

A: You can contact the Clerk's Office to request copies, or you can come to the Courthouse and use one of the Public Kiosks to view and request copies. We charge \$0.50 per page.

Q: I do not have an attorney; can I still use eFiling?

A: Yes, you will need to register to use the eFiling system and then you will be able to file your case and/or documents.

Q: What document format can I submit?

A: A PDF document.

Q: What documents can be electronically served?

A: All documents can be electronically served, except a complaint, petition or other document that must be served with a summons or a subpoena.

Q: How do I process a Summons?

A: For Summons Issued use Document Type DSBA-Summons Issued. The clerk will print the Summons, place the Seal, and mail you the original. Once the party has been served, the original Summons needs to be filed with the court using Document Type DSF – Summons Filed.

Q: Can I file my Appeal through the Portal?

A: Yes, you can file the Notice of Appeal through the Portal. You will be responsible for mailing a check for \$250.00 to the Nevada Supreme Court at 201 South Carson Street, Suite 201 Carson City, NV 89701.