ARKANSAS JUDICIARY

ELECTRONIC FILING

ELECTRONIC FILING REGISTRATION PROCESS

If you are an attorney in good standing who is licensed to practice law in the State of Arkansas, or an attorney from another jurisdiction who as been admitted pro hac vice on a case in a court with electronic filing, or if you are a self-represented litigant appearing pro se in a particular case in which the court has mandated electronic filing, you must follow these steps to become a registered user of the electronic filing system.

Online Training

Step 1: Attend one hour of online training (qualifies for one hour of CLE). Register for training at http://www.tybera.com/Arkansas.htm.

Account Registration Fee

Step 2: Mail a one-time account registration fee of $100, payable to the **"Bar of Arkansas"** to the following address:

Electronic Filing Registration
Administrative Office of the Courts
625 Marshall Street, Justice Building
Little Rock, AR 72201

- *All Attorney requests must 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*
- *Pro Se filers must also include an Affidavit in Support of Pro Se Request for Electronic Filing Account available at https://efile.aoc.arkansas.gov/eflexResources/Affidavit for Pro Se Filer.pdf.*

Request An Account

Step 3: Request an account online and "Accept" the Electronic Filing Account Request User Agreement at https://efile.aoc.arkansas.gov

Payment Terms

Payment for electronically filed documents with associated fees may be made by eCheck, Visa, MasterCard, Discover or INA Account subscription. (visit https://www.ark.org/subscribe/index.php)

eFiling Waiver

Conventional filing is permitted for disabled, self-represented, or those with special needs. Attorneys representing indigent litigants may request fee waivers in eFlex.

Questions?

For more information about eFiling and court automation, please visit https://courts.arkansas.gov/administration/acap.

If you have questions or need help with registration or training, please contact AOC by e-mail at courts.efiling@arkansas.gov or call (866) 823-5778, option 1.