

CLERK'S ALERT

Scheduled Systems Update Announcement

September 12, 2016

The Clerk's Office will be performing a systems upgrade which will impact the ExParte Via the Clerk (EPVC) and the Electronic Working Copies systems. **The upgrade is expected to be available September 12, 2016.** Below is an outline of some of the system enhancements.

EPVC System Enhancements

- EPVC Confirmation Receipts: EPVC users now have the option of "saving" their confirmation receipts to their local computer drive.
- Agreed/Stipulated Orders: Users will now be able to submit agreed or stipulated orders for Ex Parte review in either Word format (.doc or .docx) or in PDF format, with signatures scanned.
- Returns via Email: The "return via" feature now includes a field for customers to enter their email address so that documents being returned (regular, conformed, certified copies, or other documents) may be returned electronically.
- Fee Waiver Option: Users will now be able to submit orders with eligible fee waivers (i.e. guardianships with assets less than \$3,000) using the "Fee Waiver" button.

Change to Electronic Working Copies:

With this release, proposed orders being submitted with electronic working copies in the eFiling Application, must be in Word format (.doc or .docx). Proposed orders in Word Perfect format are no longer supported.

Thank you.

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