### WELCOME

### E-FILING

## NAVIGATING AMONG YOUR CASES – MAIN MENU



### Nevada Department of Administration Hearings Division

Home eFile Cases My Profile Log Out

Home

New Case File new case

Existing Cases Perform case actions: eFile, Search, View History, Service List

My Filings Check the status of my filings

<u>Draft Filings</u> (20) Finish filing an incomplete filing

Notifications Review your Notifications

### NEW CASE - ADD PARTIES

New Case

File new case

- Add a Claimant must fill out address/details
- Add an Employer fill out address/details or select unknown; do not write in "C/O insurer"
- Add an Insurer select from the drop-down or email hearingsandappeals@admin.nv.gov

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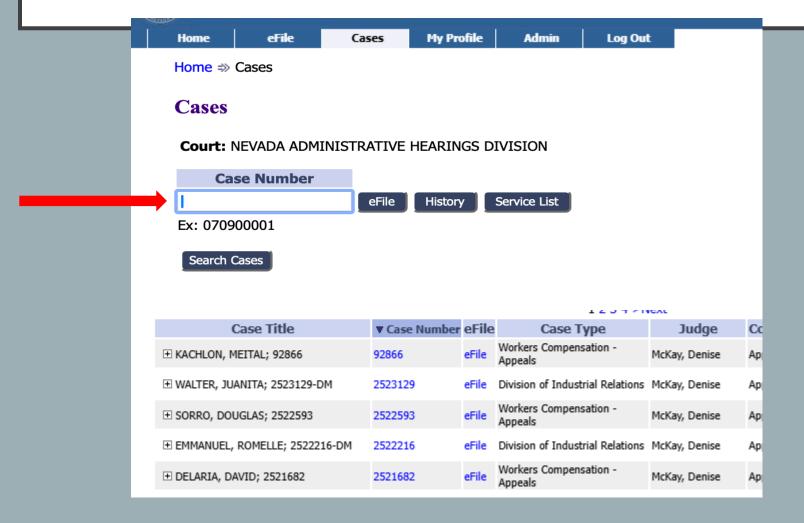
Existing Cases Perform case actions: eFile, Search, View History, Service List

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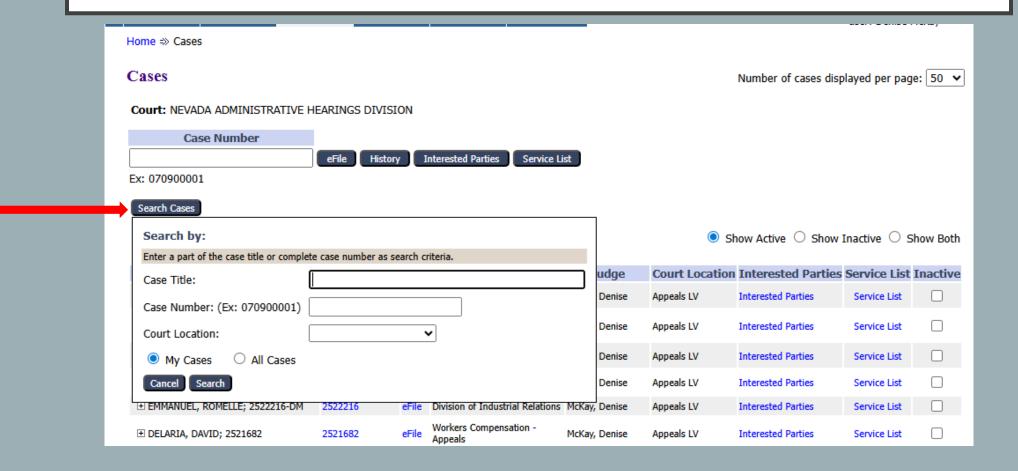
<u>Draft Filings</u> (20) Finish filing an incomplete filing

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## NAVIGATING AMONG YOUR CASES – EXISTING CASES



## NAVIGATING AMONG YOUR CASES – EXISTING CASES



## NAVIGATING AMONG YOUR CASES – EXISTING CASES (E-FILE)

Case Type : Appeals - Workers Compensation							
Document Category	•						
Document Type *							
Additional Text							
	Public						
	Sealed						
	Confidential						
	Acceptable File Format Type(s) (*.pdf)						
Document Location	Choose File no file selected						
Add to Submission	Add						
	Document Name	View Document	Edit Data	Size	Remove		
		View Document	Lait Data	DILC	Remove		
Back Move to Draft Next							

### NAVIGATING AMONG YOUR CASES — EXISTING CASES (HISTORY)

2602377 **Case Number Case Type** Workers Compensation - Appeals

Opened 08-06-2025 Status

**OPEN** 

**Plaintiff** SONJA M CLICKNER CITY OF LAS VEGAS et al Defendant Chase, Robin Judge Amt. of Claim \$.00 Jury/Non Jury Non Jury

■ Show/Hide Events

in Show) Finde Related Cases	
File Date	Case History
12-01-2025 Plaintiff	ECF 4: Evidence Packet 2025.12.01 Outgoing LIT Claimant's First List of Exhibits and Witness List AO 2602377-RC et al Filed by: Lisa Anderson 2025.12.01 Outgoing LIT Claimants First List of Exhibits Packet AO 2602377-RC et alpdf
12-01-2025 Plaintiff	ECF 3: Notice of Appearance 2025.12.01 Outgoing LIT Claimant's Notice of Appearance AO 2602377-RC et al Filed by: Lisa Anderson 2025.12.01 Outgoing LIT Claimants Notice of Appearance AO 2602377-RC et alpdf
11-12-2025 Court	ECF 2: Order of Consolidation (Appeals Office) Filed by: Court CLICKNER SONJA 2602377-RC- Notice_of_Consolidation.PDF
10-17-2025 Court	ECF 1: Notice of Hearing before the Appeals Officer Filed by: Court 2602377-RC- AO_Notice_of_Hearing.PDF
Plaintiff  11-12-2025  Court  10-17-2025	Filed by: Lisa Anderson 2025.12.01 Outgoing LIT Claimants Notice of Appearance AO 2602377-RC et alpdf  ECF 2: Order of Consolidation (Appeals Office) Filed by: Court CLICKNER SONJA 2602377-RC- Notice_of_Consolidation.PDF  ECF 1: Notice of Hearing before the Appeals Officer Filed by: Court

## NAVIGATING AMONG YOUR CASES – EXISTING CASES (SERVICE LIST)



#### Service List

Service List RE: 2602377

**Case Number:** 2602377

Judge: Judge Chase, Robin - Division CSRC
Court: Nevada Administrative Hearing Court

Workers Compensation Appeals

Appeals LV

Case Title: CLICKNER, SONJA; 2602377-RC

This certificate was automatically generated by the court's auto-notification system.

**Date Generated:** 12-01-2025 07:27:50 PM

As of 12-01-2025, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:

CCMSI Las Vegas for CCMSI-LV Shaun Meng for CITY OF LAS VEGAS Lisa Anderson for SONJA M CLICKNER

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

## NAVIGATING AMONG YOUR CASES – MAIN MENU



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Notifications Review your Notifications

## NAVIGATING AMONG YOUR CASES - REJECTED FILINGS

**Subject:** Your electronic filing, Re: Filing ID 48858 - Hearing - Workers Compensation, was rejected by NEVADA

ADMINISTRATIVE HEARINGS DIVISION.

Case Type: Hearing - Workers Compensation

Document Type: Request for Hearing before Hearing Officer

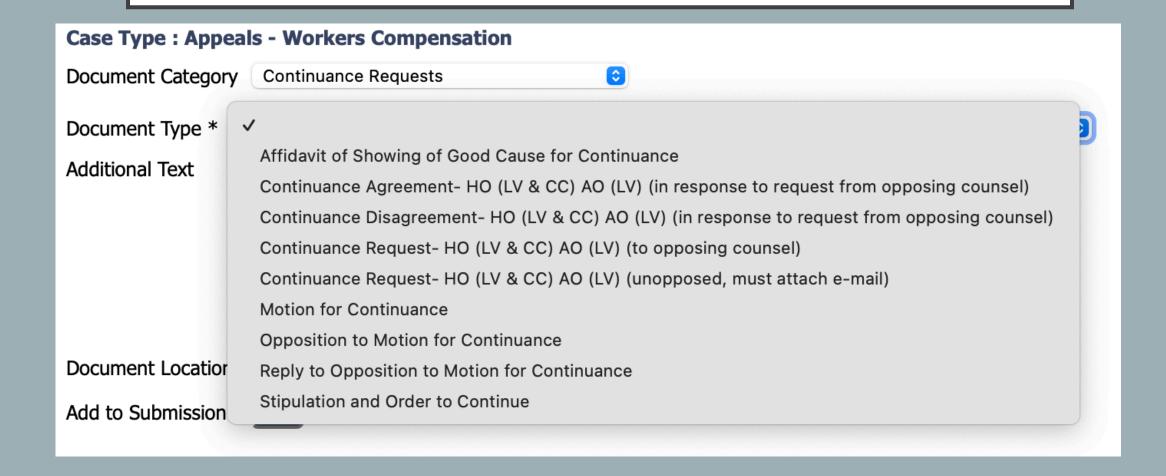
Document Type: Determination Letter or Unanswered Letter

Reason(s) for rejection: PLEASE INCLUDE EMPLOYER'S ADDRESS

This email was generated by the eFiling System.



## FILING TO A CASE – REQUESTING A CONTINUANCE



## FILING TO A CASE-REQUESTING A CONSOLIDATION OR BYPASS

Consolidation Agreement (in response to opposing counsel request)

Consolidation Disagreement (in response to opposing counsel request)

Consolidation Request (to opposing counsel)

Consolidation Request (unopposed, must attach e-mail)

Request for Consolidation (Formal)

Bypass Agreement

Bypass Disagreement

Bypass Request (to opposing counsel)

Bypass Request (unopposed, must attach e-mail)

# FILING CONFIDENTIAL DOCUMENTS

Case Type: Hearing - Workers Compensation					
Document Category	•				
Document Type *					
Additional Text					
	Public				
	Sealed				
	Confidential				
	Acceptable File Format Type(s) (*.pdf)				
Document Location	Choose File no file selected				
Add to Submission	Add				
	Document Name				
Back Move to Draft Next					

### DOCUMENTS ON HOLD/ NOT YET APPROVED

### Request Denied:

This document is being processed and is not yet accessible

### THANK YOU

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Michael Facio mfacio@admin.nv.gov