



Mississippi Electronic Courts Attorney Tip Sheet

Mobile Device PDF Document Viewing Now Supported!

Helpdesk: (601) 576-4650

Summer 2019

What is MEC?

The Mississippi Electronic Courts (MEC) program, under the supervision of the Mississippi Supreme Court, is adapted from the electronic filing system and case management system used in federal district courts. Mississippi is the only state licensed to use the system developed by the U.S. courts.

MEC Advantages

- Attorneys can file and access case dockets and documents 24/7 from any location.
- Paper and postage costs are drastically reduced due to MEC's electronic service and NEF feature.
- Notification of case filings occurs instantly.
- Electronic filing reduces storage space and is safe from disasters.
- Remote electronic access to dockets and documents promotes judicial efficiency.

Getting the most out of your MEC e-filing account

Email addresses MUST be kept up to date! Don't miss an important hearing because you forgot to update your email, and you didn't get a Notice of Electronic Filing (NEF)!

Keep your **address, telephone, and place of employment** up-to-date on your MEC account.

MEC charges **20 cents per page** to view a document, run a report, or print a document or report. **You will be presented with a receipt before any charges are incurred.**

Saving documents saves money. After opening a filed document through the link provided in the NEF, either **save** the document to your computer or **print** the document for retention.

MEC allows an attorney to add up to five (5) secondary email addresses for his or her account. Each email address gets a free look at the filed document. This gives each attorney of record a total of **six (6) free looks.**

Attorneys of record can view the docket sheet of a case for **free.**

Attorneys employed by **state agencies get free access** to MEC. Contact the MEC helpdesk at (601) 576-4650.

Invoices are delivered electronically on a quarterly basis for an accumulated **balance more than \$5.00.** Invoices with a **balance less than \$5.00** are carried over into the next quarter.

Read the MEC Administrative Procedures! (APMEC) Most inquiries to the MEC helpdesk are simple questions that could be answered by a quick reading of the Administrative Procedures.

Take an MEC training class. It's free and attorneys receive 3 hours of **FREE CLE!**

Send staff to MEC training. Training is free for your staff.

It is the **responsibility of the attorney** to protect **sensitive and private information** in pleadings. This includes, but is not limited to:

Social Security numbers, names of minor children, dates of birth, and driver's license numbers. See Section 9 of the APMEC.

When you exit MEC, use the **LOGOUT** button at the top right side of your screen. Clear your internet browsing history or cache **daily** to avoid issues/errors.

For questions about MEC filing in a **trial court**, call (601) 576-4650. For questions about MEC filing in the **Supreme Court or Court of Appeals**, call (601) 359-3694.

MEC works best with Firefox and Chrome browsers. Internet Explorer **is not supported.**

