



**REQUEST FOR PROPOSAL CLOUD-BASED ELECTRONIC FILING SOLUTION**  
**Questions and Answers # 2**  
**June 18, 2021**

1. On Attachments C & D, the Bar uses the terms "USER", "user", "Admin User" and "E-filing User". Can you explain and define the individual that each term applies to? For example, does "e-filing user" mean state bar filer or staff? or "attorney filer" or "clerk"? Also, what is the definition of "admin user"? What is the significance of a capitalized "USER" vs. a lower case "user"? The terms are used throughout the attachments and it hard to contextually figure out the definition of the role.
  - The term USER refers to the internal State Bar users of the e-filing system, primarily the Court Users who will be receiving and reviewing the filings.
  - The term Admin User refers to the internal system administrator of the e-filing solution.
  - The term E-File User refers to the external users of the e-filing solution (e.g. attorneys, defendants, applicants, petitioners, filers in general).
  - There is no difference between the upper case and lowercase user.