

LexisNexis® File & Serve NEWSLETTER

Contra Costa Superior Court Edition
Summer 2009

NEWS & ANNOUNCEMENTS

Tips to For Submitting Proposed Orders

Proposed orders are one of the most common types of e-filed documents that are rejected by the Contra Costa Superior Court in complex litigation cases. Below are some reminders to help law firms ensure their proposed orders are accepted.

- A proposed order should be e-filed with the motion or opposition it relates to. Such proposed orders must be clearly marked as “proposed”.
- For the purpose of signing orders, the prevailing party will need to e-mail a signature copy of a proposed order to the court at cxlit@contracosta.courts.ca.gov in word processing format so that it may be modified, if necessary, and dated prior to signing.
- The emailed copy may be in any of the following formats: Word Perfect (.wpd); Microsoft Word (.doc) or Plain Text ASCII (.txt). Do not e-mail a proposed order in PDF.
- Proposed orders should not be e-mailed until the court has indicated the requested relief will be granted, except for orders pursuant to CCP § 877.6(a)(2) and stipulated orders. Orders e-mailed prior to the ruling of the court will not be retained and replacement orders will be necessary.
- If a proposed order is attached to or part of a stipulation, it must be emailed to the judge for signature prior to e-filing. Once signed, the document may be e-filed.
- If a proposed order and stipulation are two separate documents, they may be emailed to the judge for signature and e-filed at the same time.
- The subject line of the e-mail must indicate the case name and the hearing date. For orders by stipulation, “By Stipulation” should replace the hearing date. The body of the e-mail should include the case number and any information indicating the opportunity of opposing parties to object or seek modification of the submitted order.
- Please refer to the *Electronic Case Filing Standing Order* available at the court’s website for additional information and requirements related to submitting proposed orders. Go to www.cc-courts.org. Click Court Divisions. Then click Complex Litigation. Scroll down to Department 6 forms and click Electronic Case Filings Standing Order.

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PERSPECTIVES

File & Serve Training Opportunities

Free online training is available. Go to the Resource Center link on File & Serve. In the Education & Training section, select California from the drop down menu. You can register by clicking on the name of the class and completing the online registration form.

Upcoming Web Classes:

Intro to California E-Filing & E-Service

Mon June 15: 10:30am – 11:45am PT
Mon June 22: 10:30am – 11:45am PT
Mon June 29: 10:30am – 11:45am PT
Mon July 6: 10:30am – 11:45am PT

Using File & Serve Monitoring Tools *(Alerts, Tracked Items & My Attorneys)*

Wed June 24: 10:30am – 11:00am PT
Wed July 8: 10:30am – 11:00am PT

Free law firm training is also available. For more information, contact Sarah Lieske at sarah.lieske@lexisnexis.com.

TIPS & TRICKS

Be Sure You Are Complying With The Court's E-Filing Requirements

To familiarize yourself with the applicable e-filing requirements for complex litigation cases at the Contra Costa Superior Court, please refer to the *Electronic Case Filing Standing Order* that has been issued in your case. A sample version of this order, in addition to other court documents regarding e-filing requirements, is available on the court's website at www.cc-courts.org. Click Court Divisions. Then click Complex Litigation. Scroll down to Department 6 forms and click Electronic Case Filings Standing Order.

Save Time By Using File & Serve To Deliver Your Courtesy Copies To The Court

File & Serve can deliver your courtesy copies. On the Review & Submit tab, use the drop down menu to select your judge's name. Enter the department and number of copies to send. File & Serve will deliver a courtesy copy of your e-filed documents to the judge via courier by 1:30 pm the following business day. To view a list of the document types that require courtesy copies for complex litigation cases at the Contra Costa Superior Court, please refer to Section VIII on page 6 of the *Electronic Case Filing Standing Order* that has been issued in your case.

Enjoy The Convenience of E-Service Through File & Serve In Any Case In Any Court

Would you like the convenience of using File & Serve to e-serve documents in more than just your Contra Costa cases? We offer e-service in any case in any court. E-service can reduce your clients' costs by saving fees on photocopies, postage and couriers. E-service will also save you time compared to the manual work necessary for serving document in paper. For more information, contact Christopher Shaw at 937-350-5131 or christopherdean.shaw@lexisnexis.com.

Make Sure You Are E-Served With Documents Right After Entering a Case

There are two ways to add your firm and party to a File & Serve service list when entering a case: (1) you can click the "Add Party/Attorney" button on the Sending Parties tab while e-filing your initial documents (like an answer), or (2) you can use File & Serve's Case & Party Management feature before starting your transaction. If you use the "Add Party/Attorney" button while e-filing, your firm and party will be added to the service list once the court accepts your documents. If you use Case & Party Management, your firm and party will immediately be added to the service list, and will begin to be e-served with documents right away. We therefore suggest you use Case & Party Management. For assistance with this feature, you can always contact our Customer Support.

CUSTOMER SUPPORT

File & Serve offers free Customer Support 24 hours a day, 7 days a week. If you have any questions, don't hesitate to call our Customer Support department at:

1-888-529-7587

CONTACT INFORMATION

Training Specialist - Sarah Lieske
Direct Dial: 800-253-4182 x6838612
sarah.lieske@lexisnexis.com

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