



## LexisNexis® File & Serve Update

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### File & Serve Newsletter Cuyahoga County, Ohio November 2009

#### **I. How to Handle the Case Service Lists of an Attorney Who is Leaving the Firm.**

Prior to an attorney leaving your firm, it is important to file Motions to Withdraw or Substitutions of Counsel *before* the attorney actually departs. Many **File & Serve** firm administrators remove the attorney from the firm account, but that does not remove the attorney from your firm's case service lists which is what needs to be done. Otherwise, the attorney will continue to appear as counsel for your firm's client and will receive service (via US Mail).

#### **Steps to Take to Properly Remove an Attorney from your Cases and *File & Serve* Account:**

- Attorney announces departure and is not taking any existing cases with him/her;
- File Motions to Withdraw or Substitutions of Counsel for all cases in which attorney is listed as counsel for your firm's clients;
- Once the motions are granted, the firm can then withdraw or substitute the departing attorney from the individual cases using the Case & Party Management feature;
- Once that is done, the firm administrator can remove the attorney from the firm **File & Serve** account.
- If departing attorney is taking some of the existing firm's cases with him/her, you will still need to file a withdrawal or substitution to remove your existing attorney(s) from the case(s).

Note: If these steps are not properly followed, the departing attorney will appear on the service list of the cases as a non-member of **File & Serve**. This means they are served via US Mail, typically at the former law firm address. When the court serves documents, they are inundated with returned mail for these attorneys who are not removed properly from their cases.

#### **II. Using the Case & Party Management Tool**

One of the most important features of the File & Serve application is the Case & Party Management tool found on the Home Page of F&S. Once the court has entered an appropriate order, you have the ability to do any of the following using the Case & Party Management tool:

- Withdraw an attorney
- Dismiss a Party
- Substitute an Attorney
- Add a Party
- Add an Attorney

**TRAINING:** We will be offering an additional **Case & Party Management** class on :

- **November 18, 2009 @ 3:00-3:30pm**

To register, simply click on the F&S Resource Center > Education & Training Link > select your state to view the classes > click on the title of the class to register. Once you register, you will be sent a confirmation email with the website and toll free number to call.

### **III. Find Out How You Can Set Up Other Cases On File & Serve**

We often hear that our clients wish more courts were allowing E-filing and E-service of documents because it streamlines the process of filing and service and reduces the cost of traditional document delivery and related processes. What surprises us is when our customers think they need to wait for a court to implement electronic filing and service in order to use **File & Serve** to E-serve all parties in a case. Well - we want you to know you do not need to wait. If you are involved in a complex civil matter, a class action suit or a commercial litigation involving multiple parties and firms, and you have your court's permission to serve documents electronically, you should contact **File & Serve** to get your case online for **E-service**. You will also increase your efficiency with access to an online repository of documents including discovery.

Hopefully we've piqued your interest in how you can benefit from adding your firm's cases to **File & Serve**. If you have questions or want more information, please contact Christopher Shaw at **937-550-4423** ([christopherdean.shaw@lexisnexis.com](mailto:christopherdean.shaw@lexisnexis.com)).

### **IV. Are you Aware of File & Serve's "Saved Transactions" Feature?**

If your system connection is lost while you are in the middle of a transaction, did you know that **File & Serve** actually saves the transaction? It does. "Saved Transactions" is an excellent feature because it enables you to pick up where you left off, whether you purposefully close out of **File & Serve** or your internet or browser connection is lost. The "Saved Transactions" feature is located under the **File & Serve** tab.

Many of you are interrupted during the course of submitting a transaction in **File & Serve** to work on something else. If this happens, just click "save" and return to the transaction using the "Saved Transactions" feature later in the day or the next day. A "saved transaction" will remain in **File & Serve** for 30 days.

### **V. Follow File & Serve Through Social Networking Sites**

**File & Serve's** presence is growing through many of the social networking sites that our customers use. Some of these sites include Twitter, Linked In and the File & Serve Blog.

We invite all of you to join the **E-filing Legal Documents Group** on Linked In. The group already contains 145 members from different segments of the legal community. [Click here to view the topics that are being discussed in this E-filing group.](#)

You can follow updates to File & Serve and E-filing on the [File & Serve Twitter page.](#)

**Attention Bloggers!!** We invite you to blog about any e-filing topic on the File & Serve blog. [Click here to view our blog.](#)

### **File & Serve Contacts**

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If you have any questions about how to use **File & Serve**, please do not hesitate to call customer service at **888-529-7587** or you can contact me directly.

Regards,

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