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File & Serve August 2009 Newsletter Madison County, Illinois

Reminder: Do not E-file in the E-serve only Master Case

While firms have done an excellent job of adjusting to the changes that took place with the onset of e-filing, we're still seeing some firms trying to e-file in the **MC ALL CASES E-SERVE ONLY** Master case. This master case lists all the parties and attorneys who are listed on one or more of the asbestos cases. If an attorney appears on just 1 asbestos service list, he/she will also be on this Master list as well. The title of this Master Case is **E-serve Only** because it is intended to be used just for electronic service to the parties, not for e-filing with the court.

The **MC ALL CASES E-SERVE ONLY** case is typically used to communicate to all counsel at the early stages of a case when all parties have not yet submitted a responsive pleading into an individual case. If you mistakenly elect to e-file into this case, the court will reject your transaction. While all parties are still "sent" the transaction, if it was mistakenly E-filed and then rejected by the court, it will not contain the E-service stamp that you see when you e-serve your documents through File & Serve. The transaction will also not display on the case history of the case if the court has rejected the document, so you may want to re-serve the transaction to ensure the e-service stamp is applied and the document appears on the docket of the case.

Managing your Madison County Asbestos Service Lists

Now that the Madison County Court manages the Asbestos Service Lists through their Case Management System, it is important that when an attorney leaves your firm, you file a Notice of Withdrawal or Substitution of Counsel to have that attorney removed from the service list of the case. We're seeing many attorneys remain on the service lists of the asbestos cases when they have left law firms and are no longer involved in the asbestos litigation. Keeping these attorneys on the cases causes a variety of issues. **If you have had an attorney(s) leave your firm in the past year, please review whether that attorney is still appearing on the Master E-Serve Only case.** If they are listed as representing your firm's clients, then you need to file some type of pleading with Madison County to have them removed. This will help to keep the size of the Master E-Serve Only case more manageable.

Access your Firm's "Real Time" File & Serve Charges through the Billing Link

Did you know you can access your firm's "real time" charges on File & Serve through the Billing Link on the Home Page? For those firms that want to send their bills out to client's mid-month, you can use the billing feature to see what File & Serve charges you may have incurred for a particular client up to that date. You can also sort your charges by feature (alerts, search fees, filing & service fees).

Many firms also use this billing link to request a CSV file (excel spreadsheet) of their monthly charges. This way they can sort the data by attorney, by billing reference, by case, etc. All you need to do is:

- Click on Billing Information Link (from the Toolbox Area on the Home Page);
- Select "Email Billing Information" from the Format dropdown menu;
- It will confirm the email address to send the report to;
- Click on "Send Mail Now" to receive this CSV file to your email address.

F&S Alert Promotion: Alerts are 50% off through August 31, 2009 !!!!!

Many of you have taken advantage of the Alert Promotion that we're currently running in Illinois through August 31, 2009. If you haven't tried the alert feature, now is the time!! Our customers are using alerts to track cases, firms, particular judges or certain types of pleadings. In asbestos, many firms set up alerts to receive Notices of Depositions on cases before they are served with the complaint.

Firms also use alerts to keep abreast of activity their client is involved in OR to track a client they would be interested in representing. You can elect to receive an email when your alert criteria are satisfied and/or check your alerts online. **For the remainder of August, you can set up alerts in Illinois for only \$7.50 per alert. Any existing alerts are also \$7.50 per alert per month.** If you have not used this feature in the past, now is the time to set up your first alert and see the value this feature offers.

File & Serve Training

We continue to offer our web based training classes to those users who are new to File & Serve or who may need a refresher class. To register for a training class, access the File & Serve Resource Center and click on the following:

- Education & Training Link;
- Select IL from the drop down menu;
- Select Introduction to File & Serve for E-filing Projects class.

While the class is not specific to Madison County, it will show users how to e-file and e-serve documents through the system. Don't forget to also read the [Special Instructions for E-filing in Madison County](#) to see the jurisdictional specific rules.

August's Tip or Trick, Win a Starbucks Card!

Tell us how you use the **Billing Link** off the Home page of File & Serve and what advantages does that offer your firm? **The reader who sends in the best response will receive a \$10 Starbucks Gift Card!!**

Please email your answer to rosemary.willcox@lexisnexis.com by August 28th, 2009.

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If you have any questions about E-filing or E-service in Madison County, please do not hesitate to contact me directly.

Regards,

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