

LexisNexis® File & Serve NEWSLETTER

Friday, April 24, 2009

NEWS & ANNOUNCEMENTS

Guidelines for Successful E-filing in Madison County

As you know, we've been live with E-filing in Madison County for over 2 weeks. While we've certainly experienced a few issues, both the court and law firms are doing a terrific job of mastering e-filing. In light of the amount of questions we have received from law firms, we thought we would outline some guidelines to ensure your filings are accepted.

Do Not Upload Multiple Pleadings as One Document: Many firms have had their filings rejected because they've uploaded multiple pleadings as one document. While this was acceptable in an e-serve environment, it is not when e-filing. By combing multiple pleadings together, the court is unable to apply their file stamp to the various pleadings. Please separate the documents and upload them individually in one transaction.

Do Not E-file "Serve Only" Documents: Many firms are mistakenly e-filing "file stamped" copies of pleadings or e-filing discovery or other documents that are solely intended for e-service. Please be sure to select the correct Delivery Option on the Review & Submit tab. If you do not intend to file with the court – please select one of the "Serve Only" options.

Also, the document type "**Discovery- Use for Electronic Service Only**" should not be used for any documents that you wish to file with the court. This document type should only be used for **Serve Only** transactions.

Do Not Submit Different Pleadings on Behalf of Different Parties in the Same Transaction: If you need to e-file separate pleadings on behalf of two different parties, you will have to e-file them in separate transactions. (i.e., Answer on behalf of ABC Inc. and answer on behalf of XYZ Co.). There is no way for the court's case management system to "recognize" that the answers are distinct to each party and do not "belong" to both parties.

Using the Add Attorney Button: If you are e-filing some type of appearance pleading and use the Add Attorney button on the Sending Parties tab to add that attorney to the case, you **MUST** also select that attorney as the authorizing attorney on the Review & Submit tab. Otherwise the new attorney you are trying to add will not be added to the Court's Case Management System.

Note to Plaintiff's Counsel: If you are opening a brand new case on File & Serve, you can only add Lead Counsel. DO NOT try to add multiple attorneys from your firm when opening a brand new case. You can add additional attorneys after the case is opened on the system.

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PERSPECTIVES

File & Serve Training Offerings:

Web Classes:

Free training is available online by clicking on the [Resource Center](#) link. Click on the Education & Training link, choose the state of Illinois and you will see a list of classes we offer to our Illinois customers. You can register by clicking on the name of the class and completing the registration form online.

Madison County Introduction to E-filing Web Class:

4/22/2009: 1:00pm -2:30pm CST
4/27/2009: 9:00am – 10:30am CST
4/29/2009: 1:00pm -2:30pm CST

Madison County Transition from E-service to E-filing:

4/21/2009: 9:00am – 10:00am CST
4/23/2009: 2:00pm – 3:00pm CST
4/28/2009: 9:00am – 10:00am CST
4/30/2009: 1:00pm – 2:00pm CST

TIPS & TRICKS

Using the Transaction Status Report

Many firms have inquired as to the best way to see all the documents that have been served upon their firm for a particular day. We recommend using either the Advanced Search or the Transaction Status Report. The advantage of using the Transaction Status Report is that it will also provide the **Clerk Status** of that transaction (accepted, pending, rejected or N/A if it is an e-serve document). You can run this report by date range so you can capture one day or more of service items.

How can plaintiffs' e-serve defendants prior to defendant parties making an appearance?

A few plaintiff firms have contacted F&S asking how they will be able to e-serve plaintiff's Notice of Depositions and other information when defense counsel have not yet made an appearance. The answer is by using the multi-case feature, plaintiffs can **e-file** the document into the individual case on F&S and **e-serve** it through the **ESERVE ONLY** master case where the parties and their firms are listed. This will ensure that all parties are notified and that the document is available in the case history of the individual case.

CUSTOMER SERVICE

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

1-888-529-7587

Suggestion to Delete & Recreate Your Alerts

If your firm had any Alerts set up prior to the "go live" date of e-filing, we suggest that you delete the alert and re-create it to ensure you are getting the correct "hits". We had to replace the list of document types that were available in the e-serve world with new document types provided to us by the court for e-filing. In the event your alert pulled from a document type that is no longer available, we ask that you delete the older alert and set up a new one.

Next Month's Newsletter

Update on e-filing in Madison County, billing information and more.....

Also, I welcome all of you to send me suggestions for future newsletter topics. I can be contacted at rosemary.willcox@lexisnexis.com

Check out File & Serve on YouTube:

<http://www.youtube.com/watch?v=Zgr0xZxc01Q>

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