

# LexisNexis® File & Serve NEWSLETTER

Friday, March 19, 2010

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## NEWS & ANNOUNCEMENTS

### THE TRANSACTION DETAIL PAGE

The Transaction Detail Page allows File & Serve Users to view all of the details of a specific Transaction Identification (TID) number in real time. The Transaction Detail Page can be accessed wherever the TID link ([29891556](#)) is available (e.g. the File & Serve Inbox, Sent Items, or Rejected Items queues). Clicking on the TID link will open the Transaction Detail Page and a wealth of information. Here is a guide to the information:

[Home](#) > [Inbox](#) > Transaction 29891556

[Printable Version](#) [Transaction Report](#) [3.](#) <<Previous transaction [Next transaction](#)>>

[1.](#) Case number: [29891556](#) [View Case History](#) [2.](#)

Filed and served at 3/4/2010 3:53 PM MS

Case name: Jenn's Flowers vs Tom Joiner

No calendar event schedule

Court: CO Mock County District Court

Division: 1 - Division 1

Judge: Clerk, District

View all document(s) as a list  View document(s) inline

Document List (1) Total Statutory Fees: \$90.00

[4.](#) Main Document, 3 pages ID: 37688578 [5.](#)

[Document History](#) | [Linked Documents](#) | [PDF Format](#) | [Original Format](#)

Document type: Answer [6.](#)

Clerk review status/action: Pending

Security: Public

Date reviewed: N/A

Statutory fee: \$90.00

Document title: Defendant's Answer

Parties and Recipients [View Read Status](#) [7.](#)

1. The **Case Number** link opens the case jacket information.
2. The **View Case History** Link opens the case docket.
3. The **Transaction Report** link allows Users to purchase a time-stamped report of the transaction.
4. Users can also view clerk notes & actions by clicking the **Document History** link.
5. Users may view the **Original Format** and **PDF Format** of submitted documents.
6. The **Clerk review status/action** area gives the real time status of clerk review.
7. The **View Read Status** link allows Users to purchase an electronic

Please contact your training specialist for more information...

## PERSPECTIVES

### File & Serve Training Offerings:

#### Web Classes:

**Complimentary** open enrollment training is available online by clicking on the [Resource Center](#) link on the **File & Serve** home page. Click on the Education & Training link, choose the state of Colorado and you will see a list of classes we offer to our Colorado customers. You can register by clicking on the name of the class and completing the registration form online. You will then receive an email with registration confirmation and logon details.

#### Colorado Bar Association Classes:

The Colorado Bar Association sponsors **File & Serve** training, monthly, free of charge. Attorneys & law firm staff are welcome. 2 CLE credits are available to attorneys who complete the training.

#### Location:

Colorado Bar Association  
1900 Grant Street, 9<sup>th</sup> Floor  
Denver, CO 80203

Dates of upcoming classes are:

- April 5, 2010
- May 3, 2010

To register, please call COBAR:

(303) 860-1115

## TIPS & TRICKS

### Complimentary Training in El Paso County!

You asked for it and we listened! We have received a lot of feedback from customers who have had trouble traveling to Denver to attend the complimentary face-to-face training at COBAR. So, we have added some complimentary training dates to accommodate customers in South East Colorado. A LexisNexis *File & Serve* Law Firm Training Specialist will be visiting Colorado Springs, CO to provide face-to-face training. Basic Training will be offered at 10:00 a.m and Advanced Training will be offered at 1:00 p.m.:

**When:** Friday, April 2nd, 2010  
10:00 AM - 11:30 AM (Basic Training)  
1:00 PM - 2:30 PM (Basic, DR Focus)

**Where:** El Paso County Court House  
270 South Tejon Street  
Colorado Springs, CO 80901  
(719) 448-7700

Please RSVP to Claire:  
Email: [claire@elpasocountybar.org](mailto:claire@elpasocountybar.org)  
Telephone: (719) 473-9700

**When:** Friday, May 7, 2010  
10:00 AM - 11:30 AM (Basic Training)  
1:00 PM - 2:30 PM (Advanced Training)

**Where:** LexisNexis, Room 5B  
555 Middle Creek Parkway  
Colorado Springs, CO 80921

Please RSVP to your training specialist

### 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**

### Douglas County Court Civil Mandated Mediation

**Effective January 11, 2010**

All County Civil cases, except those specifically excepted by the court, shall set the case for mandatory mediation following the summons return and filing of an answer by the defendant. Click link to view memo:

<http://www.lexisnexis.com/documents/336-20100202093606.pdf>

### NEXT MONTH'S NEWSLETTER...

Coming in April 2010:

**"Saved Transactions"**

**April's Tip/Trick:**

**How do you use File & Serve in the Discovery Process?** The reader who sends in the best answer will receive a \$10 Starbucks Gift Card. E-mail your answer to: [roberto.rodriquez@lexisnexis.com](mailto:roberto.rodriquez@lexisnexis.com) by April 5, 2010. Each month's winner will be notified by e-mail or phone call. Winning submissions may be published in future newsletters.

### CONTACT INFORMATION

**CO Law Firm Training Specialist Firm's I-Z**

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### Private Webinar Training

Please contact me directly via e-mail to schedule private webinar training for you and/or your firm!

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