

LexisNexis® File & Serve NEWSLETTER

Friday, March 19, 2010

IN THIS ISSUE:

The Transaction Detail Page

File & Serve Training, Open Enrollment and Colorado Bar Association Classes

Page 2:

Complimentary Training in El Paso County!

Douglas County Mandated Mediation

April 2010 Tip/Trick of the Month

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](#) [2.](#) [View Case History](#)

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, 9th 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
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 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

Robert Rodriguez
roberto.rodriquez@lexisnexis.com
Phone: 719-963-5945

Private Webinar Training

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

LexisNexis and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc., used under license. ©2004 LexisNexis, a division of Reed Elsevier Inc. All rights reserved. LFS00064-0 0404