

Saved Transactions

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

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Complimentary Training in El Paso County!

Court Update

May 2010 Tip/Trick of the Month

# LexisNexis® File & Serve NEWSLETTER

Wednesday, April 14, 2010

## NEWS & ANNOUNCEMENTS

### SAVED TRANSACTIONS

Have you ever been in the middle of a transaction when you suddenly lost your internet connection or your **File & Serve** session timed out? Did you know that **File & Serve** is designed to save your work as you go? This prevents the need to re-do your steps if your work is interrupted. Instead of starting a transaction all over again, click on your **Saved Transactions**. To access your Saved Transactions, click on the **Filing & Service** tab from your **File & Serve** Home Page.

LexisNexis® File & Serve



Saved Transactions					<a href="#">Home</a>
<a href="#">Remove Selected Transaction(s)</a> 1 through 21 of 21					
<input type="checkbox"/>	Transaction ID	Date / Time	Court	Created By	
<input type="checkbox"/>	29650539	02/19/10 10:34:00 AM MST	Colorado Mock District Court	Julie Brown	<a href="#">Resume Transaction</a>
<input type="checkbox"/>	29708745	02/23/10 1:00:00 PM MST	CO Mock County District Court	Max Powers	<a href="#">Resume Transaction</a>
<input type="checkbox"/>	29708775	02/23/10 1:01:00 PM MST	CO Mock County District Court	Max Powers	<a href="#">Resume Transaction</a>
<input type="checkbox"/>	29708823	02/23/10 1:02:00 PM MST	CO Mock County District Court	Max Powers	<a href="#">Resume Transaction</a>
<input type="checkbox"/>	29709631	02/23/10 1:22:00 PM MST	CO Mock County District Court	Max Powers	<a href="#">Resume Transaction</a>

While Saved Transactions is a great preventive measure to auto-save your work, you can also proactively use this feature. Add a transaction to your saved queue by clicking **Save & Close** at any point while creating the transaction. Then, you or someone else from your firm can go in and finish the transaction later.

Access your Saved Transactions by following these steps:

1. Click on the **Filing & Service** tab.
2. Select **Saved Transactions**.
3. View the list of transactions which have been started, but not completed.
4. Click **Resume Transaction** beside the transaction you wish to select.
5. Please note saved transactions are not saved indefinitely. So, it is a good idea to resume a transaction as soon as possible.
6. Remove transactions from the list by checking the box to the left of the transaction ID# and clicking Remove Selected Transactions.

Curious about how many transactions have automatically been saved in your account? Login and check your **Saved Transactions** today!

## 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:

- **May 3, 2010**
- **June 7, 2010**
- **July 12, 2010**

To register, please call COBAR:

**(303) 860-1115**

## TIPS & TRICKS

### April's Tip/Trick Winner!

#### How do you use File & Serve in the Discovery Process?

*I e-file and e-serve everything I possibly can. Discovery is not typically filed in the Court systems. However, under the "Review and Submit" tab you can serve, and not file, by simply clicking on the "serve-only-private" button. I do not use the public serve-only option for the type of work I do, but it is an additional feature. In the case of attachments or exhibits to responses to requests for production or other discovery responses, they can be easily attached to the main document and served simultaneously with the responses. Our office is working towards going paperless and not having to copy all of the responses and necessary attachments for mailing is awesome!*

Congratulations to:

**Carolyn Cottrell**

**Legal Assistant III, Garfield County Attorney's Office**

### NEXT MONTH'S NEWSLETTER...

Coming in April 2010, "Attorneys Leaving a Firm"

#### May's Tip/Trick:

#### How does your firm benefit from either the Alerts or U.S. Mail Service feature in File & Serve? The

reader who sends in the best answer will receive a \$10 Starbucks Gift Card. E-mail your answer to: [barbara.swain@lexisnexis.com](mailto:barbara.swain@lexisnexis.com) by May 7, 2010. Each month's winner will be notified by e-mail or phone call. Winning submissions may be published in future newsletters.

### 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**

### Documents History Link a Wealth of Information:

Whenever you receive a complementary email from **File & Serve** indicating that your transaction has been accepted with edits or rejected we highly recommend that you view the document history. The clerk will often list the reason for rejection or additional information and this information is housed in the document history link, which is located on the transaction detail page.

### 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 a complimentary training date 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.

**When:** Friday, May 7, 2010

10:00 AM - 11:30 AM (Basic Training), or

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.

### CONTACT INFORMATION

**CO Law Firm Training Specialist Firm's A-H,  
and Government Entities**

**Barbara Swain**

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**Phone: 719-963-7864**

### 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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