

LexisNexis® File & Serve NEWSLETTER

Thursday, June 11, 2009

NEWS & ANNOUNCEMENTS

HELLO!

Welcome to the first in a series of Newsletters that I will be sending to you as a valued customer using LexisNexis® File & Serve. I am using this format to answer frequently asked questions, and to keep you informed of changes or updates to the system.

You asked for it – You got it:

File & Serve offers additional features beginning on June 15, 2009

Read Status: How do you know when the recipient of your e-served document opens and reads the documents? You track this through the **Read Status** feature! This printable, real time document lets you verify when, and by whom, a document was read. You can take this to court or provide it to a client as proof that the person served actually opened and read the documents!

Transaction Status: If you are looking for a comprehensive, up to the minute report outlining the delivery details of your transactions, including clerk and judge review if applicable, and Read Status, then **Transaction Status Report** is for you! This document is stamped with official File & Serve stamp, and is a good source for you to present at trials or hearings.

FOR INFORMATION ON REGISTERING FOR TRAINING ON THESE FEATURES, SEE “PERSPECTIVE” COLUMN – TRAINING IS OFFERED MONDAY – THURSDAY FOR THE MONTH OF JUNE, 2009.

Tried and True...

Longstanding Features that save time and money

Alerts: You can set up email Alerts to monitor case activity both in your cases and other public cases on our system. You define the search criteria, LexisNexis File & Serve scans the online case files and notifies you immediately when new activity matches your criteria. The benefits of immediate notifications include providing the added assurance of prompt action on important motions and discovery requests. You can share alerts with others in your firm who may also need to react to filings in a timely manner. You will have an “At-a Glance” view of activity in your cases each time you log on to File & Serve. Alerts are a great way to keep abreast of newly filed complaints against companies of interest to you. Online Training on Alerts is offered bi-Monthly– See “Perspectives” Column for registration information.

Tracked Items: This tool is a no-cost way for your firm to manage your case docket -- a very simple case set up (that takes about 5 seconds to do) allows you a "one-stop-shop" view of your cases. It becomes an easy way to view service documents, sent items, rejected items, alerts, case history and the ability to click directly into the Filing & Service tab. The ability to directly link to the Filing & Service tab is a huge bonus for "power filers" reducing the number of clicks you have to go through to do the filing -- it brings you directly into the Document tab, which is a big time-saver for heavy duty filers. Online Training on Tracked Items is offered bi-Monthly – See “Perspectives” Column for registration information.

IN THIS ISSUE:

Welcome to the first Newsletter

File & Serve Training Options

New Features beginning on June 15, 2009

Benefits of using “Alerts” and “Tracked Items”

Your File & Serve representative contact information

PERSPECTIVES

File & Serve Training Offerings:

Free training is available online by clicking on the [Resource Center](#) link in the F&S application. Click on the Education & Training link and select New Jersey from the drop down menu. You can register for the following classes by clicking on the name of the class and completing the registration form online:

Introduction to File & Serve for mandatory E-filing projects:

These classes are offered bi-monthly on Mondays, beginning at 1:30 p.m. ET. The next available class is Monday, June 22, 2009.

Introduction to File & Serve for E-service projects:

These classes are offered bi-monthly on Tuesdays, beginning at 1:30 p.m. ET. The next available class is Tuesday, June 23, 2009.

New Features Web Class:

Training on our new features is offered Monday – Thursday at 12:00 noon throughout the month of June, 2009

Advanced Feature Web Classes, including Tracked Items, My Attorneys and Alerts:

These 30-minute classes are offered bi-monthly on Wednesdays, from 1:30 – 2:00 p.m. ET. The next available class is June 24, 2009.

Searching Web Classes:

These 30-minute classes are offered bi-monthly on Thursdays, from 1:30 -2:00 p.m. ET. The next available class is June 25, 2009.

FREE LAW FIRM TRAINING IS ALSO AVAILABLE

For More Information: Contact Angela Melton angela.melton@lexisnexis.com

TIPS & TRICKS

When to Use the Multi-Case Filing Feature

This feature is a great shortcut to use when the documents you are filing belong in multiple cases. The caveat, however, is that the documents you upload for the Multi-Case Filing must apply to **ALL** the cases you are filing into. Ask yourself: "Do all the documents I'm uploading properly belong in all the cases I checked for filing?" If so, then you are using the Multi -Case feature properly.

Important Reminders

The **Quick Case Field** on the Homepage of F&S only gives you access to **your firm's cases** - meaning - you have to be on the service list of a case to retrieve case information from that field. If you're not on the Service List, you need to use the Case History Search to access the docket of the cases.

Enjoy the Convenience of e-service in any Case in any Court

Would you like the convenience of e-service in cases that are not currently on our system? We offer e-service in any case in any court. E-service can reduce your clients' costs by eliminating copying and postage fees. For more information on the benefits of e-service, or to place one of your firm's cases online, contact **Susan Burns**, E-service Specialist at susan.burns@lexisnexis.com, 800.437.8674 ext 7811 Toll Free.

Next Month's Newsletter...

I welcome all of you to send me suggestions for future newsletter topics. I can be contacted at angela.melton@lexisnexis.com

I will send a Starbucks Coffee Card valued at \$5.00 to the first person who responds to this Newsletter with a suggestion for the next Newsletter!

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

CONTACT INFORMATION

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