

LexisNexis® File & Serve NEWSLETTER

San Diego Superior Court Edition
Fall 2009

NEWS & ANNOUNCEMENTS

New Features

File & Serve has released two new features to give users confidence that their documents were filed and/or served properly: **Read Status** and **Transaction Report**.

Read Status - goes a step beyond the transaction receipt in proving that your documents were served and opened.

- Shows the date and time a service recipient or a member of his/her staff opened the transaction.
- Read status can be requested during an e-service transaction or at a later date.
- A \$2.00 fee is charged once for enabling Read Status for a transaction.
- Real time updates can be requested by any user from your firm at no additional charge.

Transaction Report – a comprehensive up to the minute report outlining all of the delivery details for a transaction.

- May be shared with clients to show proof of filing, delivery and court review status.
- Includes official date and time stamp from Lexis Nexis File & Serve
- A transaction report can be accessed at any time after it has been submitted.
- A one time fee is charged for the report at the time it is requested.
- Real time updates can be run by any user from your firm at no additional charge.

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PERSPECTIVES

File & Serve Training Opportunities

Free online training is available. Go to the Resource Center link on File & Serve. In the Education & Training section, select California from the drop down menu. You can register by clicking on the name of the class and completing the online registration form.

Upcoming Web Classes:

Intro to California E-Filing & E-Service

Mon Oct 5: 10:30am – 11:45am PT
Mon Oct 12: 10:30am – 11:45am PT
Mon Oct 26: 10:30am – 11:45am PT

Using File & Serve Monitoring Tools (Alerts, Tracked Items, My Attorneys & Read Status)

Wed Sept 30: 10:30am – 11:00am PT
Wed Oct 14: 10:30am – 11:00am PT
Wed Nov 4: 10:30am – 11:00am PT

Free law firm training is also available. For more information, contact Sarah Lieske at sarah.lieske@lexisnexis.com.

**** IMPORTANT ****

Please refer to the *Electronic Filing & Service Order* that has been issued in your case. A sample version is available on the Court's website: www.sdcourt.ca.gov. Click Civil and choose Construction Defect cases.

TIPS & TRICKS

Removing Parties From Service Lists

When your firm's involvement in a case is over, the proper way to remove parties and attorneys from the service lists on File & Serve is through the Case & Party Management feature. To remove your party, follow the instructions under "Modify Party" in the [Case & Party Management Quick Reference Guide](#). As part of this process, you will need to upload documentation to support your request, which can be a brief letter on firm stationery stating the service list change to be made or a court document (such as a dismissal). If you need help with making service list changes, Customer Support can walk you through the steps.

Be Selective When Choosing The Serve Only-Private Designation

When submitting your e-serve transactions, two choices are available on the Review & Submit tab: Serve Only-Public and Serve Only-Private. Serve Only-Private transactions can only be viewed by firms you designate on the Service tab to receive service and those you mark as Additional Recipients. Firms who enter a case at a later date are not able to view Serve Only-Private transactions or even see that they were ever served in the Case History. For this reason, you may want to think twice about using the Serve Only-Private designation – unless the transaction is not intended for viewing by all current and future parties in the case.

Remember To Link Documents

Linking documents is particularly important when the court must review previously e-filed documents to determine whether to accept a document you are attempting to e-file. For example, when e-filing a default, link to the operative complaint, issued summons, proof of service of summons, and Doe amendment naming the defendant (if applicable). As another example, when e-filing any document that requires leave of court to file it (such as an amended complaint), link to the court order granting the authority to file. To link documents when submitting a transaction, first attach (upload) a document on the Documents tab. Click Edit Link and select the document(s) to be linked.

Use The "My Attorneys" Feature To Get Quicker Access To Your Attorney's Cases

You can use the My Attorneys feature to retrieve a list of your attorney's cases on File & Serve, view a Case History or begin e-filing into a case. To access this feature, go to the File & Serve home page. Click My Attorneys. Use the drop down menu to view a list of your firm's attorneys and select an attorney name. Click Add User. Click the + sign next to the attorney's name to view a list of your attorney's cases on File & Serve. Click on a case name to view the Case History, which includes the documents e-filed and/or e-served in the case. Click the red arrow to the far left of a case name to begin an e-filing and/or e-service transaction in the case.

CUSTOMER SUPPORT

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

1-888-529-7587

CONTACT INFORMATION

Training Specialist - Sarah Lieske

Direct Dial: 800-253-4182 x6838612

sarah.lieske@lexisnexis.com

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