

LexisNexis® File & Serve NEWSLETTER

San Francisco Superior Court Edition
Spring 2009

NEWS & ANNOUNCEMENTS

San Francisco E-file Clerks Offer Tips to Avoid Document Rejections

In an effort to help our customers ensure their e-filings are accepted by the San Francisco Superior Court, we asked the e-file clerks to tell us the most common mistakes they see on a day-to-day basis. Below are just some of their tips to help law firms avoid having documents rejected. To see the complete list of tips, please go to the Resource Center link on File & Serve. In the Rules & Procedures section, select San Francisco and scroll to the bottom of the page. Many thanks to the e-file clerks for sharing this very helpful information!

Document Format

- Don't submit run-on documents. For example, the documents related to an ex parte hearing (such as the application/motion, points & authorities, declaration and proposed order) should be uploaded as separate and distinct documents within the same e-filing transaction, not as one long document.
- Confirm your documents have been scanned properly (not upside-down, at a reduced size, or illegible).
- Be sure to include a caption page on each document that is uploaded (especially for exhibits and proofs of service).
- Don't forget to include slip sheets between exhibits when they are part of, or appended to, another document.

Document Content

- Confirm the correct county, case name and case number is listed in the caption of all your documents and on the proofs of service.
- Make sure the hearing information in the caption matches the information in the body of the document.
- Be consistent in the use of your client's name within the same document and in subsequent documents.
- In your proof of service, list the correct documents served.

Signatures

- Confirm documents have been signed.
- For a typographical signature, be sure to use the proper format – which is /s/ name of signer. For example: /s/ John Smith.
- For a handwritten signature, be sure it shows up clearly after scanned.

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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 April 6th: 10:30am – 11:15am PT
Mon April 13th: 10:30am – 11:15am PT
Mon April 20th: 10:30am – 11:15am PT
Mon April 27th: 10:30am – 11:15am PT

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

Wed April 8th: 10:00am – 10:30am PT
Wed April 22nd: 10:00am – 10:30am PT

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

****** IMPORTANT ******

Be sure to read **Revised Amended General Order No. 158**, which is posted on the File & Serve Resource Center, to ensure you are following the San Francisco Superior Court's rules for e-filing and e-serving your documents.

TIPS & TRICKS

Access Instructions for Updating Service Lists In San Francisco Asbestos Cases

Instructions for updating the asbestos service lists (for both plaintiff and defense firms) are available on File & Serve. These instructions were developed pursuant to Revised Amended General Order No. 158 by the San Francisco Superior Court, the Asbestos Attorney Subcommittee and File & Serve. They will guide you through the steps required to add and remove individual attorneys, parties and firms from the service lists. To view the instructions, as well as other important documents related to the San Francisco asbestos cases, go to the Resource Center link on File & Serve. In the Rules & Procedures section, select San Francisco and scroll to the bottom of the page.

Save Time By Using File & Serve To Deliver Your Courtesy Copies To The Court

According to Revised Amended General Order No. 158, law firms must send a paper courtesy copy of "any document requiring court review, signature or action directly to the judge's department." Save time by using File & Serve to deliver your courtesy copies. On the Review & Submit tab, use the drop down menu to select your judge's name. Enter the department and number of copies to send. File & Serve will deliver a courtesy copy of your e-filed documents to the judge via courier by 1:30 pm the following business day. To view pricing for courtesy copies, go to the Resource Center link on File & Serve, click the Pricing link and refer to the Optional Pricing Sheet at the bottom of the page.

Save Time & Lower Costs By Using File & Serve To E-Serve Discovery & Correspondence

Using File & Serve to e-serve your discovery and correspondence saves time, paper and other costs as well. It also ensures the Case History (online case file) for your litigation is as complete as possible. Choose the Serve-Only Public or Serve-Only Private option on the Review & Submit tab. The Serve-Only Private option limits access to the documents to the sending parties and e-service recipients. Do not use the "File With The Court" option for discovery and correspondence.

Enjoy The Convenience of E-Service Through File & Serve In Any Case In Any Court

Would you like the convenience of using File & Serve to e-serve documents in more than just your San Francisco asbestos cases? We offer e-service in any case in any court. E-service can reduce your clients' costs by saving fees on photocopies, postage and couriers. E-service will also save you a great deal of time compared to the manual work necessary for preparing traditional service of documents in paper. For more information, contact Christopher Shaw at 937-350-5131 or christopherdean.shaw@lexisnexis.com.

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

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