

LexisNexis® File & Serve NEWSLETTER

Wednesday, March 11, 2009

NEWS & ANNOUNCEMENTS

Using the Case & Party Management Tool

One of the most important features of the File & Serve application is the Case & Party Management tool found on the Home Page of F&S. Once the Court has entered an appropriate order, you have the ability to do any of the following using the Case & Party Management tool:

- Withdraw an attorney
- Dismiss a party
- Substitute an Attorney
- Add a Party
- Add an Attorney

See W. Va. R. C. P. 14, 15 and 41; W. Va. T. C. R. 4.03 and 4.04

Pursuant to both the Asbestos & Digitek CMO, It is the law firm's responsibility to update Case & Party information (See Asbestos CMO E.3). This means if a new party is added or a party is dismissed, law firms must use the Case & Party Management link to make the necessary changes to the case service list. Case & Party Management web classes are offered every other week at no charge.

When to Use the Document Type "Entered Order"

In case you haven't noticed, we recently added a new Document Type to the drop down menu on the Documents tab called "**Entered Order**". Entered order is not "located" near the other Order types on the list, so please be sure to locate and use this Document Type when appropriate.

The court defines an Entered Order as an order that has already been signed by the Presiding Judge. Entered Orders shall be filed and served by counsel **using the "Entered Order" document type**, and will not be placed into Judge Review in LexisNexis File & Serve. When counsel files and serves an Entered Order, the document must specifically state that the document is an Entered Order in the document title section of LexisNexis File and Serve.

If you haven't been doing this, please start to use "Entered Order" when uploading orders already signed by the Judge.

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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 W.V. from the drop down menu. You can register by clicking on the name of the class and completing the registration form online.

Next Web Class: Intro to WV E-filing

Friday 3/13/09: 10:00am – 11:45am EST
Friday 3/27/09: 10:00am – 11:45am EST
Monday 4/6/09:

Next Web Class: WV Case & Party Management

Monday 3/23/2009: 10:00-11:00am EST
Monday 4/6/2009: 10:00-11:00am EST

How to Use F&S Monitoring Tools:

(alerts, tracked items, my attorneys)
Wed. 3/25/2009: 1:30 – 2:00pm EST
Wed. 4/8/2009: 1:30 – 2:00pm EST

****IMPORTANT****

Please read the **Special Instructions & Frequently Asked Questions** located in the Resource Center to ensure you are filing your documents correctly.

WV Mass Litigation Panel Website is located at:

<http://www.state.wv.us/wvsca/MLP>

TIPS & TRICKS

Reminder: Do NOT File Discovery with the Court

We are continuing to see firms filing discovery documents with the court. As you have probably noticed, the court is rejecting filing of discovery materials pursuant to W.Va. R. C. P. 5(d)(2). This causes additional work for the court and unnecessary expense for your firm as you are charged for rejected filings. Please select "Serve Only Public" on the Review & Submit tab which will send your documents to counsel, but not to the court. Remember, certificates of service of discovery materials are filed pursuant to W.Va. R. C. P. 5(d)(2).

Follow File & Serve through Social Networking Sites

File & Serve's presence is growing through many of the social networking sites that our customers use. Some of these sites include Twitter, Linked In, Blogging Sites, etc.

We invite all of you to join the **E-filing Legal Documents** group on Linked In. You can view the discussion of this group at: <http://www.linkedin.com/groups?gid=1715507>

You can follow updates to File & Serve on Twitter at the following page:

<http://twitter.com/fileandserve>

Attention Bloggers!!! We invite you to blog about File & Serve at:

<https://law.lexisnexis.com/webcenters/fileandserve>

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

Note to Plaintiff's Counsel

We want to thank those firms who have been sending us the Case Information Template for new cases within the 5 day time frame outlined in the Digitek & Asbestos CMOs. It is important to receive this information timely so that other parties can file into the case electronically. Thank you!!

Next Month's Newsletter...

Information on Alerts, Tracked Items and updates on West Virginia specific issues.

Also, I invite you to send me suggestions for future newsletter topics. I can be contacted at rosemary.willcox@lexisnexis.com

Please refrain from calling the court if you have F&S questions. You need to contact Customer Service, Angela Melton, Nick Noland or Rosemary Willcox (contact info below).

Contact Rosemary Willcox at:
866-356-4323

rosemary.willcox@lexisnexis.com

CONTACT INFORMATION

File & Serve Trainers:

Angela Melton:

Direct Dial: 866-921-6972

angela.melton@lexisnexis.com

Nick Noland

Direct Dial: 800-901-1889

nick.noland@lexisnexis.com

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