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July 2009 File & Serve Newsletter

As you know, the Raleigh County Flood Litigation went live with E-filing this week. As the usage of File & Serve to additional MLP litigations expands, we will continue to distribute one File & Serve newsletter that covers issues & topics for all 3 litigations (Asbestos, Digitek & Flood). If you're not involved in the Flood Litigation, please scroll towards the bottom to see the updates for the other litigations.

File & Serve News & Announcements

Flood Litigation is Live! The Raleigh County Flood Litigation went "live" with electronic filing and service on Monday July 20th. Judge Hutchison submitted the first transaction in the litigation by serving the [Case Management Order](#) out to the parties in transaction no. 26175110. Please be sure to thoroughly read this CMO as it outlines the rules and procedures you must follow when filing and serving your documents.

I. Flood Litigation Case & Party Management Changes

We have been getting quite a few questions from counsel regarding the database of flood cases within File & Serve. As you may know, Judge Hutchison distributed a letter to Liaison Counsel on July 17th regarding this issue. The letter states: "The court reminds counsel that the information contained in the case and party database utilized for e-filing and service in the Flood Litigation is based upon the responses of the parties to the Plaintiff and Defendant Fact Sheets filed with the Court. If, after counsel has reviewed the database, counsel believes there are *factual* inaccuracies or there is incompleteness in the database, those issues must be raised by e-filing and serving a coordinated "[Motion to Amend LexisNexis Case and Party Database](#)" on behalf of the Plaintiffs and/or the Defendants in the Master case."

Once your Motion is decided upon by the Judge, you can make the change using the Case & Party Management feature and at that time, either enter the transaction no. of the GRANTED ORDER or upload the GRANTED ORDER itself. Once we see that an order has been signed, we will approve the requested changes to the cases on File & Serve.

If your Case & Party request is simply to add an attorney to an existing case, then you can upload a document on firm letterhead asking that the attorney be added or upload an accepted court order. However, requests to dismiss parties from a case(s) or substitute counsel from different firms will require an actual GRANTED ORDER or the TID # of the GRANTED ORDER.

If you have a large number of changes to make (i.e., you need to dismiss your party from 30+ cases), you can call our customer service and request to submit a spreadsheet of all the cases that need to be updated with the dismissal information.

II. Copy of Searchable In Re: Flood Litigation Docket from 8/23/2002 - 7/19/2009 available via Transaction No. 26178479

The second document filed on July 20th, 2009 was a copy of the In RE: Flood Litigation Docket from 8/23/2002 - 7/19/2009. This is good news for the firms because you can actually search the **original format** of this document to see where your party may be listed. To view the **original format**, you need to go to the transaction details page. You will see two links for the document, one for PDF and one for **original format**. Be sure to click on the **original format** version which allows you to search the document. You can simply click on the search button at the top of the PDF and enter the text you want to find (or you can use CTRL F functionality to bring up the search box as well).

III. Flood Litigation Mandatory Training

Pursuant to the Court's Triggering Order Designating Flood Litigation for E-filing that was entered on June 29, 2009, File & Serve training is mandatory, even if you attended training for either the Asbestos or Digitek litigations. We are providing a list to the court of all firms, attorneys & staff who have participated in the Flood Litigation training. If you have not signed up yet, we ask that you sign up for one of the following classes:

- July 28th, 1:00PM: West Virginia Flood Litigation: Introduction to F&S
- July 30, 1:00PM: West Virginia Flood Litigation: Rules & Procedures Review
- August 3, 2:00PM: West Virginia Flood Litigation: Rules & Procedures Review
- August 5, 10:00AM: West Virginia Flood Litigation: Introduction to F&S
- August 11, 10:00AM: West Virginia Flood Litigation: Rules & Procedures Review
- August 13, 10:00AM: West Virginia Flood Litigation: Introduction to F&S

The Introduction class is for brand new users who have never used File & Serve before. The Rules & Procedures Review class is for users who are also involved in Asbestos or Digitek and need to know the specific rules for e-filing into the Flood Litigation.

Asbestos News

Reminder to Update your October Trial Group Case Groups! If you're involved in the Asbestos Litigation, you are probably aware that the October Trial Group has changed. **The Sharon Dorsey case 08-C-1260 KAN has replaced the Howell case 08-C-1622 KAN.** You will need to update your October Trial Case Group with this information to ensure you are filing and serving into the correct group of cases.

Winner of the June Tip or Trick!!!!

Kara Stevens of Flaherty, Sensabaugh & Bonasso PLLC CONGRATULATIONS KARA!!!

Kara's indicates that she likes to use the Billing Link off the Home Page of File & Serve to create an invoice or report of services used for a particular month that can be narrowed by user.

Stacy Pearson from the Prim law firm also had some great comments on how & why to use the Billing link - thank you Stacy!!!

1. From the Billing Link you have the option to choose paperless billing. This not only saves trees, but saves money, because there will no longer be a \$5.00 charge for your paper invoice.
2. If you've misplaced a past bill that you need to see for client billing, you have access to all of your prior bills.
3. You can view your past/present bills in various formats. You may view it as a traditional invoice, or you may view/print a billing report on all or a few of your cases. This format has a search criteria option that allows you to narrow down certain parts of your bill when you need to see specific information. This is very helpful as you don't have to scan through the entire document for perhaps a few transaction prices.

July's Tip or Trick

Tell us about your experience with the new **Read Status** or **Transaction Status Reports** options in File & Serve. **The reader who sends in the best response will receive a \$10 Starbucks Gift Card!!**

Please email your answer to rosemary.willcox@lexisnexis.com by August 7th, 2009.

File & Serve Contacts

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If you have any questions about using the File & Serve application, please do not hesitate to call me directly or contact our 24/7 customer service at **888-529-75787**.

Regards,

Rosemary Willcox
File & Serve Firm Coordinator
866-356-4323
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