

LexisNexis® File & Serve NEWSLETTER

June 23, 2009

NEWS & ANNOUNCEMENTS

Take the guesswork out of e-filing and e-service. New features from File & Serve will increase your confidence around electronic delivery.

- Have you ever wondered if and when opposing counsel opened served documents?
- Do you need to access ALL the filing and delivery details about a transaction – all in one place?

Now these features are available to you from **File & Serve**.

Read Status

Ordering **Read Status** on a File & Serve transaction will display the date and time an e-served recipient opened a served transaction.

- Perfect for verification that parties were not only served, but that they also opened the transaction.
- Gives peace of mind that the transaction was delivered.
- Printable and ready to go with you to Court or to meetings.
- Real-time document – so you can continually monitor for updates.

Transaction Report

The **Transaction Report** is a comprehensive, up-to-the-minute report outlining all the delivery details for a transaction.

- Share with clients as proof of filing, delivery and court review status.
- Handy reference for important transactions to include at hearings or trials.
- Includes official stamp from LexisNexis File & Serve.
- Updates are “real-time” – so you can continually monitor for updates.

F&S Alert Promotion: Alerts are 50% off through August 31, 2009 !!!!!

This is a fantastic time to see the value that our Alert feature can provide to your firm. Our customers are using alerts to track cases, firms, particular judges or certain types of pleadings. Firms use alerts to keep abreast of activity their client is involved in OR to track a client they would be interested in representing. You are sent an email when your alert criteria are satisfied. **For the next two months, you can set up alerts for only \$7.50 per alert in West Virginia. Any existing alerts for West Virginia are also \$7.50 per alert per month.** If you have not used this feature in the past, now is the time to set up your first alert.

IN THIS ISSUE:

New File & Serve Features

Alert Feature is 50% Off Through August

Reminder on Uploading your Documents

The Benefits of E-serving Discovery Documents

June 2009 Tip/Trick of the Month Contest
May 2009 Tip/Trick Winner (Page 2)

PERSPECTIVES

Training Schedule

Pursuant to the Asbestos & Digitek CMOs, File & Serve Training is Mandatory for Participants in the Asbestos and Digitek Litigations.

Want Training on our New Features (Read Status & Transaction Report)?

Classes are ongoing through this week. To register:

1. Log into your File & Serve account and click on the Resource Center.
2. Under the Education & Training section, choose West Virginia from the drop down box.
3. Look for the class entitled “NEW FEATURES – 30-minute demo”, and choose the date of your choice.
4. Click the class name and register. You will be sent an email with all the instructions on how to join the web class.

Use File & Serve for E-service in Other Jurisdictions:

Have cases in other jurisdictions where you would like to use File & Serve? Just call Rosemary Willcox (866-356-4323) to discuss how you can get your case set up on File & Serve for e-service.

TIPS & TRICKS

Don't Forget the Following Rules When Uploading your Documents

Motions & Proposed Orders MUST be uploaded as separate documents in the same transaction. The Proposed Order must be a RTF (rich text format) while the motion can be PDF, .doc, .wpd, or .rtf. (See W. V. T.C.R. 15.10(d)).

Remember that if you upload your pleadings and documents as word or word perfect documents, the application will automatically convert those documents to PDF.

May's Tip/Trick Winner is: Stacey Pearson, Prim Law Firm !!!!!

Q: What benefit does the Tracked Items area offer?

A: This function has many benefits. One example may be that your firm has another attorney admitted pro hac from another state in only one case of many that you have ongoing. When creating a tracked items list, you can select the one case and track only the items associated with it. It's like creating your own inbox & sent box for just that case. It is very helpful! Also, if you have several cases in a designated trial group, you can track those cases together and keep them separate from your individual cases! For those firms who have a lot going on at once, the tracked items area is a great side kick!

Discovery Documents Can Be E-served!!!!

After speaking with our West Virginia users, we have learned that some firms are continuing to paper serve discovery documents to counsel. When that occurs, the electronic file on File & Serve is no longer a complete record of the documents in the case. When you submit interrogatories as a word or word perfect file through F&S, it allows the receiving firm to save that file and "answer" the interrogatories directly on that document instead of having to re-type the interrogatories. It saves a great deal of time for the parties.

NEXT MONTH'S NEWSLETTER...

June's Tip or Trick: What benefit do you get from using the Billing Link off the Home Page of File & Serve.

The reader who sends in the best answer will receive a \$10 Starbucks Gift Card. E-mail your answer to: rosemary.willcox@lexisnexis.com by July 10, 2009. Each month's winner will be notified by e-mail or phone

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

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