

LexisNexis® File & Serve NEWSLETTER

Friday, May 22, 2009

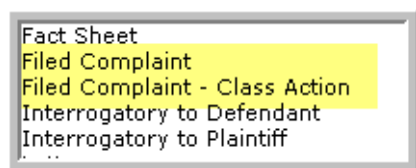
NEWS & ANNOUNCEMENTS

Requirements for Uploading New Cases, Complaints and the Civil Case Information Sheet

Judge Moats served a Case Management Order this week in the Master Asbestos Case (TID # 25278519). This order outlines the requirements for getting new case service lists to File & Serve and uploading complaints and the civil case information sheet onto File & Serve. It is important that all plaintiffs' counsel understand what is required of them under the terms of this order.

The order provides that **“within 5 business days of a case being assigned to an asbestos trial group, plaintiffs are ORDERED to provide File & Serve with a case specific service list containing all parties.”** The service list should be provided in the template format which is found on the Resource Center within File & Serve. It is called the West Virginia Case Load Template. The template needs to be emailed to File & Serve at the following address: Ingcl-efile-di@lexisnexis.com.

After the case is loaded onto File & Serve, **“plaintiffs are ORDERED within 5 days to e-file the “Filed” stamped copy of their Complaint and Civil Case Information Sheet in .pdf format into File & Serve using the document types “Filed Complaint” or “Filed Class Action Complaint” and “Civil Case Information Sheet – Complaint” in one transaction.”** There will be no File & Serve transaction fees associated with this transaction as long as the submitter selects the document types we outlined. See screen shot below.



Judge Moats served a similar CMO on December 19, 2008 in the Master Digitek Case (TID# 23000195). It has the same requirements for getting File & Serve the Case Information Template along with requiring plaintiffs to upload the Filed Complaint and Civil Case Information Sheet within the 5 day deadlines.

Stop Filing Discovery with the Court!!!

It seems that many firms are continuing to e-file their discovery with the court. This will result in a rejected filing. Remember that you only need to **e-file** your Certificate of Service with the court. If you want to **e-serve** your discovery but not e-file it, you simply need to select **Serve Only – Public** on the Review & Submit tab. While you're effectively submitting 2 transactions, you are only charged the e-file cost for one and the e-service cost for the other. Note: If your discovery contains personally identifiable information, you should select **Serve Only – Private**.

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Training Schedule

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

Web Classes:

Free training is available online by clicking on the [Resource Center](#) link. Click on the Education & Training link, choose the state of West Virginia and you will see a list of classes we offer to our West Virginia customers. You can register by clicking on the name of the class and completing the registration form online. You will then receive email confirmation of your registration as well as access information for attending the class.

Use File & Serve for E-Service on Other Civil Cases?

If your firm is involved in civil litigation with multiple parties (such as construction defect, products liability or other mass tort), consider using File & Serve for **e-service** only. You will reap the convenience of exchanging documents electronically along with a repository for all the case information. Court participation for e-service is not required. If you have questions or are interested in learning more, please contact **Rosemary Willcox at 866-356-4323**.

TIPS & TRICKS

Designation of Feb. 2010 Trial Group

09-C-445: Arthur	08-C-3292: Brown
09-C-495 Dobbins	09-C-804: Stephens
09-C-97K: Dunlap	09-C-928: Williams
09-C-368: Horvath	09-C-575: Bates
09-C-882: Kazee	05-C-303: DeMasis
09-C-836: Philyaw	06-C-2221: Elson
09-C-430: Willis	09-C-643: Johnson
09-C-431: Zain	09-C-913: Sigmon
09-C-437: Johnson	03-C-624: Straight
08-C-736: Bailes	09-C-934: Gagich

Winner of the April Tip/Trick!!!

Carol Greenlees from the Baker Law Firm

Question: Where do you find copies of all the CMOs, rules and special instructions? Answer – in the RESOURCE CENTER!!!

May Tip/Trick: Tracked Items

Please let us know if you use the Tracked Items area of File & Serve and if so, what benefit does this feature bring to your usage of File & Serve?

Be the first to respond with your tip and you will win a \$10 Starbucks gift card! Send your answer to: rosemary.willcox@lexisnexis.com.

Remember to Use the “Linking Feature”

The court has asked us to remind firms to use the Linking Feature found on the Documents tab when submitting documents that are “related” to a previously filed document. A filer should primarily use the linking feature when filing a responsive pleading. An example of when to “link” is when filing a Response to a Motion for Summary Judgment. You would “link” the responsive pleading back to the initiating Motion for Summary Judgment. This is helpful for the Judge to see what documents are related and need to be reviewed together.

Don't Forget the Judge's Signature Line on Orders

Please continue to include the signature and date line on any proposed orders that you submit to the court. While the court is now affixing their signature via “stamp”, the signature and date line is an indication that it is the end of the order. There may also be instances where the Judge will need to apply his original signature on an order.

New to **File & Serve**? View of 3 minute demo of **File & Serve** on [You Tube!!](#)

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

CONTACT INFORMATION

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