

LexisNexis® File & Serve NEWSLETTER

Wednesday, April 15, 2009

NEWS & ANNOUNCEMENTS

Getting Ready for the June Trial Group

The asbestos June trial group is fast approaching. We want to be sure that all firms e-filing into Asbestos cases understand the best practices for e-filing so we don't experience a backlog of filings at the court. **Please read** these guidelines to avoid rejected filings. For the February trial group, many firms incorrectly filed pleadings which were rejected by the court. This creates double work for you and the court clerks in addition to creating undue expense for your clients.

Motions in Limine – I have received many questions from firms asking whether they can COMBINE their Motions in Limine into one document and upload it as one document. The answer is NO. While we realize this takes more time for the firm to upload multiple Motions in Limine separately, they must be separated because the Judge may rule differently on the various motions. It is easier for the court to access one particular motion in the case history instead of having to locate it in the middle of one large document. This also ensures that each motion will receive a file stamp.

Remember that if you have multiple Motions in Limine to be filed into one case, you can upload them separately in one transaction. You do not need to start a new transaction for each new Motion in Limine (as long as they're all for the same case).

Case Style – be sure to read the Asbestos CMO dated 1/21/2009 to ensure you are styling your pleadings correctly. We also have information on Case Style in the Special Instructions and Frequently Asked Questions located on the Resource Center within the File & Serve application. Incorrectly styled pleadings are one of the most common reasons the court rejects filings.

Other Reminders

When is a Civil Case Information Sheet Required?

According to W.V.R.C.P. 3 and 12, a Civil Case Information Sheet is required for every complaint and answer. At this time, complaints are filed in paper, so file your Case Information Sheet in paper along with your complaint. When e-filing your amended complaint, answer or amended answer, you must upload and file your Civil Case Information Sheet. You do not need to upload and file a Civil Case Information Sheet for any other document type.

Margin on Pleading for Judicial Banner: Please make sure you're leaving enough room in the upper right hand corner of your entered orders and pleadings so there is enough space for the Judicial Banner to fit without covering text and signatures.

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PERSPECTIVES

*****File & Serve Onsite Training In Kanawha County!!!! *****

When: May 4, 2009

Where: Kanawha County Circuit Court
Judicial Annex (Courtroom #5)

What: 3 Different Class Offerings

1. **Intro to E-filing for West Virginia**
(9:15am – 10:45am) MCLE Credit
2. **Advanced Features on F&S**
(11:30am – 12:30pm) MCLE Credit
3. **Q&A for E-filing into West Virginia**
(1:30pm – 3:00pm)

All 3 onsite classes will be held in Courtroom #5 – the Visiting Judge's Courtroom. There is **NO COST** to attend these training sessions.

To register for these Onsite Classes, please go to:

www.lexisnexis.com/fstraining and select W. V. from the drop down. Find the class, click on the title and complete the requested information.

Next Web Class: Intro to WV E-filing
Friday 4/24/09: 10:00am – 11:45am EST

Case & Party Management Web Class
Monday 4/20/2009: 10:00-11:00am EST

TIPS & TRICKS

Pro Hac Vice Filings

If you are filing a Motion for Pro Hac Vice Admission in either the Asbestos or Digitek cases, you must file a motion into each and every case. You cannot file a Pro Hac Vice Motion in the Master Case or use the Multicase Filing feature.

Remember that pursuant to Rule 8.0(b) of the Rules for Admission to the Practice of Law: "A fee of two-hundred fifty dollars shall be paid to the West Virginia State Bar for each individual applicant in each individual pro hac vice admission." (See also Digitek CMO March 27, 2009 and Asbestos CMO Jan 21, 2009).

How to Win A Starbucks Gift Card

Starting with the April edition of the West Virginia newsletter, we are going to present a question to our West Virginia users about the application. Whoever sends in the first answer to our tip or trick will win a \$10 Gift Card to Starbucks.

April's Tip/Trick

Where do you find all copies of the CMOs, rules, special instructions and updates to e-filing in West Virginia within the File & Serve application?

Please send your response by April 30th to :
rosemary.willcox@lexisnexis.com

Don't Forget to Use the June Trial Case Group for Multi-case Filing

I was just speaking with a user who told me how convenient the **Case Group** feature is when doing a multi-case filing. To view a list of existing case groups, simply click on "View Case Groups" button that appears after you select File and/or Serve in Multiple Cases. If you type "trial" in the Case Group Name field, you will see that we have set up Case Groups for the upcoming trials. We do recommend, however, that each firm set up their own case groups.

File & Serve Unavailable This Weekend

Please be advised that due to a planned technical infrastructure upgrade, File & Serve will be unavailable from 7:01PM PST on Friday, April 17th until no later than 4:00AM PST on Monday, April 20th.

We apologize for any inconvenience this may cause. We want to make sure filers are aware of the upcoming maintenance time this weekend and can plan submitting their filings accordingly.

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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