

, Bar No.  
, Bar No.  
, [\_\_\_\_\_] ]  
Office:  
Fax:  
**Attorneys for**

**SUPERIOR COURT OF [INSERT]**

**COUNTY OF [\_\_\_\_\_]**

Plaintiffs,	)	)	Case No.
vs.	)	)	Filed:
Defendants.	)	)	<b>The Honorable</b>
	)	)	<b>STIPULATION AUTHORIZING</b>
	)	)	<b>ELECTRONIC SERVICE</b>
	)	)	
	)	)	

**WHEREAS**, the parties have investigated the electronic services offered by LexisNexis; and

**WHEREAS**, the parties have found that the proposal from LexisNexis to serve as the e-serve agent in this proceeding would facilitate proper and efficient service; and

**WHEREAS**, each party, through the undersigned counsel, has received information on how to electronically serve documents and will enter into their own agreements with LexisNexis.

**NOW, THEREFORE**, the parties stipulate to the following:

- As of the date hereof, pursuant to the [INSERT STATE/COURT] Rules of Civil Procedure, all attorneys who have appeared on behalf of their respective parties (“counsel of record”) in this case shall use LexisNexis File & Serve (“File & Serve”) to serve any and all pleadings and discovery-related documents requiring service on counsel of record. Each attorney may also use File &

Serve to serve correspondence.

2. File & Serve shall be the only method of service considered as valid and effective on all designated recipients pursuant to the [INSERT STATE/COURT] Rules of Civil Procedure, inclusive.

3. Every pleading, document and instrument served electronically shall bear a facsimile or typographical signature of at least one of the attorneys of record, along with the typed name, address, telephone number and Bar of [INSERT STATE] number of such attorney. Typographical signatures shall be treated exactly as personal signatures for purposes of electronically served documents under the [INSERT STATE/COURT] Rules of Civil Procedure.

4. To address any training or technical questions that may arise during the course of this litigation, File & Serve will have available to counsel of record and the Court a 24-hour 7-days a week Customer Support resource at (888) 529-7587. In addition, each attorney is instructed to review Exhibit A attached to this stipulation which sets forth the procedure for registration with and service through File & Serve. *See Exhibit A, LexisNexis File & Serve Welcome Kit.*

5. Within five (5) days of this Order or five (5) days of the initiation of a new case in the litigation, plaintiff's or liaison counsel to LexisNexis shall submit via email to LexisNexis, [Eservice@fileandserve.lexisnexis.com](mailto:Eservice@fileandserve.lexisnexis.com), a complete and current service list of counsel of record for this litigation. Within five (5) days of this Order, each attorney of record for this litigation, or within five (5) days of the entry of appearance for a new attorney of record, shall register for electronic service in this litigation by completing the registration located at the following website: <http://www.lexisnexis.com/fileandserve> and shall notify plaintiff's or liaison counsel that they will need to be added to the service list.

6. [INSERT LIAISON FIRM NAME IF APPLICABLE] or Plaintiff's Counsel shall be liaison counsel to LexisNexis for all service list changes. Plaintiff's Counsel shall be responsible for monitoring the service list and advise Liaison Counsel of any changes or corrections. The service list will identify one counsel of record for each firm, along with parties they represent, who are to receive service of documents in the case utilizing File & Serve. Once a firm is registered on File & Serve, each firm will be provided functionality on File & Serve to

designate a firm administrator to control the addition and deletion of registered users on File & Serve for their firm.

7. This Stipulation and Order shall apply only to the electronic service of documents upon counsel of record. Counsel or parties filing original documents with the Court shall do so manually with the Clerk of the Court following existing filing procedures pursuant to the [INSERT STATE/COURT] Rules of Civil Procedure.

Dated: By: \_\_\_\_\_

Dated: By: \_\_\_\_\_

Dated: By: \_\_\_\_\_

Dated: By: \_\_\_\_\_

**IT IS SO ORDERED:**

Dated: \_\_\_\_\_  
Judge

Your File & Serve Litigation Executive:  
(Insert name)  
(Insert phone)  
(Insert email)

## Exhibit A

### LexisNexis® File & Serve Welcome Kit

#### Step 1. Registration

If this is your firm's first LexisNexis File & Serve case, ***you will need to create a LNF&S account before registering. The firm must designate an administrator who will create the account and add users. The administrator will follow the Instructions for New Subscribers in Section A.***

If your firm has a LexisNexis File & Serve account, ***contact your firm's administrator to obtain a user name & password for yourself and anyone else who will need to serve or access documents in the case. The administrator will follow the Instructions for Existing Subscribers in Section B.***

To find out if your firm has a LexisNexis File & Serve account or the name of your administrator, please call Customer Support at 1.888.529.7587.

#### Section A: Instructions for New Subscribers (Administrator sets up account and registers new users)

1. Visit [www.lexisnexis.com/fileandserve/lawfirms/register.asp](http://www.lexisnexis.com/fileandserve/lawfirms/register.asp) and click Register.
2. Add organization information.
3. Add user information for administrator (primary contact).
4. Add user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
5. Review system requirements.
6. Review and accept Terms of Service Agreement by selecting an authorizing attorney.

#### Section B: Instructions for Existing Subscribers (Administrator adds users to existing account)

1. Sign on to [www.lexisnexis.com/fileandserve](http://www.lexisnexis.com/fileandserve)
2. Select Preferences in the upper right hand corner of the screen. Click Firm Profile.
3. Click the Add Users tab and enter user information for every attorney and staff member who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**

#### Step 2: Training

**We strongly recommend that all of the users in your firm (including attorneys) take advantage of LexisNexis File & Serve free, online training classes.**

##### Classes will cover:

- The basics of using LexisNexis File & Serve to serve documents
- How to retrieve your documents
- Setting up User Preferences

To register for a class, please sign on to the product, click on the Resource Center link in the upper right of the product, then choose your state from the drop down menu for online training classes under Education & Training. Dates and times of classes will be posted on the Resource Center.

For training questions, call 800-399-6934 or email [fileandservetraining@lexisnexis.com](mailto:fileandservetraining@lexisnexis.com)