

LexisNexis™ File & Serve BASIC

FEATURES AND FUNCTIONALITY AT A GLANCE

LexisNexis™ File & Serve gives you and your staff more direct control over filing and service—and eliminates uncertainty from the process.

If you file and serve documents infrequently, File & Serve Basic offers you an easy method for outbound filing and service of documents online.

Streamline and control the process

With File & Serve Basic, you or your designated staff member file documents with the court and serve them to other parties electronically, reducing the potential for error and delay. Meet court deadlines with ease, deliver your documents precisely when and to whom you want to—and protect your confidential information.

File and serve your documents electronically in just a few simple steps. Select a court, case class and case type, then:

- 1 Select or enter your case name, and select a document type.
- 2 Upload and title your document, and designate it as Sealed or Private, if appropriate.
- 3 Select or enter your party and attorney information.
- 4 Select or enter your service recipients.
- 5 Enter your credit card information and view your charges.

You are now ready to file your document with the court, serve all of the parties you've selected, and pay fees online with just one final click of the mouse.

A superior alternative to fax and paper filing:

- File with the court, attach exhibits, serve the parties you wish to serve, and pay fees online—in just a few, easy steps
- Meet court deadlines with no stress, and control the timing of your service deliveries
- Control access to your documents by designating them as sealed or private, when appropriate
- Easy, secure online payment of fees via credit card—per transaction. No monthly subscription fees or account set-up charges
- Reliable 24/7 access to the system from anywhere with Internet access—with live customer service always available by phone

Use LexisNexis File & Serve for your service-only transactions, such as discovery.

File & Serve Filing Receipt

Filing ID: 1862864
 Filed by: Filer, Fred
 Law Firm

Client Matter: 123456
 Authorized by: Associate, Andrew
 Mock Plaintiff Firm

Filing Option: File in an Existing Case
 Court: Mock Court
 Case Type: Personal Injury
 Case Number: 000002

Authorized: Jun 6 2003 1:36PM CDT
 Case Class: Civil
 Case Name: Jones vs Car Manufacturers Corp et al

Document Title	Public/Sealed	Filing Type	Fee	Conversion Status	Pages	Review Status	Original
Defendants Motion to Dismiss	No request for seal	Motion	\$20.00	Converted	1	Accepted	Original File

Review Status	Reviewer	Review Date	Reason Description	Reviewer Comment	Filing Type	Document Title	Access Type
Accepted		06/06/2003		Document created	Motion	Defendants Motion to Dismiss	

Product/Service	Pages	Unit Price	Per Page	Minimum or Base	Fee
Filing	1		\$0.10	\$2.00 (min)	\$2.00
Online Service 1 Firm(s)	1	\$0.10 (per Firm served)		\$2.00 (min)	\$2.00
Taxes					\$0.25
Court Fee					\$20.00
Total for Filing ID 1862864:					\$24.25

Begin a New Filing

Eliminate uncertainty

LexisNexis File & Serve Basic eliminates suspense from the process of getting documents filed and served. With File & Serve, you know immediately that the court has received your filing, and that all of the parties you wish to serve have been served. The wait for a filing receipt and proof of service is reduced to minutes—instead of hours or days.

File & Serve Basic also enables you to track the status of your service deliveries. Simply locate a filing and/or service transaction in your Filing Activity screen, and click on Details. You'll see complete, updated details for all of your service deliveries, including the exact date and time of delivery.

Track the status of filings:

- Receive printable filing receipts instantly
- Access printable proof of service immediately

Tools for managing your filing and service activity and account information:

Fast, dependable access to your filing history and your documents

Enjoy convenient online access to your filing history and documents that you have filed and/or served.

Manage your time—and the timing of your document deliveries

Use the Saved Filings feature to store partially created filings and complete them at a later time.

Quick, easy account setup

Set up your account in just minutes—enter your contact information and create a user name and password.

How can I start e-filing?

Registration is fast and easy. Visit www.lexisnexis.com/fileandserve and click on Sign Up.

LexisNexis™ Customer Support representatives are available 24/7 at **1.888.529.7587** to answer questions or walk you through your filing, step-by-step.

What if I would like to receive service online?

File & Serve Basic users do not receive service electronically. If you begin as a Basic user and later decide you want to receive service online, you can quickly and easily upgrade to File & Serve Advanced at any time. Just log on to File & Serve and click on Upgrade. Upgrading also gives you the opportunity to leverage the full functionality and case management benefits of File & Serve Advanced. Call **1.800.869.1910** to find out more about LexisNexis File & Serve Basic and Advanced.

File & Serve Basic may not be available in every jurisdiction.