

# LexisNexis™ *File & Serve*

*LexisNexis™ File & Serve helps courts maximize their resources by making processing and retrieving documents easier for court staff. Managing workflow is easier, too—thanks to automated routing of documents.*

## **Maximize court resources**

With LexisNexis File & Serve, courts have found that a single staff member can perform functions that previously occupied several employees. Courts can maximize their resources by reassigning personnel once needed for fee collection, document intake, retrieval and storage to other key court functions. And because attorneys can access documents and case information online, calls to the court are dramatically reduced—saving substantial time for court staff.

## **Streamline document intake and fee collection**

With LexisNexis File & Serve, courts manage incoming filings more efficiently. Clerks prepare a filing for docketing, screen for errors, accept or reject and file-stamp documents online. Clerks can edit a filing to make corrections to the statutory fee amount, filing type, case number, case name or document title. Clerks can also assign a judge and a division, and even create a scheduled event, such as a status conference.

By automating fee collection, LexisNexis File & Serve helps courts ensure that all statutory fees are properly assessed and collected. LexisNexis makes prompt, consolidated payments to the court, and provides reports to assist in reconciling payments. With LexisNexis File & Serve, both courts and law firms save substantial time and effort processing fee payments.

## **Improve document retrieval and storage**

The court retains custody and control of the documents, while LexisNexis File & Serve stores them in a secure, centralized, online repository—eliminating the risk of lost or misplaced documents. LexisNexis File & Serve gives you convenient tools to search your online case files for documents and detailed filing information. Search criteria include filer, document title, date range, attorneys, law firm, court, division, case name and case number.

## FUNCTIONALITY FOR COURT CLERKS AT A GLANCE

### **Customizable options for online actions:**

- Receive filings from law firms electronically
- Offer extended filing deadlines—with no added burden on court resources
- Review and check accuracy of filings, and accept or reject them online
- Affix an electronic file stamp
- Cashier fees
- Assign calendar events, such as status conferences
- Control changes to service lists
- Prepare e-filed documents for docketing
- Structure docket entries
- Automate docketing with CMS integration
- Download docket data and documents for local care, custody and control
- Store documents electronically, and print if desired
- Automate routing of motions and proposed orders to judges for speedier disposition
- File and serve court-issued documents to all parties

## Manage daily workflow

LexisNexis File & Serve lets you quickly identify work items for the day by logging on to the system and viewing your Inbox. Official notifications of filings always appear in your Inbox—and you can route notifications (with documents attached) to others on the court staff. Monitor filing activity even when you're not logged on to the system by setting up email notifications of new filings.

LexisNexis File & Serve will customize your e-filing system to categorize and route filings according to time sensitivity, amount of fees to be collected, and type of filing. Earmark specific filing types for screening by clerk staff. Automatically route motions and proposed orders to judges for review and action. This functionality is individually customizable for each judge—and as many designees as the judge chooses.

## Added security for sensitive documents

LexisNexis File & Serve enables your court to limit access to sensitive document content. Documents can be redacted, sealed, and submitted *in camera* (for the judge's eyes only).

## Efficient management of complex cases

The added functionality of our Managed solution gives your court the tools it needs to efficiently manage the large numbers of parties, high volume of filings and voluminous documents in complex cases.

- **Ongoing data “cleansing” and data management.** LexisNexis™ manages the data for complex cases.
- **Automated updating of case/party data.** Service lists (including party/attorney relationships) are automatically updated in the system.
- **Multi-case filing and service.** Court staff and attorneys can file documents into multiple cases simultaneously with a single transaction. And clerks can review and accept multi-case filings with one online action.

## Alerts—added functionality for staying on top of case activity

An Alert stores search criteria that you specify. When events (filings) happen in the system that match your criteria, you receive an Alert item in your Inbox. You can also opt to receive emails letting you know of new Alerts.

### Use Alerts to:

- Quickly and efficiently manage your daily case activity—without performing searches or creating reports on a daily basis
- Create added assurance that all statutory fees are collected and new party information is docketed by setting up Alerts for the filing of amended complaints
- Route court work items to specific personnel within the clerk's office
- Create a “staging area” for forwarding filings to judges for review

## Enhanced reporting functionality

Build customized reports to view the attorneys, law firms, parties and courts involved in a case. Review a filing receipt for filing confirmation, proof of service, and the status of both clerk and judicial review. Generate a list of cases in your court or filings in a case. Create a summary of filing fees incurred in a case, or confirm that payment has been transferred from LexisNexis to the court.

## Easy, online court account administration

LexisNexis File & Serve provides you with a “control center” for setting up user rights for court staff. Your court designates one or more administrators to manage this information. Administrators regulate which users can edit court account information and re-set user passwords.