

# LexisNexis™ *File & Serve*

*LexisNexis™ File & Serve makes documents quickly and easily accessible through a secure, reliable online system. Customizable options for judges further streamline court workflow.*

## Improved document access and management

### **Fast, reliable access to documents**

With LexisNexis File & Serve, when you need a document you or your staff can locate it quickly and easily online. LexisNexis File & Serve gives court staff convenient tools for searching online case files—locate documents and detailed filing information in seconds. Search criteria include filer, document title, date range, attorneys, law firm, court, division, case name and case number. Your staff no longer has to search multiple locations in the courthouse to track down the documents you need—and you no longer have to build “wait time” into your daily work schedule.

### **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 routing of court workflow**

Your e-filing system can be customized at the court level to categorize and route filings to staff according to a number of criteria. You can further customize the system to your individual preferences, so that you and your designees (other judges or your staff) can be assured of immediate access to time-sensitive filings. You can designate other filings for review at a later time.

FUNCTIONALITY  
FOR JUDGES  
AT A GLANCE

### **Streamlined workflow for judges and their staffs**

#### **Incoming pleadings may be:**

- Automatically routed to judges for review and action
- Grouped and routed by category according to the level of attention and action required on the part of the judge and the judge’s staff
- Grouped by “family” (e.g., a motion, reply and proposed order)
- Categorized by filing type to set in motion different sequences of events

#### **Court-issued documents may be:**

- Created and served to all parties online
- Partially created and stored for completion at a later time
- Scheduled for delivery at a later date and time

**LexisNexis File & Serve functionality for judges is customizable to the individual preferences of each judge**

## Online judicial review and action

Selected pleadings and proposed orders are automatically routed to you for review and online judicial action, according to your preferences.

### *How it works:*

- 1 A “triggering event” occurs in the system.
- 2 A filing appears in your “Filings for Judicial Review” box.
- 3 You or your designee (another judge, a court clerk, or law clerk) may review the filing—and all related filings—immediately, or schedule it for review at a later date.
- 4 Upon completion of review, you may issue rulings or orders and serve them out to the parties electronically.

## Convert proposed orders to final orders and issue them online

LexisNexis File & Serve enables you and your staff to instantly convert proposed orders to signed orders, and to electronically transmit them to the litigants’ attorneys. Edit and/or add comments to proposed orders to create final orders.

## Stay on top of case activity with Alerts

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 elect to receive an email each time an Alert is generated. You and/or your staff can quickly and efficiently manage daily case activity—without performing searches or creating reports on a daily basis. Use Alerts to route court work items to specific personnel, and be alerted of last-minute filings in cases you are ruling upon.

## Individually customizable for each judge

Your LexisNexis court account manager will customize LexisNexis™ File & Serve judicial review and action functionality for you and for as many designees (e.g., other judges, law clerks, court clerks) as you choose.

### *It’s an easy, four-step process:*

- 1 Select the filing type(s) you would like to have routed to your Inbox for judicial review and action.
- 2 For each filing type selected, choose the appropriate judicial actions that may occur (e.g., Granted, Denied, Denied in Part, etc.).
- 3 For each judicial action selected, indicate whether you would like to add comments.
- 4 Indicate whether you would like a document overlay (an electronic “watermark”) to appear on your version of the document.