

## How to Set Up Your New File & ServeXpress Account

**Below are the step-by-step instructions for you to register online. It is a simple process that shouldn't take very long. If you have questions during the sign up process call File & Serve – 24/7 Customer Support 1-888-529-7587.**

1. Follow the following link to start the process of setting up your *File & Serve* account:  
<http://www.lexisnexis.com/fileandserve/lawfirms/register.asp>
2. Once you are on the Products & Services page, click on the **Register** link.
3. Select your account type using the drop down menu and click on the **Get Started** link.
4. Follow the prompts and links to register your firm, the attorneys and any additional support staff who will use File & Serve. You will need the Name, Phone, Fax, E-mail Address and Bar Number or ARDC Number (when applicable) for each user account created. Attorney Bar Numbers can only be assigned to one *File & Serve* account. (If you do not have an organization/firm name enter your last name, first name).
5. Be prepared to read and accept the “Terms & Conditions” of the User Agreement online at the time of registration. It is very important that you read through the “Terms & Conditions” in order to fully understand what you are agreeing to.
6. At the end of the registration process, be sure to click on the **Release Record** link. An email will be sent to each user with a User ID and temporary password shortly after the requests have been received (up to 48 hours).

Additionally, after you have been added to service lists of cases on the system, you will begin to be served electronically through File & Serve – we recommend logging into your account and viewing your *File & Serve* Inbox on a regular basis as it is your area of official service and the only place that LexisNexis can guarantee service. You may elect to receive complementary email notifications to the email address that you designate during registration. However, these emails are NOT guaranteed and should NOT be considered service.

We would like the opportunity to familiarize you with the File & Serve system and invite you to register for a **complimentary training class**. We offer a variety of live web-based trainings that you can log into from your home or office. The classes are typically very small in size and give you the opportunity to ask questions. You can register for these web classes any time in the *File & Serve* Resource Center (located on your File & Serve Homepage).

Additionally, you can set up private training by contacting your regional trainer, Angela Melton at ([amelton@fileandservexpress.com](mailto:amelton@fileandservexpress.com)).

**File & Serve**Xpress™