![LexisNexis logo]

LexisNexis® File & Serve Registration Information

Step 1. Registration

If this is your firm's first use of LexisNexis File & Serve, you will need to create a LNFS 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 below.*

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 below.*

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 users)

1. Visit **www.lexisnexis.com/fileandserve/lawfirms/register.asp** and click Register.
2. Add organization information.
3. Add user information for your firm's 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 the Terms of Service Agreement by selecting an authorizing attorney.

Section B: Instructions for Existing Subscribers
(Administrator registers new users)

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

For questions on registration, please contact Customer Support at 888.529.7587 24 hours a day, 7 days a week.