Franklin County Circuit Court, KY File & ServeXpress Special Instructions March 2013

File & Serve Xpress Electronic Filing & Service in Franklin County Circuit Court, KY

As of August, 27, 2012, the following four cases, pending in the Franklin County Circuit Court, are subject to electronic service using File & Serve Xpress:

CASE NUMBER	CASE NAME
03-CI-1134	Commonwealth of Kentucky vs Abbott Laboratories Inc
03-CI-1135	Commonwealth of Kentucky vs Warrick Pharmaceuticals
04-CI-1487	Commonwealth of Kentucky et al vs Alpharma Inc et al
09-CI-1671	Commonwealth of Kentucky vs Merck & Co Inc

These cases have been set up to limit who has access to the cases. You will be unable to locate your case unless a member of your firm is included on the service list.

Contact Customer Support at 888-529-7587 if you are unable to locate your case.

As of March, 22, 2013, electronic filing was implemented in 09-CI-1671 Commonwealth of Kentucky vs Merck & Co Inc.

Best Practices E-filing and E-service Franklin County

- Case & Party Management: adding and updating parties. The filing party is responsible for updating File & ServeXpress using the Case & Party Management feature. For detailed instructions, please visit the RESOURCE CENTER for a user's guide. (See the CMO, section 2 & 3 for additional information).
- Electronic Signature: 4. General Provisions a. Authorization and Signature. Each e-filed document shall be deemed to have been signed by the attorney, or by the party not represented by an attorney who authorized the filing, and shall bear a facsimile or typographic signature of such person, e.g., "/s/ Adam Attorney." Each document e-filed by or on behalf of a party shall also include the address and telephone number of the attorney or unrepresented party filing such document.
- **Proposed Orders Must be filed in an editable format: 5. Procedures for E-Filing c.** Proposed orders filed for the consideration of the Presiding Judge shall be filed in an editable format.
- **Discovery:** Discovery documents should not be e-filed into Court. However, you may continue to E-serve private/public your discovery documents.

Best Practices E-filing and E-service Franklin County

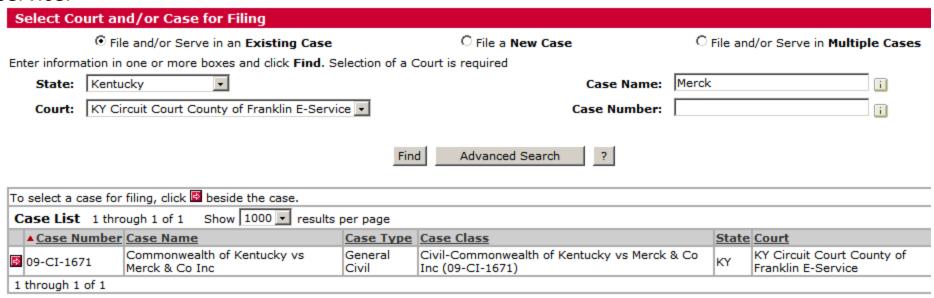
- Document Type: Select the correct Document Type. This is important since many users "search" by document type;
- Uploading Documents: Upload your document using the browse feature. Do not combine
 multiple pleadings and documents together in one file. For example, if you have a Motion,
 multiple exhibits and a proposed order, upload those as 3 separate documents in the same
 transaction. This makes it easier for case participants to find documents without having to
 sort through a large file of multiple documents.
- Main Documents: Attach only one main document and as many supporting documents as are applicable in the same transaction.
- **Document Titles:** Enter the title of your pleading in the Document Title field being as specific and detailed as possible. Many firms run searches by party name using the advanced search and being as specific as possible helps users sort through the docket quickly.
- **Size Limitations:** As the Case Management Order states in section 5.f.: "No one document should be larger than 5MB, and no one transaction should be larger than 60MB..."

Starting a Transaction

To submit a transaction in this case, you simply need to:

- •Click on the Filing & Service tab and select File and/or Serve in an Existing Case;
- •Enter your state and court;
- •Type "Merck" in the Case Name Field
- Select Find.

Click the red button to the left of the case name to begin a transaction for e-filing and/or e-service.



File & Serve Xpress Using the "Linked To" Feature on the Documents Tab

When you are submitting a Response to a Pleading or a Reply to a Response, all firms shall use the "Linked To" feature to link all e-filed documents or pleadings directly relating to a previously e-filed document or pleading.

After you have uploaded your response/reply motion on the Documents Tab, click on the Edit Link under the Linked To column.

Attached Doc	tached Documents List				
ID	Document Type	Access	Conversion Status	Main/ Supporting	Linked To:
51057323	Response	Secure Public	Converting	Main	None
					Edit Link

This takes you to the docket of the case where you can select what motion or pleading your firm is responding to.

After you select that, click DONE and it will return you to the Documents Tab. You will notice a number displayed under the Linked To column which identifies the document ID# of the pleading you just "linked" your Response to.

E-filing Radio Button

To select to <u>E-file</u> a transaction in this case, you simply need to:

- •Click on the Filing & Service tab and select File and/or Serve in an Existing Case;
- •Enter your state and court;
- Type "Merck" in the Case Name Field
- Select Find.
- Attach your pleadings.
- Select parties for service.
- •Choose the radio button for "File with the court and Serve selected parties" on the *Review & Submit* tab:

Documents Sending Parties Service Add'l Recipients Review & Submit

Authorize Transaction

Delivery Options: What do you want to do with this transaction? (pick one)

- File with the court and Serve selected parties
- Serve Only Private (available only to sending firm and served firms)
- Serve Only Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

Helpful Links on the Home Page

Inbox: The File & Serve Inbox contains your **Official Service** items. The email you are sent is only a <u>courtesy</u> email.

Tracked Items: It would be beneficial for firms to set up **Commonwealth of Kentucky v Merck & Co., Inc.** in the Tracked Items area of File & Serve. From the Tracked Items link, you are able to access the docket of the case, begin an e-service transaction and access your File & Serve INBOX for documents you have been served. The Tracked Items feature is the best way to quickly access the case.

Quick Find Field: Use the Quick Find field to quickly retrieve a specific transaction number or pull up the case from the Quick Find case name/number option.

Billing Link: From the billing link, you can obtain "real time" billing charges incurred for a particular court, case or feature of File & Serve. Many firms use this link to get their bills out to clients mid-month.

Contacts

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