



**LexisNexis**<sup>TM</sup>  
*File & Serve*

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## **File & Serve**

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### **QUICK GUIDE:**

Calendar

# Calendar

Use the Calendar to create a calendar event or view a list of calendared events in cases on LexisNexis® File & Serve Advanced.

**Some jurisdictions do not use the Calendar feature.**

The following message board options will be outlined:

1. **View a Calendar Event**
2. **Create a Calendar Event**

## View a Calendar Event

1. Click Calendar under Monitoring Tools to display the Calendar screen.

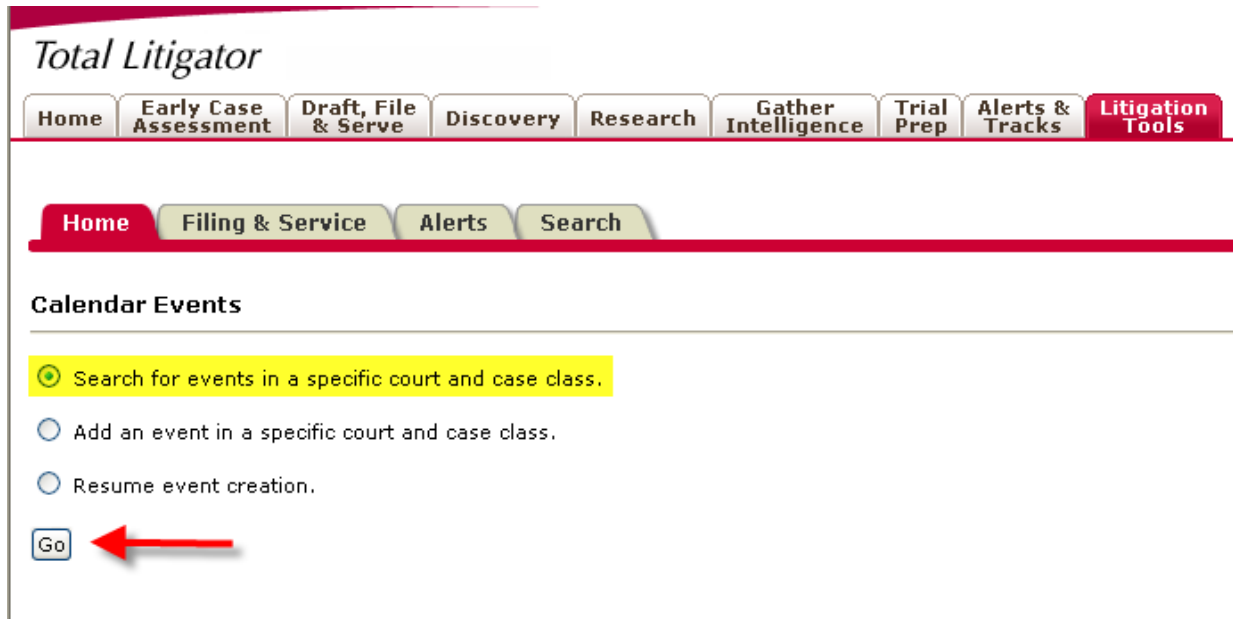
The screenshot displays the Total Litigator web application interface. At the top, there is a navigation bar with the following tabs: Home, Early Case Assessment, Draft, File & Serve, Discovery, Research, Gather Intelligence, Trial Prep, Alerts & Tracks, and Litigation Tools. Below this, a secondary navigation bar includes Home, Filing & Service, Alerts, and Search. The main content area is divided into several panels:

- Current Activity:** Contains links for [Inbox](#) (unread items), [Sent Items](#) (unread items), and [Rejected Items](#) (unread items).
- Monitoring Tools:** Contains links for [Alerts](#) (unread items), [Tracked Items](#) (at-a-glance view), [Calendar](#) (highlighted with a red arrow), [Message Board](#), and [My Attorneys](#).
- Quick Find:** A search box with the text "Transaction ID" and a "Go" button.
- Quick Case:** A search box with radio buttons for "Case Name" (selected) and "Case Number", and a "Go" button.
- Toolbox:** Contains links for [Case & Party Management](#), [Billing Information](#), [View Submitted SOP Orders](#), and [Custom Document Lists](#).

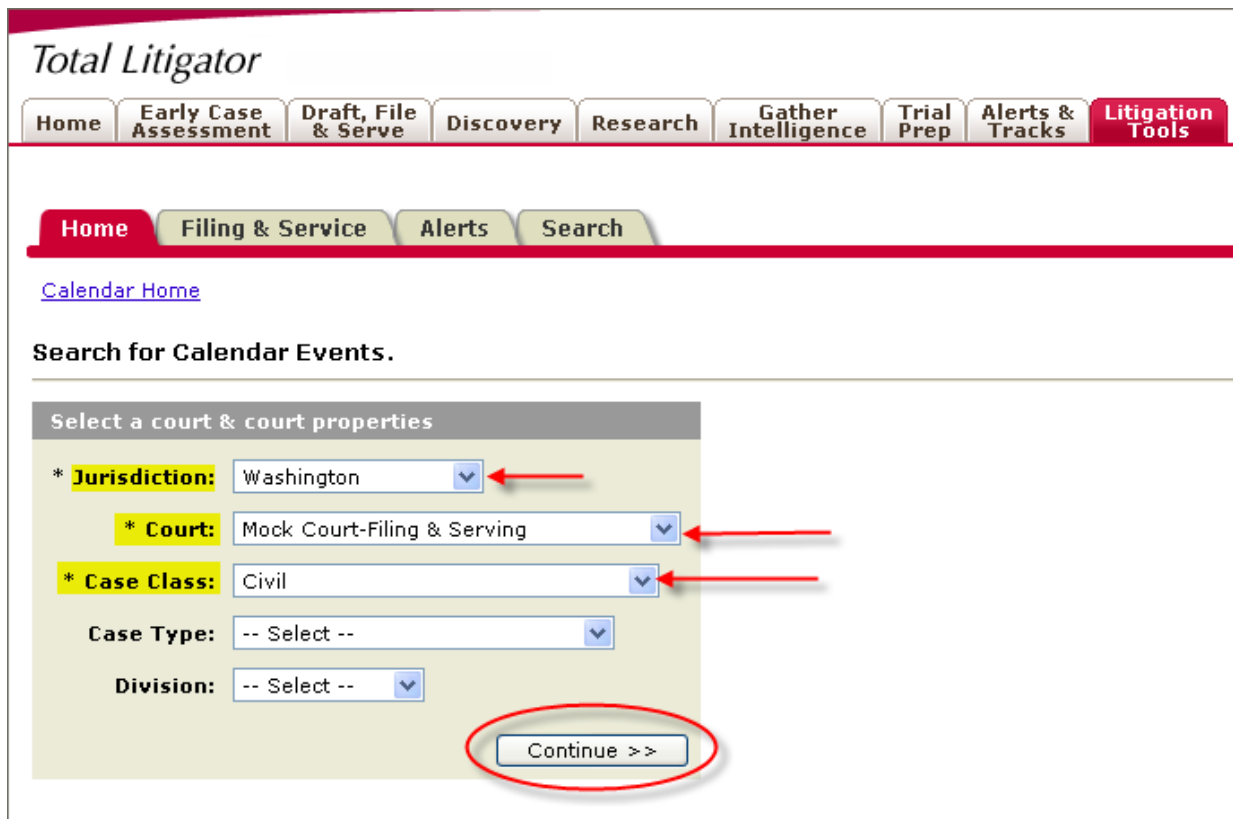
Below the screenshot, the second step of the process is outlined:

2. Click the radio button next to Search for events in a specific court and case class.

3. Click Go to display the Search for Calendar Events screen.



4. Select a jurisdiction from the Jurisdiction drop-down list.
5. Select a court from the Court drop-down list.
6. Select a case class from the Case Class drop-down list.



7. Click Continue to display the Input Criteria Screen.
8. Enter your case name, case number, or type of event in the Case Name, Case Number, or Event Type fields.

**Note:** When you enter search criteria, enter only the information necessary to narrow your search results. You do not need to add items to each field.

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Home Early Case Assessment Draft, File & Serve Discovery Research Gather Intelligence Trial Prep Alerts & Tracks Litigation Tools

Home Filing & Service Alerts Search

[Calendar Home](#) > [Court Select](#)

**Search for Calendar Events.**

**Input criteria.**

**Jurisdiction:** Washington  
**Court:** Mock Court-Filing & Serving  
**Case Class:** Civil  
**Case Type:** none selected  
**Division:** none selected

**Transaction ID:**  When using transaction id, the rest of the fields will be ignored.

**Case Name:**

**Case Number:**

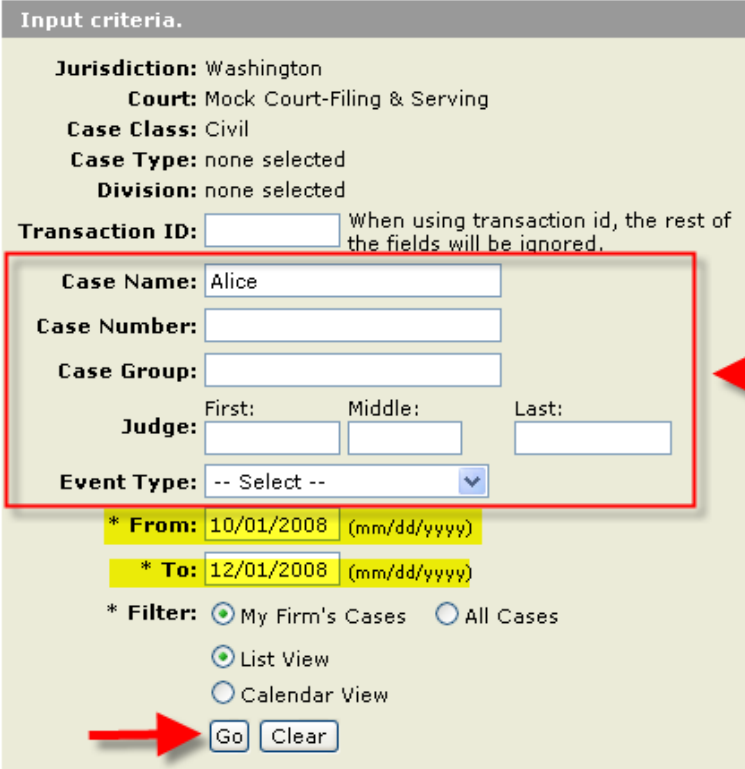
**Case Group:**

**Judge:** First:  Middle:  Last:

**Event Type:** -- Select --

\* **From:** 10/01/2008 (mm/dd/yyyy)  
\* **To:** 12/01/2008 (mm/dd/yyyy)

\* **Filter:**  My Firm's Cases  All Cases  
 List View  
 Calendar View



9. Enter dates in the From and To fields to limit your results to a particular date range.
10. Click the radio button next to My Firm's Cases or All Cases.
11. Click the radio button next to List View or Calendar View.
12. Click Go to display the Calendar.

13. List View.

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Adam Attorney | [Switch Client](#) | [Preferences](#) | [History](#) | [Sign Out](#)  
 LexisNexis Services: [Lexis.com®](#)

- [Home](#)
- [Early Case Assessment](#)
- [Draft, File & Serve](#)
- [Discovery](#)
- [Research](#)
- [Gather Intelligence](#)
- [Trial Prep](#)
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- [Home](#)
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- [Alerts](#)
- [Search](#)

Mock Firm A-Bellevue | [Resource Center](#) | [File & Serve Preferences](#)

[Calendar Home](#) > [Court Select](#) > [Events Search](#)

**Search Results**  
**Jurisdiction:** Washington  
**Court:** Mock Court-Filing & Serving  
**Case Class:** Civil  
**Case Type:** none selected  
**Division:** none selected

Transaction ID	Case Name	Case Number	Begin Date/Time (CDT)	End Date/Time (CDT)	Location	Event Type	Event Name	Note	Event Status	Created By	Authorized By	Last Modified By
22027651	Alice in Wonderland Inc vs Composition Co	03456-A	10/21/2008 9:00:00 AM	10/21/2008 10:50:00 AM	Hearing Room 2	Settlement Conference	Settlement Talks with Plaintiff	Please be on time!	Confirmed	Attorney, Adam	Associate, Andrew	Attorney, Adam

### 14. Calendar View.

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Adam Attorney | [Switch Client](#) | [Preferences](#) | [History](#) | [Sign Out](#)  
 LexisNexis Services: [Lexis.com®](#)

- [Home](#)
- [Early Case Assessment](#)
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Mock Firm A-Bellevue | [Resource Center](#) | [File & Serve Preferences](#)

[Calendar Home](#) > [Court Select](#) > [Events Search](#)

October 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
-->			1	2	3	4
--> 5	6	7	8	9	10	11
--> 12	13	14	15	16	17	18
--> 19	20 Add	21 Add <a href="#">03456-A: Settlement Conference</a>	22 Add	23 Add	24 Add	25 Add
--> 26 Add	27 Add	28 Add	29 Add	30 Add	31 Add	

November 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
-->						1 Add
--> 2 Add	3 Add	4 Add	5 Add	6 Add	7 Add	8 Add
--> 9 Add	10 Add	11 Add	12 Add	13 Add	14 Add	15 Add
--> 16 Add	17 Add	18 Add	19 Add	20 Add	21 Add	22 Add
--> 23 Add	24 Add	25 Add	26 Add	27 Add	28 Add	29 Add
--> 30 Add						

December 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
-->	1 Add	2 Add	3 Add	4 Add	5 Add	6 Add
--> 7 Add	8 Add	9 Add	10 Add	11 Add	12 Add	13 Add
--> 14 Add	15 Add	16 Add	17 Add	18 Add	19 Add	20 Add
--> 21 Add	22 Add	23 Add	24 Add	25 Add	26 Add	27 Add
--> 28 Add	29 Add	30 Add	31 Add			

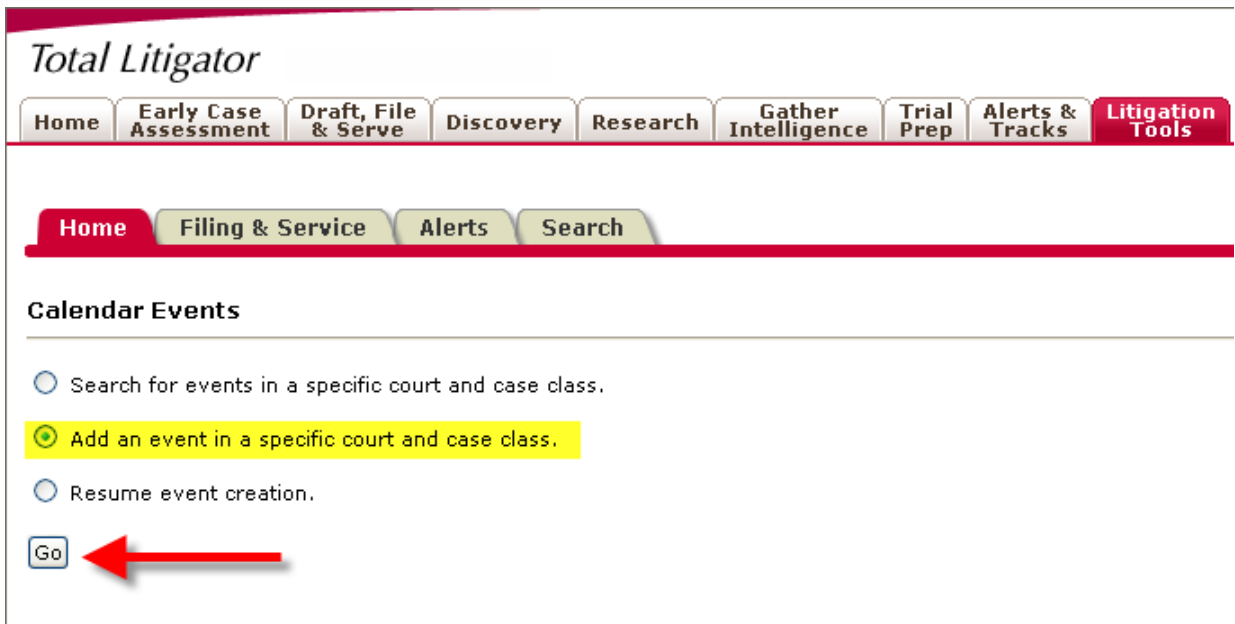
# Create a Calendar Event

1. Click Calendar under Monitoring Tools to display the Calendar Screen.

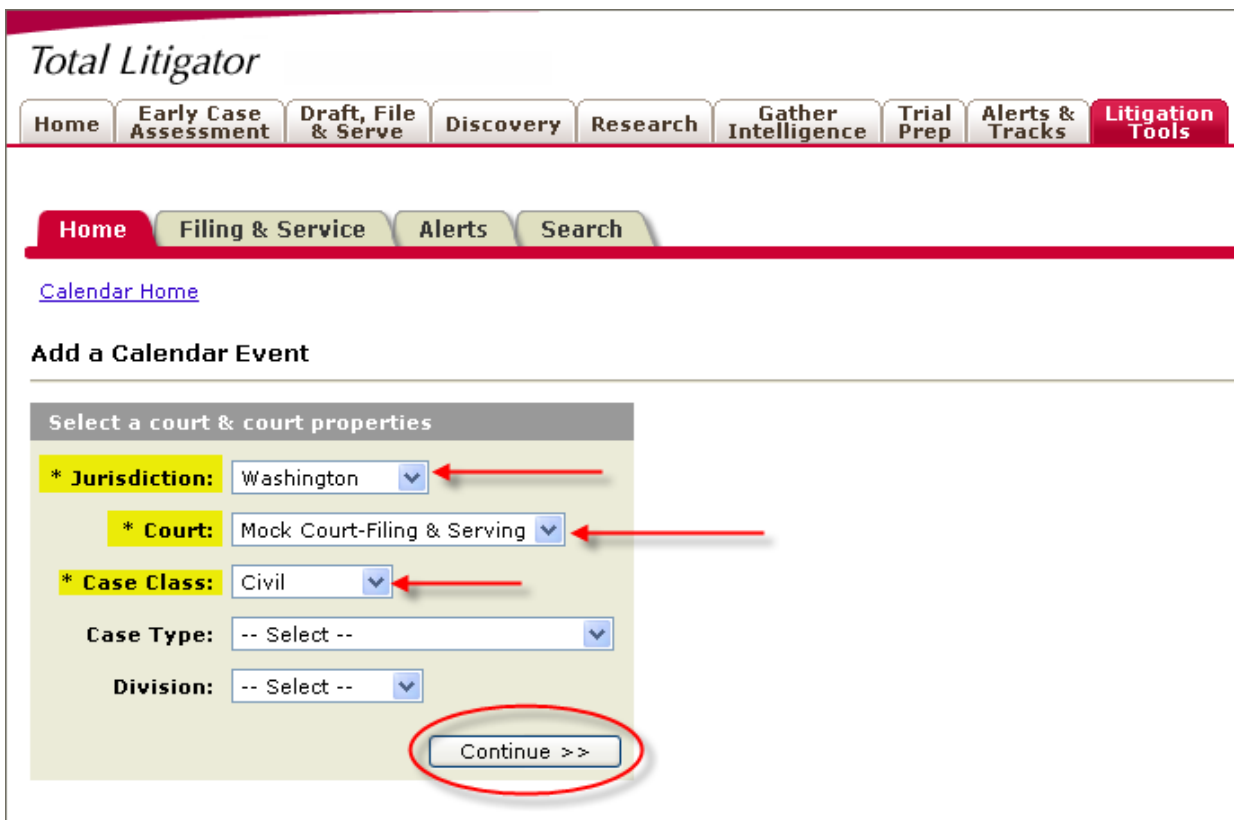
The screenshot displays the Total Litigator web application interface. At the top, there is a navigation bar with tabs for Home, Early Case Assessment, Draft, File & Serve, Discovery, Research, Gather Intelligence, Trial Prep, Alerts & Tracks, and Litigation Tools. Below this is a secondary navigation bar with Home, Filing & Service, Alerts, and Search. The main content area is divided into several sections:

- Current Activity:** Contains links for [Inbox](#) (unread items), [Sent Items](#) (unread items), and [Rejected Items](#) (unread items).
- Monitoring Tools:** Contains links for [Alerts](#) (unread items), [Tracked Items](#) (at-a-glance view), [Calendar](#) (highlighted with a red arrow), [Message Board](#) (view messages), and [My Attorneys](#) (at-a-glance view).
- Quick Find:** A search box with the text "20512781" and a "Go" button.
- Quick Case:** A search box with the text "car" and a "Go" button, with radio buttons for Case Name and Case Number.
- Toolbox:** Contains links for [Case & Party Management](#), [Billing Information](#), [View Submitted SOP Orders](#), and [Custom Document Lists](#).
- LexisNexis Notices:** Contains a link for [LexisNexis File and Serve Notices Link - System Maintenance 10/18/08-10/19/08 and 10/25/08-10/26/08](#).

2. Click the radio button next to Add an event in a specific court and case class.



3. Click Go to display Add a Calendar Event screen.
4. Select a jurisdiction from the Jurisdiction drop-down list.
5. Select a court from the Court drop-down list.
6. Select a case class from the Case Class drop-down list.
7. Enter your case name, case number, or case group name into the Case Name, Case Number, or Case Group field.



8. Enter your case name, case number, or case group name into the Case Name, Case Number, or Case Group field.

**Note:** When you enter search criteria, enter only the information necessary to narrow your search results. You do not need to add items to each field.



[Calendar Home](#) > [Court Select](#)

### Add a Calendar Event

The image shows a form titled 'Search for a case.' with the following fields and values:

- Jurisdiction: Washington
- Court: Mock Court-Filing & Serving
- Case Class: Civil
- Case Type: none selected
- Division: none selected
- Case Name: Alice
- Case Number: (empty)
- Case Group: (empty)
- Judge: First: (empty), Middle: (empty), Last: (empty)
- Buttons: Go, Clear

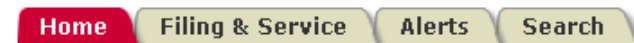
A red box highlights the Case Name, Case Number, and Case Group fields. A red arrow points from the right towards the Case Name field. Another red arrow points from the left towards the Go button.

9. Click Go to display Event Creation Screen.



10. Select an event type from the Event Type drop-down.
11. Enter the event name in the Event Name field.
12. Enter the location of the event in the Location field.
13. Enter your beginning date/time in the Begin Date/Time fields.
14. Enter your end date/time in the End Date/Time fields.

## Total Litigator



[Calendar Home](#)

Court:	Mock Court-Filing & Serving
Case Class:	Civil
Case Number:	03456-A
Case Name:	Alice in Wonderland Inc vs Composition Co

**Event Type:** Status Conference

**Event Name:** Pre-Trial Status Conference

**Location:** Courthouse Room 3

**Begin Date:** 10/21/2008 (mm/dd/yyyy) **Time:** 9:00 AM CDT (hh:mm AM/PM)

**End Date:** 10/21/2008 (mm/dd/yyyy) **Time:** 1:00 PM CDT (hh:mm AM/PM)

**Note:** Please be on time!

Maximum length of text is 200 characters

**Event Status:** Confirmed

**Authorizer:** Associate, Andrew

Send online/fax notifications  
 Send online/fax and force email for online notifications  
 Do not send any notifications

15. Choose the event status from the Event Status drop-down.
16. Choose the authorizing attorney for the event from the Authorizer drop-down.
17. Click the radio button to choose your notification options.
18. Click Continue to choose parties for notification.

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Home Early Case Assessment Draft, File & Serve Discovery Research Gather Intelligence Trial Prep Alerts & Tracks **Litigation Tools**

Home Filing & Service Alerts Search

[Calendar Home](#) > [Event Form](#)

< **Prev 1 through 8 of 8 Next** > [Show Parties](#)

<input type="checkbox"/>	Attorney	Firm
<input type="checkbox"/>	Attorney, Adam (representing 3 parties) (This person is the event creator)	Mock Firm A-Bellevue
<input checked="" type="checkbox"/>	Brown, Judge (representing 0 parties)	Mock Court-Filing & Serving
<input checked="" type="checkbox"/>	Clerk, Review (representing 0 parties)	Mock Court-Filing & Serving
<input type="checkbox"/>	Counselor, Carol (representing 2 parties)	Mock Firm A-Bellevue
<input type="checkbox"/>	Jerry, Judge (representing 0 parties)	Mock Court-Filing & Serving
<input type="checkbox"/>	Lawyer, Lucy (representing 1 party)	Mock Firm B
<input type="checkbox"/>	Litigator, Larry (representing 1 party)	Mock Firm B
<input type="checkbox"/>	SEDGWICK, Mr (representing 1 party)	SEDGWICK, Mr

< **Prev 1 through 8 of 8 Next** > [Show Parties](#)

Please select persons to notify and click continue to submit your event.

19. Click the checkboxes next to the attorneys who you would like notified.
20. Click Continue to move to the Review Information screen.

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Home Early Case Assessment Draft, File & Serve Discovery Research Gather Intelligence Trial Prep Alerts & Tracks **Litigation Tools**

**Home** Filing & Service Alerts Search

[Calendar Home](#) > [Event Form](#) > [Notification Select](#)

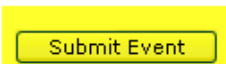
**Transaction ID:** 22028778  
**Court:** Mock Court-Filing & Serving  
**Case Number:** 03456-A  
**Case Name:** Alice in Wonderland Inc vs Composition Co

**Event Creator:** Attorney, Adam  
**Event Authorizer:** Associate, Andrew

**Event Type:** Status Conference  
**Event Name:** Pre-Trial Status Conference  
**Location:** Courthouse Room 3  
**Begin Date:** Oct 21, 2008 9:00 AM CDT  
**End Date:** Oct 21, 2008 1:00 PM CDT  
**Note:** Please be on time!  
**Event Status:** Confirmed

**Notifications (2)** [Show Selected](#)

Review the information and click Submit Event.



21. Once you have reviewed the information for the event click on Submit Event to add this item to the Calendar.

- 22. The screen will display that your event was created successfully and you can then click on Calendar Home to add/search for another Calendar Event.

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Home Early Case Assessment Draft, File & Serve Discovery Research Gather Intelligence Trial Prep Alerts & Tracks Litigation Tools

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Home Filing & Service Alerts Search

[Calendar Home](#)

**Transaction ID:** 22028778  
**Court:** Mock Court-Filing & Serving  
**Case Number:** 03456-A  
**Case Name:** Alice in Wonderland Inc vs Composition Co

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**Event Creator:** Attorney, Adam  
**Event Authorizer:** Associate, Andrew

---

**Event Type:** Status Conference  
**Event Name:** Pre-Trial Status Conference  
**Location:** Courthouse Room 3  
**Begin Date:** Oct 21, 2008 9:00 AM CDT  
**End Date:** Oct 21, 2008 1:00 PM CDT  
**Note:** Please be on time!  
**Event Status:** Confirmed  
**Notifications (2)** [Show Selected](#)

Event created successfully.  ←

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