

File & Serve E-Serve Specialist:

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## LexisNexis® File & Serve Welcome Kit

### **Step 1. Registration**

If this is your firm's first LexisNexis File & Serve case, **please create a File & Serve account before registering. Designate an administrator to create the account and add users. Administrators should follow the Instructions for New Subscribers in Section A.**

If your firm has a 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. Administrators should follow the Instructions for adding new users in Section B.**

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 new users)**

1. Visit [www.lexisnexis.com/fileandserve/lawfirms/register.asp](http://www.lexisnexis.com/fileandserve/lawfirms/register.asp) and click **Register**.
2. Add organization information.
3. Add user information for administrator (primary contact).
4. Add user information for every attorney and staff member in your firm who will need a user ID and password. **All attorneys of record must have a user ID and password.**
5. Review system requirements.
6. Review and accept Terms of Service Agreement by selecting an authorizing attorney.

#### **Section B: Instructions for Adding New Users (Administrator adds users to existing account)**

1. Sign on to [www.lexisnexis.com/fileandserve](http://www.lexisnexis.com/fileandserve)
2. Select **File & Serve Preferences** in the upper right hand corner of the screen. Click Org Profile.
3. Click the Add Users tab and enter user information for every attorney and staff member who will need a user ID and password. **All attorneys of record must have a user ID and password.**

### **Step 2: Training**

**We recommend that all of the users in your firm (including attorneys) take advantage of LexisNexis File & Serve free, online training classes.**

**Classes will cover:**

- The basics of using LexisNexis File & Serve to serve documents
- How to retrieve your documents
- Setting up User Preferences

To register for a class, log-on and click on the **Resource Center** link. Next, choose your state from the drop down menu for online training classes under Education & Training. Dates and times of classes will be posted on the Resource Center.

For training questions, call **866-921-6972** or email [angela.melton@lexisnexis.com](mailto:angela.melton@lexisnexis.com)