

Date: April 16, 2010

Case info: Safety-Kleen Solvent Cases JCCP 4601

This case is now active on File & Serve! Effective immediately, documents can be served in the case.

For questions or assistance, visit the *File & Serve Resource Center* by clicking on the link in the upper right corner of your File & Serve Home screen, or contact *Customer Support* at 1.888.529.7587. Register for training on File & Serve via the *Resource Center*.

Important Reminders:

Forwarding Notifications of Service

If you want to share your notifications of new service, click on the *File & Serve Preferences* link in the upper right corner of your Home Screen, then click on the *My Notification Options* link on the left portion of the screen and designate other users in your firm to get notified of service notifications.

Tracked Items

Add this case to your *Tracked Items* for fast, at-a-glance access to new incoming service items sent from your firm, and to quickly serve new documents in the case.

Alerts

Use *Alerts* to be notified of specific types of transactions in your cases or other cases on File & Serve that you may want to monitor. Click the *Alerts* tab to setup new *Alerts* and share them with other users at your firm. (*additional fees apply*)

Service on other Parties

Any parties that are **not yet registered** for File & Serve will **not be served electronically**, but **can be served via offline methods** (US mail or Fax). By default, only the registered attorneys are displayed to be e-served on the *Service Tab*. If an offline method of service is selected, **additional charges will apply to send documents via offline methods**.

Read Status

Request a *Read Status* on your transactions to track the date and time served parties open a document served upon them. A great way to be sure that others have seen an important document!