



File & ServeXpress Special Instructions Cook County, Illinois Asbestos E-serve

General Information

- You will be unable to locate a case unless a member of your firm is included on at least one asbestos case service list. If you need to be added to a case because you cannot view it or pull it up through the File & Service tab, please call our customer service at 888-529-7587.
- To load a new Cook County Asbestos case onto File & ServeXpress, complete the case information template found in the File & ServeXpress Resource Center > Cook County, IL. When completed, please email it to: dataintegrity@fileandservexpress.com and the case will be loaded within 48 hours.
- The Cook County Master Asbestos Case is titled:
 - **Case Name: In re Asbestos Litigation Master Case**
 - **Case Number: MC 98 L 000000**
- If your firm and party is listed on an underlying Cook County Asbestos case, it will automatically be listed in the master case, as well.
- *****IMPORTANT***** If an attorney is leaving your firm, please remember to withdraw that attorney from your firm's case service lists by using the Case & Party Management feature before you remove the attorney from your File & ServeXpress account. Otherwise, the attorney will remain on the service list of the case indefinitely. The attorney also then displays on the US mail service list and will continue to be served by firms even though they are no longer involved in the litigation.

e-Serving Instructions

- Do not use the multi-case filing feature to upload multiple documents in multiple cases when the documents belong in an individual case. The multi-case filing feature is available when you are serving the **same document** into multiple cases. Some firms are using this function incorrectly, and as a result, documents wind up in cases where they do not belong. This also makes it difficult and confusing to search through the case histories of the individual cases.
- Attach only one main document and as many supporting documents as are applicable in one transaction.
- If your party is not available for selection on the sending parties tab, you can add it

by clicking on the Add Party/Add Attorney button at the top of the screen.

- When e-Serving the parties in the case, the application defaults to display “**e-Serve Participants**” only. To view and serve all participants (including firms who are not registered to use File & ServeXpress), click on the “All Active Participants” button. You will notice the method column on the far right of the screen indicates if a participant is to be served via e-Service or via US mail. You will incur additional charges when serving a participant via US mail.
- If you are electronically serving discovery in a case that contains personally identifiable information, remember to elect **Serve Only – Private** on the Review and Submit tab so it can only be viewed by firms it was actually served upon.
- The only documents that should be submitted in the **In re Asbestos Litigation Master Case** are documents that apply to all cases in the litigation.

Miscellaneous

- File & ServeXpress offers free web based training classes for its users. To register for an Introduction to e-Service class (or an advanced class), please log onto File & ServeXpress > click on the Resource Center link > click on the Education and Training link > select Illinois from the drop down > click the title of the class you want to register for > complete your information > you will be sent a confirmation email with the website address and toll free number to call.
- File & ServeXpress Client Support is available 24/7 and can be reached at **888-529-7587**.