

Massachusetts Middlesex County Asbestos Special Instructions

Uploading Your Documents

- Upload the main document first, and then any supporting documents (in the same transaction).
- Upload only one main document per transaction.
- When uploading the original document filed in the 9A Motion process, choose “File with the Court and Serve Selected Parties” on the Review and Submit Tab.
 - This will allow the later actual 9A Motion to be ‘linked’ to the original pleading that started the clock on the 9A Motion process.
 - If you do not select “File with the Court and Serve Selected Parties” and instead chose “Serve only Public,” you will not be able to link the later 9A Motion.
 - If you have already filed the first pleading as ‘Serve only Public’ simply reference the Transaction ID in the “Document Title” of your 9A Motion.
- Electronically staple supporting documents to the main document in the transaction using the Main/Supporting column in the Attached Documents List.
- Use the Linking feature in the Attached Documents list when filing responses to previously filed documents. (If the previously filed document is unavailable to ‘link to’, reference the Transaction ID of the previous document(s) in the “Document Title.”)
- If you are concerned about metadata, save the document as an .rtf file instead of a .doc or .wpd file.

Adding new Cases

- New Cases are accepted from plaintiff firms only.
- Plaintiff Firms: Please use the Case Load Template (available on the Resource Center) to submit new cases.
- Submit new case to our Data Integrity department via dataintegrity@fileandservexpress.com.

Creating Your Documents

- Be sure to include the appropriate electronic signature in your pleadings.
- In Massachusetts, the appropriate electronic signature is *’/s/ Adam Attorney’*.

Other

- Your transaction will only be available to other firms/parties within your litigation.
- Use the Serve Only Private service option only for those documents which contain confidential information such as medical records or Social Security Numbers.
- All other documents should be submitted using the Serve Only Public option.
- Your File & Serve receipt is your proof of service. Please print this document for your records.