



Atlantic County, NJ Special Instructions

Creating Your Documents:

- Be sure to include the appropriate electronic signature in your pleadings.
- For the Tropicana Parking Garage Collapse Litigation, Signature Lines should indicate “Original Signature on File with Court”.

Uploading Your Documents:

- You may upload pleadings in an editable, word processing format (i.e. .rtf, .doc, or .wpd). The File & ServeXpress system automatically converts them to PDF for you.
- If you are concerned about metadata, save the document as an .rtf document instead of a .doc or .wpd document. Be sure to accept any Tracked Changes before uploading your document.
- Upload the main document first, then any supporting documents (in the same transaction).
- Upload only one main document per transaction.
- Electronically ‘staple’ supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- Use the Linking feature in the Attached Documents list when submitting responses to previously filed documents.
- If the previously filed document is unavailable to ‘link to’, reference the previous documents transaction id in the “Document Title.”.

Litigations:

- **Levaquin Litigation:**
 - You may add new parties while doing your filing through the Add Party button on the Sending Parties tab to add your own party or on the Service tab you may add a party not currently on the service list. You will need to upload supporting documentation such as an appearance.

- To add new cases there is a spreadsheet on the resource center specifically for Levaquin. Defense counsel, liaison counsel and the Judge have already been added. You need to add the plaintiff information Email it to dataintegrity@fileandservexpress.com.

- **Fosamax Litigation**

- Contact Eileen Oakes Muskett at Fox Rothschild (emuskett@foxrothschild.com) if you are a new firm participating in this litigation and need to be added to the service list of one or more cases.
- For existing participants, if you are adding any new cases or have any changes that need to be made to an existing case please contact Colleen O'Shea at Fox Rothschild (coshea@foxrothschild.com).

- **Bextra / Celebrex Litigation**

- Contact Steve Karg at Norris McLaughlin (sakarg@nmmlaw.com) if you are a new firm participating in this litigation and need to be added to the service list of one or more cases.
- If you need to add a new case you may also contact Steve Karg at Norris McLaughlin (sakarg@nmmlaw.com).

- **NJ Vioxx Litigation**

- In order to comply with the New Jersey Rules of Court, electronically filed documents must be submitted via File & ServeXpress by 11:59pm and Fax Documents must be submitted by 6:00pm on the date of Service. Please see the Amended Order Regarding Electronic Service for further information.
- Your transaction will only be available to other firms/parties within your litigation.
- Use the Serve Only-Private service option only for documents which should be accessible only to the specific parties you are serving.
- Your File & ServeXpress receipt is your proof of service. Please print this document for your records.
- Contact Customer Support at 888-529-7587 if you are unable to locate a case online.