

# File & Serve Xpress™

## **Court of Common Pleas of Beaver County Special Instructions**

- Effective June 24<sup>th</sup>, 2008, the File to Court option on the Review & Submit page will no longer be viewable.
- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- By default, the Service/Notice tab will only list parties who can receive service electronically.
- Click the “All Active Participants” button (located just above the service list) to view all parties in the case, including those who can only receive service via U.S. Mail.
- 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.
- 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.
- Only plaintiff firms can submit new asbestos cases to File & Serve.