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**Franklin County Circuit Court, KY**  
**File & ServeXpress Special Instructions**  
**September 2014**

# Electronic Service in Franklin County Circuit Court, KY

As of August, 27, 2012, the following four cases, pending in the Franklin County Circuit Court, are subject to electronic service using File & ServeXpress:

CASE NUMBER	CASE NAME
03-CI-1134	Commonwealth of Kentucky vs Abbott Laboratories Inc
03-CI-1135	Commonwealth of Kentucky vs Warrick Pharmaceuticals
04-CI-1487	Commonwealth of Kentucky et al vs Alpharma Inc et al
09-CI-1671	Commonwealth of Kentucky vs Merck & Co Inc

**These cases have been set up to limit who has access to the cases. You will be unable to locate your case unless a member of your firm is included on the service list.**

**Contact Client Support at 888-529-7587 if you are unable to locate your case.**

# Starting a Transaction

To submit a transaction in this case, you simply need to:

- Click on the Filing & Service tab and select File and/or Serve in an Existing Case;
- Enter your state and court;
- Type “Merck” in the Case Name Field
- Select Find.

Click the red button to the left of the case name to begin a transaction for e-service.

**Select Court and/or Case for Filing**

File and/or Serve in an **Existing Case**       File a **New Case**       File and/or Serve in **Multiple Cases**

Enter information in one or more boxes and click **Find**. Selection of a Court is required

**State:**       **Case Name:**  ⓘ

**Court:**       **Case Number:**  ⓘ

    

To select a case for filing, click  beside the case.

**Case List** 1 through 1 of 1    Show  results per page

▲ Case Number	Case Name	Case Type	Case Class	State	Court
 09-CI-1671	Commonwealth of Kentucky vs Merck & Co Inc	General Civil	Civil-Commonwealth of Kentucky vs Merck & Co Inc (09-CI-1671)	KY	KY Circuit Court County of Franklin E-Service

1 through 1 of 1

# Best Practices for Uploading your Documents

- Select the correct **Document Type**. This is important since many users “search” by document type;
- Upload your document using the browse feature. Do not combine multiple pleadings and documents together in one file. For example, if you have a Motion, multiple exhibits and a proposed order, upload those as 3 separate documents in the same transaction. This makes it easier for case participants to find documents without having to sort through a large file of multiple documents.
- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- Enter the title of your pleading in the **Document Title** field being as specific and detailed as possible. Many firms run searches by party name using the advanced search and being as specific as possible helps users sort through the docket quickly.
- We recommend that firms do not exceed a size limit of 5MB per document. Some firms may have trouble opening up large files.

# Using the "Linked To" Feature on the Documents Tab

When you are submitting a Response to a Pleading or a Reply to a Response, it is recommended that firms use the Link To Feature. That allows firms to see what initial pleading the Response or Reply applies to.

After you have uploaded your response/reply motion on the Documents Tab, click on the Edit Link under the Linked To column.

Attached Documents List [Click here to refresh](#)

ID	Document Type	Access	Conversion Status	Main/Supporting	Linked To:
51057323	Response	Secure Public	<a href="#">Converting</a>	Main	None <a href="#">Edit Link</a>

This takes you to the docket of the case where you can select what motion or pleading your firm is responding to. After you select that, click DONE and it will return you to the Documents Tab. You will notice a number displayed under the Linked To column which identifies the document ID# of the pleading you just "linked" your Response to.

# Helpful Links on File & ServeXpress Home Page

**Inbox:** The File & ServeXpress Inbox contains your Official Service items. The email you are sent is only a courtesy email.

**Tracked Items:** It would be beneficial for firms to set up *Commonwealth of Kentucky v Merck & Co., Inc.* in the Tracked Items area of File & ServeXpress. From the Tracked Items link, you are able to access the docket of the case, begin an e-service transaction and access your File & ServeXpress INBOX for documents you have been served. The Tracked Items feature is the best way to quickly access the case.

**Quick Find Field:** Use the Quick Find field to quickly retrieve a specific transaction number or pull up the case from the Quick Find case name/number option.

**Billing Link:** From the billing link, you can obtain “real time” billing charges incurred for a particular court, case or feature of File & ServeXpress. Many firms use this link to get their bills out to clients mid-month.

# File & ServeXpress Contacts

**Client Support 24X7:  
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