



San Francisco Superior Court - All Cases

## **Procedure to Request Set Up of “Asbestos Counsel”**

As allowed for in Addendum to Amended General Order 158 (Selection of Attorney for Service)

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Note: If a firm follows these steps to request that “Asbestos Counsel” be set up, then only the Asbestos Counsel will receive service items in its File & ServeXpress Inbox. No other staff members in the firm will receive these service items in their File & ServeXpress Inbox unless the “Forward Notifications” setting is changed. No other attorneys in the firm will receive these service items in their File & ServeXpress Inbox unless the “Forward Notifications” setting is changed or unless the attorneys are added back in to a particular case or cases through Case & Party Management.

### To Request Set Up of “Asbestos Counsel”

1. Log in with the User Name and Password of your firm’s designated File & ServeXpress “Organization Administrator” (Note: only the Organization Administrator or others who have been designated by the Organization Administrator as having rights to add users will have the rights to request set up of “Asbestos Counsel”).
2. Click the link for “File & ServeXpress Preferences” in the upper right corner of the screen.
3. Click the link for “Firm Profile”.
4. Click the link for “Add User”.
5. Enter “Asbestos” in the field for First Name and “Counsel” in the field for Last Name.
6. Choose “Attorney” in the drop down menu box located underneath “User Type”.
7. Enter in the phone, fax and email information for where you would like information sent to “Asbestos Counsel” to go.
8. Enter “SFASBESTOS” for the Bar Number, and choose “California” from the drop down menu box located underneath “State”.
9. Click the “Submit” button.
10. The User Name and Password for “Asbestos Counsel” will be emailed to the address specified in step 7 above within 24 hours.

### To Change the Forward Notifications Setting so that Staff Members or Attorneys Receive Copies of Service Items Sent to “Asbestos Counsel”

1. Log in with the User Name and Password of “Asbestos Counsel”.
2. Click the link for “File & ServeXpress Preferences” in the upper right corner of the screen.
3. Click the link for “User Profile”.
4. Click the link for “Notification Options”.
5. Scroll to the end of the screen, underneath “Forward Notifications”.



6. In the top row, choose each staff member and attorney who should receive copies of service items sent to “Asbestos Counsel” from the drop down menu box in the line that reads “Notify \_\_\_ when I am served or notified of transactions.”

#### To Add an Attorney Back Into a Case Through Case & Party Management

1. Log in with the User Name and Password of any staff member or attorney in your firm.
2. Click the link for “Case & Party Management” in the lower right portion of the screen.
3. Click the “Add Attorney” button.
4. From the drop down menu box, select “CA Superior Court County of San Francisco”.
5. Enter in a portion of the case name or case number to which you want to add the attorney.
6. Click the check box next to your desired case’s number in the resulting screen.
7. Click the “Select Cases” button.
8. Select the entity type of the Party your firm represents in the case from the drop down menu box.
9. Type in a portion of the Party’s name in the “Party Name” box.
10. Click the “Find” button.
11. Click the link for the appropriate party.
12. In the drop down menu box at the top of the screen, specify the name of the attorney you would like to add. If the attorney does not appear in this box, it means that you must first add the attorney as a user.
13. Select the attorney type from the drop down menu box.
14. Click the “Add to Cases” button in the resulting screen.