# File & Serve Xpress™

## IL Madison County: Distinct Sending Parties
User Guide

**Distinct Sending Parties**

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## File & ServeXpress
# Resources

**File & ServeXpress has many resources available to you in order to address your questions and concerns.**

» **File & ServeXpress 24/7 Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 1-888-529-7587.

» **File & ServeXpress Resource Center** is available within File & ServeXpress by clicking on the Resource Center link at the bottom of your screen. The Resource Center contains our training registration information, jurisdiction specific rule & procedures, user guides, best practices, pricing and much more!

» **File & ServeXpress Login Page** is where you can find password help, what's new and any important information like scheduled maintenance or system changes. Click here to access the login page.

» **File & ServeXpress Notices** is an information page that is available on the top, right-hand side of the File & ServeXpress Home tab, once you sign into File & ServeXpress. This page will provide you with any critical information, such as system maintenance or downtime, changes in fees, legal notices, litigation launches and much more.

# Distinct Sending Parties (DSP) Overview

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The Distinct Sending Parties feature allows users to submit a legal envelop of case documents from various sending parties and authorizers and allows filers to designate a sending party and authorizing attorney per document within the same transaction. Examples of IL Madison filer's workflow for Distinct Sending Party Functionality:

> » Making an initial appearance on behalf of multiple parties that your firm represents (parent company, subsidiary, related companies, etc.).

> » Separate appearances allowing you to add more than one attorney from your firm to a case for a single party.

> » Serving an Answer to Interrogatories for multiple parties that your firm represents (parent company, subsidiary, related companies, etc.).

> » Filing an Answer on behalf of multiple parties that your firm represents (parent company, subsidiary, related companies, etc.).

## DSP Tips:

- ✓ The filing process will look similar to what users experience today when not designating a sending party per document, except the documents and sending parties tab have been combined into one redesigned tab.

- ✓ Separate transactions will group documents with like case participant ID's for sending parties and authorizing attorneys.

- ✓ Documents filed/served on behalf of distinct parties will be sent as separate transactions after being submitted. Email notifications will be sent for the separate transactions and not for the overall transaction.

# Using Distinct Sending Parties

To access the Distinct Sending Parties function, begin under the Filing & Service Tab – Start a New Transaction. This functionality is not available from Quick Start.

1. Choose IL as the State.
2. Choose IL Madison 3rd Judicial Circuit Court as the Court.
3. Click the checkbox File and/or Serve on behalf of distinct sending parties/attorneys.
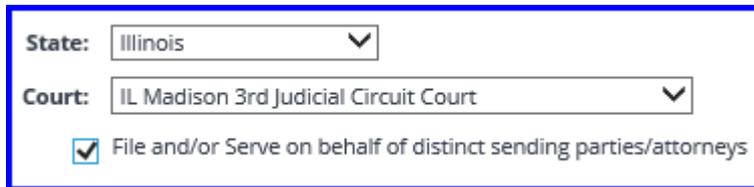
| State: | Illinois |
|---|---|
| Court: | IL Madison 3rd Judicial Circuit Court |
| ☑ File and/or Serve on behalf of distinct sending parties/attorneys | |

4. Enter the Case Name or Case Number you would like to file into.
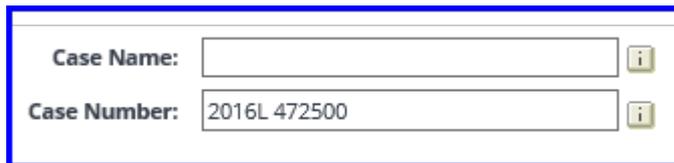
| Case Name: | |
|---|---|
| Case Number: | 2016L 472500 |

5. Click the Find button.

**Find**

6. Choose your case by selecting the box next to the case number.
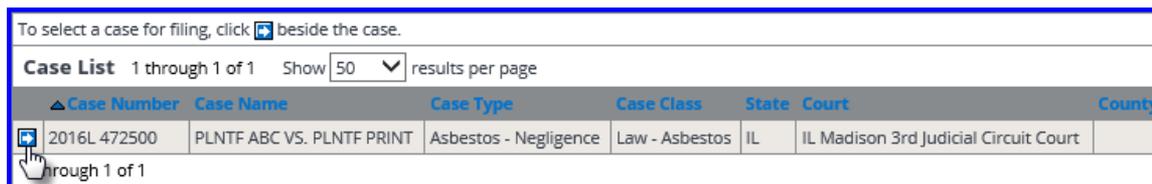
To select a case for filing, click 🔁 beside the case.

**Case List**  1 through 1 of 1   Show 50 ▾ results per page

| | Case Number | Case Name | Case Type | Case Class | State | Court | County |
|---|---|---|---|---|---|---|---|
| 🔁 | 2016L 472500 | PLNTF ABC VS. PLNTF PRINT | Asbestos - Negligence | Law - Asbestos | IL | IL Madison 3rd Judicial Circuit Court | |

through 1 of 1

## DSP Tips:

✓ This functionality will only be available for single case subsequent filings in IL Madison and not for original petition filings or multicase transactions.

✓ Filers will only be allowed to use one filing option for distinct sending parties (i.e. all documents must be File Only, or all documents must be Serve Only, or all documents must be Filed and Served.)

✓ Fax upload, Main and Supporting, and Linking are not available with DSP.

✓ Document viewing is not available until the Review & Submit tab.

# You will be taken to the Documents/Sending Parties tab:

1. Enter the Document Title in the title field.
2. Choose the Document Type using the drop down menu.
3. Click Browse to search for your document on your computer.
4. Choose the Access Type using the drop down menu.
5. Choose the Sending Party using the drop down menu.
6. Choose the Authorizing Attorney using the drop down menu.
7. Click the Add Document button.

# Adding an Attorney on the Documents/Sending Parties tab:

If you are adding an attorney in your transaction, follow these steps:

1. Choose the option *Add New Authorizing Attorney Representation using the Existing Available Authorizing Attorneys drop down menu.
2. Choose the new authorizing attorney in the All Available Authorizing Attorneys drop down menu. The attorney will be added to the case for the selected party pending Clerk Approval.
3. Click the Add Document button.
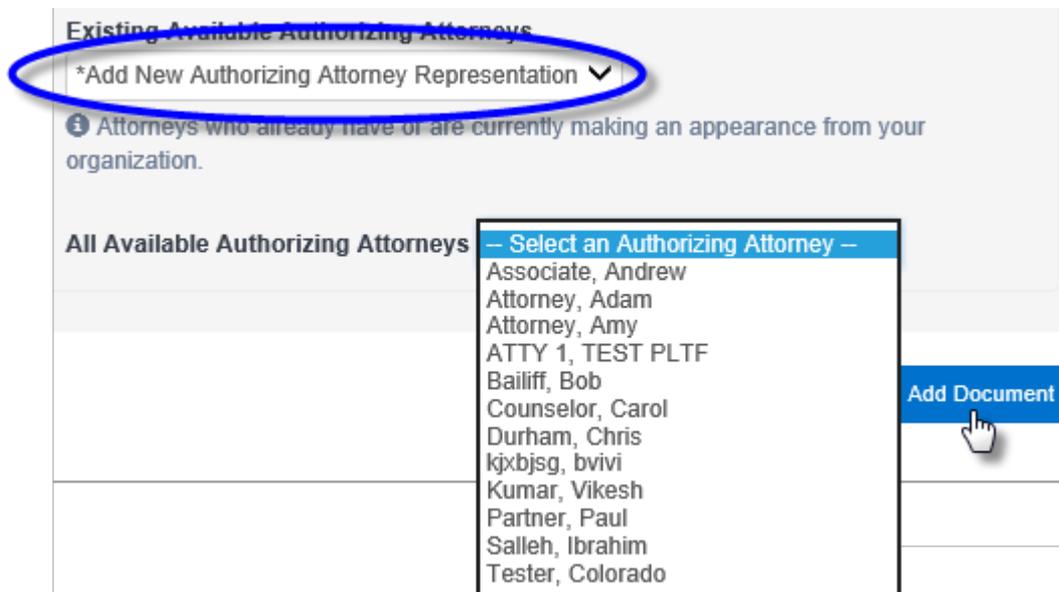
Follow the steps above to add additional documents to the transaction. A list of Uploaded Documents will appear at the bottom of the screen:

1. To remove a document, select the document to be removed by clicking on it and click the Remove Selected Document button.

2. Click on the Refresh Conversion Status button to confirm that the attached document has been converted to .pdf. Note: both the native format and the converted .pdf will be available in the transaction.

Uploaded Documents

🗑 Remove Selected Document                                                          ⟳ Refresh Conversion Status

| Document ID | Document Title | Document Type | Conversion Status | Access | Sending Party | Authorizing Attorney |
|---|---|---|---|---|---|---|
| 34875486 | Appearance | Appearance | Converted | Secure Public | DEFNDT, CABLE \|\| Defendant | Attorney, Adam |
| 34875490 | Appearance | Appearance | In Progress | Secure Public | DEFNDT, SATELLITE \|\| Defendant | Attorney, Adam |

Showing 1 to 2 of 2 entries

3. Complete the filing as you normally would using the Service, Add'l Recipients, and Review & Submit tabs:

Documents/Sending Parties | Service | Add'l Recipients | Review & Submit

# FAQ's

**Q-** When documents are filed for multiple defendants in a single Distinct Sending Parties transaction, do individual transactions appear on the invoice so the costs can be itemized and passed onto various clients? Or does only a single transaction appear on the invoice?

> **A-** Individual transactions will appear on the invoice. The statutory fees will be listed and are billed for each individual transaction (if applicable); however, the File & ServeXpress e-Service fee (currently $8.00) will only be assessed on the first transaction. It is processed this way to ensure you will only be billed once for e-Service for the entire Distinct Sending Parties transaction - the additional transactions are all set to $0 for the e-Service fees.

**Q-** Do the documents filed in a Distinct Sending Parties transaction appear on the court's docket sheet for each defendant?

> **A-** Yes, the court receives completely separate, individual transactions for each defendant. The Distinct Sending Parties functionality is transparent to the court (i.e. the court is unaware that the individual transactions are part of a multi-defendant Distinct Sending Parties filing), the court receives each as a separate and distinct transaction ID for clerk review.

**Q-** If a document is rejected for one defendant in a Distinct Sending Parties transaction, is the entire transaction rejected, or just that one individual transaction?

> **A-** If one transaction is rejected, the other transactions are unaffected because they are treated as separate and distinct transactions in the same case.