

Cuyahoga County Court of Common Pleas Welding Rod Special Instructions

Initiating a New Case in File & ServeXpress

- New Cases are filed through File & ServeXpress using the “File a New Case” option.
- After your new Complaint has been accepted by the Court, you will need to print an official ‘file stamped’ Complaint and complete Service of Process to case parties traditionally. The appropriate copies of the Complaint still need to be sent to the Court for Service of Process. *Please note that this differs from the process for Cuyahoga Asbestos and Silica cases.* All subsequent serving of documents will be completed through File & ServeXpress.
- The Cuyahoga Welding Rod cases are unlike Cuyahoga Asbestos and do not use the ‘deemed served’ model. You must select the case parties on the Service/Notice Tab and select the parties you need to serve with your documents.

Creating Your Documents

- Be sure to include the appropriate Electronic Signature in your pleadings.
- All Proposed Orders should be created using an editable word processing format so that the Court can utilize the Proposed Order in creating any applicable Order.

Uploading Your Documents

- Upload pleadings in an editable, word processing format (i.e. .rtf, .doc or .wpd). Do not upload pleadings in PDF format. The File & ServeXpress system automatically converts them to .PDF for you.
- If you are concerned about metadata, save the document as a .rtf instead of a .doc or .wpd.
- Upload the main document first, then upload any supporting documents.
- 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.

File & Serve*Xpress*[™]

- 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.").

Other

- Your File & ServeXpress receipt is your proof of service. Please print this document for your records.