

## Indiana - Marion County - Mass Tort Cases File & ServeXpress Special Instructions

### Initiating a Case on File & ServeXpress

- Only plaintiff firms can submit new asbestos cases to File & ServeXpress. New cases can be submitted by completing the Case Load Template available on the Resource Center. Completed templates should be sent to [dataintegrity@fileandservexpress.com](mailto:dataintegrity@fileandservexpress.com).

### Uploading Your Documents

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- Electronically “staple” supporting documents to the main document by using the Main/Supporting column in the Attached Document list.
- Use the Linking Feature in the Attached Document List when submitting responses to previously submitted documents. (If the previously submitted document is unavailable to “link to”, reference the previous documents transaction ID in the “Document Title”.
- If your party does not appear as a Sending Party, click the Add Party/Attorney button to add party or parties to the case.
- By default, the Service 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 US Mail.

### Other

- All documents should be submitted using the **Serve Only - Public** option. Use the Serve Only - Private option for documents which contain confidential information. Serve Only - Private documents can only be viewed by those parties served with the documents.
- Your File & ServeXpress receipt is your proof of service. Please print this document for your records.
- If you can't find your case or need other assistance with e-filing, please contact our 24/7 Client Support at **888-529-7587**.