LexisNexis

LexisNexis® File & Serve

Bulk Document Upload Service

LexisNexis File & Serve offers the ability to upload a large number of documents in bulk to your online case file.* This capability provides you with an efficient and convenient method of managing your high volume cases.

Submitting a Request:
1. Provide advance notice to LexisNexis File & Serve Customer Support at **1.888.529.7587** of the request according to the following timetable:

a.	100-1,000 documents	10 days prior to deadline
b.	1,000- 5,000 documents	15 days prior to deadline
c.	5,000- 10,000 documents	20 days prior to deadline

   Notice must include the estimated number of documents to be uploaded and average document file size (in megabytes).
2. Complete a *Document Data Sheet* with document information for each file to be uploaded.
3. Return the completed Document Data Sheets and electronic copies of documents via CD-ROM (or other agreed upon electronic transfer) at least 5 business days prior to deadline. Information received less than 5 business days may not be able to be completed by a deadline. If the request is for more than 5,000 documents, additional days may be required to complete the project. Accordingly, you will be provided with an estimated time of completion.

Document Formatting:
1. Documents more than "5 megabytes" in size must be separated into 5 megabyte parts. Files must be saved with different file names and the Document Data Sheet must identify the documents properly in the document titles (i.e. Part 1 of Exhibit A to Motion; Part 2 of Exhibit A to Motion; Part 3 to Exhibit A of Motion, etc).
2. Documents must be saved in a PDF format.
3. Scanned documents must not exceed 300 dpi (200 dpi preferred).

Processing Note:
Bulk uploading of these documents will not trigger a service notice to parties in the online case/s. Additionally, these documents can be flagged to bypass clerk and judicial review with approval from the court.

Price:
Price for this option includes the standard e-filing and e-service transaction charge plus $100/hour. With properly formatted documents, batch upload capacity is estimated at approximately sixty documents per hour.

*Typically when you have 100 documents or more to upload at a time.