

2009 OCT 26 PM 2:59
 CIVIL DIVISION
 BALTIMORE CITY

WILLIAM LOWE, *et al.*,

Plaintiffs

v.

CONTINENTAL INSURANCE
COMPANY, *et al.*

Defendants

* IN THE
 * CIRCUIT COURT
 * FOR
 * BALTIMORE CITY

*

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* Case No.: 24-C-05-005067

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ELECTRONIC SERVICE ORDER

The Court having obtained the consent of all counsel for the respective parties at a motions hearing on October 5, 2009, it is this 26th of October, 2009, by the Circuit Court for Baltimore City,

ORDERED as follows:

1. The parties to this litigation shall effectuate service of documents by the procedure set forth in this Order subject to the exceptions outlined herein.
2. The parties will utilize the services of LexisNexis File & Serve ("LNFS") and its litigation system (the "System") for providing electronic service, storage and delivery of court-filed and discovery-related documents through a secure website.
3. The System shall apply only to the service of documents, and not to their

filing. Original documents must still be filed with the Court Clerk pursuant to the applicable Maryland Rules of Procedure.

4. Within five (5) days of this Order, plaintiff's counsel shall submit to the LNFS representative (Susan Burns at Susan.Burns@LexisNexis.com or 212-309-7811) a complete and current service list of counsel of record for this litigation. Within five (5) days of this Order, each attorney of record for this litigation, or within five (5) days of the entry of appearance for a new attorney of record, shall register for electronic service in this litigation by completing the application located at the following website:
<http://www.lexisnexis.com/fileandserve>.
5. When any counsel of record wishes to serve a document, that counsel shall serve the document according to all the requirements and procedures of this Order. All references to "document" in this Order shall be interpreted to include any exhibits or attachments to the document and shall include both pleadings and discovery-related documents (such as interrogatories, requests for production, deposition notices/transcripts, etc.); provided, however, that each attorney shall determine individually whether to utilize the System to serve correspondence and/or the actual production of discovery documents in response to another party's request for production.
6. LNFS shall establish and maintain an Internet website (the "Website") for this litigation. LNFS will post all documents served by the parties to the Website as provided in this Order and shall serve each document on the parties included on the service list provided to LNFS in accordance with

the procedures herein.

7. Each attorney shall serve each document via electronic transfer of the document file to LNFS via the Internet (either as a word-processing file or a scanned image of the document). Each attorney shall title each document to identify the type and purpose of each document and the party who is submitting such document. Each document electronically served pursuant to this Order shall be deemed to have been served under the Maryland Rules of Civil Procedure.
8. After LNFS receives a document, LNFS shall convert such document into Adobe Portable Document Format ("PDF") and post it to the Website within one (1) hour of receipt.
9. Within one (1) hour of the time a document is posted to the Website, LNFS shall send an email to all registered users notifying them that the document has been posted to the Website (unless such registered user has declined to receive such email notifications). The email shall contain hypertext link(s) to the document location(s) on the System (or, if so designated by the recipient, the email shall have the served document attached thereto).
10. All documents posted on the System will be identified by: (a) the name of the serving law firm; (b) the caption(s) of the case(s) to which the document belongs; (c) the title of the document set forth on its caption; and (d) the identity of the party on whose behalf the document is being served.

11. The System shall contain an index of all served documents for the litigation that will be searchable and sortable according to methods that provide useful 24/7 365 days' access to the documents.
12. Access to the System will be limited to registered users. Registered users will consist of authorized Court personnel, counsel of record and their designated staff members. Upon registration, LNFS will provide each registered user with a user name and password to access the System and the documents served in the litigation.
13. Every pleading, document and instrument served electronically shall bear a facsimile or typographical signature of at least one of the attorneys of record, along with the typed name, address, and telephone number of such attorney. Typographical signatures shall be treated exactly as personal signatures for purposes of electronically served documents under the Maryland Rules of Procedure. The serving party of any document requiring multiple signatures (e.g., stipulations, joint status reports) must list thereon all the names of other signatories by means of an "s/____" block for each. By submitting such a document, the serving party certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the serving party has the actual authority to submit the document electronically. The serving party must maintain any records evidencing this concurrence for subsequent production to the Court if so ordered or for inspection upon request by a party.

14. Any document transmitted to the System shall certify in the Proof of Service that a true and correct copy was electronically served on counsel of record by transmission to LNFS.
15. LNFS shall have available to counsel of record and the Court a 24-hour 365 days help desk hotline at (888) 529-7587 and website - <http://www.lexisnexis.com/fileandservice/support.asp>. In addition, each attorney is instructed to review Exhibit A attached to this Order which sets forth the procedure for registration with and service through LexisNexis File & Serve. See Exhibit A, *LexisNexis File & Serve Welcome Kit*.

W. MICHEL PIERSON, Judge

Judge's signature appears on original document

W. MICHEL PIERSON
JUDGE

cc: All Counsel



File & Serve E-Serve Specialist:

Susan Burns

800-437-8674 ext.7811

susan.burns@lexisnexis.com

LexisNexis® File & Serve Welcome Kit

Step 1. Registration

If this is your firm's first LexisNexis File & Serve case, **please create a File & Serve account before registering. Designate an administrator to create the account and add users. Administrators should follow the Instructions for New Subscribers in Section A.**

If your firm has a File & Serve account, **contact your firm's administrator to obtain a user name & password for yourself and anyone else who will need to serve or access documents in the case. Administrators should follow the Instructions for adding new users in Section B.**

To find out if your firm has a LexisNexis File & Serve account or the name of your administrator, please call Customer Support at 1.888.529.7587.

Section A: Instructions for New Subscribers (Administrator sets up account and registers new users)

1. Visit www.lexisnexis.com/fileandserve/lawfirms/register.asp and click **Register**.
2. Add organization information.
3. Add user information for administrator (primary contact).
4. Add user information for every attorney and staff member in your firm who will need a user ID and password. **All attorneys of record must have a user ID and password.**
5. Review system requirements.
6. Review and accept Terms of Service Agreement by selecting an authorizing attorney.

Section B: Instructions for Adding New Users (Administrator adds users to existing account)

1. Sign on to www.lexisnexis.com/fileandserve
2. Select **File & Serve Preferences** in the upper right hand corner of the screen. Click Org Profile.
3. Click the Add Users tab and enter user information for every attorney and staff member who will need a user ID and password. **All attorneys of record must have a user ID and password.**

Step 2: Training

We recommend that **all of the users in your firm (including attorneys) take advantage of LexisNexis File & Serve free, online training classes.**

Classes will cover:

- The basics of using LexisNexis File & Serve to serve documents
- How to retrieve your documents
- Setting up User Preferences

To register for a class, log-on and click on the **Resource Center** link. Next, choose your state from the drop down menu for online training classes under Education & Training. Dates and times of classes will be posted on the Resource Center.

For training questions, call **800-399-6934** or email fileandservetraining@lexisnexis.com