

File & ServeXpress™
105 Decker Court Suite 1100
Irving, TX 75062

July 2014

We are pleased to announce the San Francisco Superior Court is expanding electronic filing (“e-filing”) and electronic service (“e-service”) to thousands of additional general civil cases on July 14th through File & ServeXpress™. The case types where e-filing and e-service currently is or will be available are listed below.

Case Types Currently Available:

Antitrust / Unfair Competition	Partnership and Corporate Governance
Business Tort	Personal Injury
California Environmental Quality Act (CEQA)	Personal Injury / Property Damage – Non-Vehicle Related
Civil Rights	Personal Injury / Property Damage - Vehicle Related
Common Counts / Open Book Accounts / Collections	Petition & Order Appointing Guardian Ad Litem
Confession of Judgment	Petition to Confirm Arbitration Award
Construction	Products Liability
Contract / Warranty	Professional Negligence
Declaratory Relief	Quiet Title / Real Property
Defamation	Renewal of Judgment
Eminent Domain	Securities / Investment
Exempt Collections (Rule 3.740)	Subrogation/Insurance
Fraud	Summary Judgment
Injunctive Relief	Tax
Intellectual Property	Toxic Tort / Environment
Labor	Uninsured Motorist
Labor Commission Appeal	Writs of Mandate or Prohibition, Certiorari, Etc./Admin.
Malpractice – Medical / Dental	Agency
Mass Tort	Wrongful Discharge

Additional Case Types Available July 14, 2014:

Civil Harassment	Quiet Title - McEnerney
Elder and Adult Dependent Abuse	Petition for Relief in Discovery Dispute Related to Out-Of-State Case
Order of Examination	Labor Judgment
Petition for Change of Gender and for Issuance of New Birth Certificate	Sister State Judgment
Petition for Change of Name	RICO
Petition for Change of Name And Gender	Complaint Within Small Claims Jurisdictional Limit by Assignee of Record
Petition for Compromise of Claim	Small Claims Appeals
Unlawful Detainer - Commercial	General Negligence
Unlawful Detainer- Drug Related	Administrative Agency Review
Wrongful Eviction	Other Civil Petitions
Landlord/Tenant Residential	Other Exempt Status Complaints
Petition for Forfeiture/Asset Forfeiture	Other Non-Exempt Complaints
Claim Opposing Forfeiture	

E-filing and e-service is permissive in these case types for both new and existing cases. You are receiving this packet because you are listed in the Court’s data as involved in at least one existing case that will be eligible for e-filing and e-service.

File & ServeXpress™ has been the Court’s e-filing and e-service provider for over 15 years and is the only provider currently connected to the Court’s e-filing system. If you have not yet experienced the time and cost savings of e-filing and e-service, we encourage you to become familiar with it prior to the Court’s mandate.

To ensure your firm's smooth transition to e-filing and e-service, we have enclosed the following materials:

- San Francisco Superior Court's Press Release
- Registration Information
- Training Opportunities
- Service List Verification Process
- Pricing Sheet

Your firm's designated account administrator should complete the File & ServeXpress™ registration process outlined in the enclosed Registration Information prior to July 14, 2014.

- What if my firm is already registered with File & ServeXpress™? If your firm already has an account with File & ServeXpress™ and everyone within your firm who files and serves documents in the affected civil cases already has an ID and password, then you do not need to take any further action. If your firm does not have an existing account, or if you need to add new users to your account, please refer to the enclosed Registration Information.
- Why is this deadline important? Beginning July 14th, law firms will begin e-filing and e-serving documents via File & ServeXpress™. A delay in registering your firm could cause a delay in your firm's ability to access time-sensitive case documents.
- Why do I need to designate an account administrator? We recommend that you designate one staff person as an account administrator to manage the process of getting your firm's users registered, trained and familiarized with the Court's rules for e-filing and e-service. Your account administrator should also verify the service list information for your firm's cases and add additional attorneys from your firm to the service lists as needed prior to July 14th. A delay in verifying your firm's service lists could prevent other firms from e-serving attorneys at your firm with time-sensitive case documents. Please see the enclosed Service List Verification Process for more information.
- How can I determine if e-filing and e-service is or will be permitted in my cases? Please refer to the enclosed Service List Verification Process to obtain a list of your firm's cases where e-filing and e-service are already permitted or will be permitted as of July 14th.

Other questions? File & ServeXpress™ Client Support is available at 888.529.7587 to assist you 24 hours a day, 7 days a week. To learn more about File & ServeXpress™, please visit www.fileandservexpress.com.

NEWS RELEASE
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO

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RELEASE DATE:
July 1, 2014

**VOLUNTARY E-FILING EXPANDS JULY 14 TO INCLUDE NEARLY
ALL CIVIL CASE TYPES**

SAN FRANCISCO – Effective July 14, the San Francisco Superior Court is expanding its voluntary e-filing program to include 25 new case types, Presiding Judge Cynthia Ming-mei Lee announced today.

Since announcing voluntary expansion of Civil e-filing in January 2014, the Court has processed nearly 4,000 General Civil e-filing transactions by 520 unique law firms.

The Court' e-filing program will include all Civil case types except limited Unlawful Detainer and Small Claims cases. The voluntary e-filing expansion that takes effect July 14 includes the following additional case types:

- Civil Harassment
- Elder and Adult Dependent Abuse
- Order of Examination
- Petition for Change of Gender and for Issuance of New Birth Certificate
- Petition for Name Change
- Petition for Change of Name and Gender
- Petition for Compromise of Claims
- Unlawful Detainer – Commercial
- Unlawful Detainer – Residential (Unlimited Jurisdiction)
- Unlawful Detainer – Landlord/Tenant Residential (Unlimited Jurisdiction)
- Unlawful Detainer – Drug-Related

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SFSC/EFILING EXPANSION
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- Wrongful Eviction
- Petition for Forfeiture/Asset Forfeiture
- Claim Opposing Forfeiture
- Quiet Title, including McEnerney
- Petition for Relief in Discovery Dispute Related to Out-of-State Case
- Labor Judgment
- Sister State Judgment
- Rico
- Complaint within Small Claims Jurisdictional Limit by Assignee of Record
- General Negligence
- Administrative Review
- Other Civil Petitions
- Other Exempt Status Complaints
- Other non-exempt Complaints

Asbestos cases, Probate Trust and Complex Litigation cases are subject to **mandatory** efiling, not voluntary efilng.

Efiling rules are contained in San Francisco Superior Court local rule 2.10.

File & ServeXpress (formerly LexisNexis), which has served and will continue to serve as the Court's efilng vendor, also will provide service for the additional voluntary efilng of the 25 new case types. File & ServeXpress remains as the agent of the Clerk to collect statutory filing fees. File & ServeXpress provides free training to law firms on the efilng system and services as well as free technical support to registered users. More information is available at www.fileandservexpress.com.

The Court has selected One Legal as an additional efilng vendor through a competitive process. Questions about One Legal's ability to serve as an efilng vendor to the San Francisco Superior Court should be directed to the company.

The Civil efilng expansion is a key element of the Court's Electronic Information Management (EIM) project, managed by Civil Administrator Wayne Parinas and Court Managers Pat Kilkenny and Regina Dennis, and overseen by Presiding Judge Lee and Court Executive Officer T. Michael Yuen. The project, which began in March 2013, is aligned to the Court's strategic plan and aims to use technology to improve service to the public, save money and reduce paper use.

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File & ServeXpress™

Registration Information

Registration

If your firm does not have a File & ServeXpress™ account, you will need to create an account before adding users. Your firm must designate an administrator who will create the account and add the users. The administrator should follow the "Instructions for New Subscribers" in Section A below.

If your firm already has a File & ServeXpress™ account, contact your account administrator to obtain a user ID and password for yourself and anyone else who will need to e-file, e-serve, receive e-service or access documents in the cases. The administrator should follow the "Instructions for Existing Subscribers" in Section B below.

If you don't know whether your firm has a File & ServeXpress™ account, or if you don't know the name of your account administrator, please call Client Support at 888.529.7587.

Section A: Instructions for New Subscribers (Administrator creates account and adds users)

1. Go to www.fileandservexpress.com and click Register.
2. Under File & Serve Registration, click Law Firms.
3. For Account Type, select Law Firm and click Get Started.
4. Add your firm's information and click Next.
5. Add the user information for your firm's account administrator. Check the box next to Primary Contact. If applicable, check the box next to Billing Contact as well. (The Billing Contact will be sent your firm's monthly invoice.) Click Submit.
6. Add the user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). It is recommended that an ID and password be issued to all attorneys of record.
7. Review system requirements and click Next.
8. Select an Authorized Representative from your firm (if it is not yourself) who has given you permission to accept the terms of the File & ServeXpress™ Agreement on his/her behalf. Click I Accept.
9. An automated e-mail with ID and password information will be sent to each user who you have added to your firm's account.

Section B: Instructions for Existing Subscribers (Administrator adds new users)

1. Go to www.fileandservexpress.com and click Log In.
2. Click File & Serve. Enter your ID and password. Click Sign In.
3. Click on File & ServeXpress Preferences in the upper-right hand corner of the screen.
4. Under My Organization Profile, click Add User.
5. Add the user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). It is recommended that an ID and password be issued to all attorneys of record.
6. An automated e-mail with ID and password information will be sent to each user who you have added to your firm's account.

If you have questions, please contact File & ServeXpress™ Client Support at 888.529.7587, which is available 24 hours a day, 7 days a week.

File & ServeXpress™

Training Opportunities

For San Francisco Superior Court – Civil Cases

Welcome to File & ServeXpress! In order to make your transition to e-filing and e-service as seamless as possible, we are offering several web-based training classes to you over the next few weeks. These trainings are free of charge.

To register for a **live web-based class**:

- Sign onto File & ServeXpress™
- Click the “Resource Center” link in the upper right corner
- In the “Education & Training” section, select “California”
- Click on the class named “San Francisco Civil Training” that is offered at the desired date and time
- Enter the requested information and click “Register”
- Instructions on how to attend the webinar will be e-mailed to you

Note: You may need to click on the small page numbers in the lower right corner to see all of the class offerings.

To watch a **pre-recorded web-based class**:

- Go to <http://info.fileandservexpress.com/training-videos>
- Click on the class named “San Francisco Civil Cases – E-Filing and E-Service”

If you have questions, please contact File & ServeXpress™ Client Support at 888.529.7587, which is available 24 hours a day, 7 days a week.

File & ServeXpress™

Service List Verification Process

**** IMPORTANT ****

The service lists for each civil case on File & ServeXpress™ will contain the party, law firm and attorney information provided by the San Francisco Superior Court prior to the e-filing and e-service live date. In most cases, the Court's information will only include the lead attorney at each firm on the service list of a case.

We strongly encourage your account administrator to verify the service list information prior to July 14th for all of your firm's civil cases where e-filing and e-service will be permitted and to add additional attorneys from your firm to the service lists as needed by following these steps:

1. Your account administrator should send an e-mail to the File & ServeXpress™ Data Integrity team at dataintegrity@fileandservexpress.com with the subject line of "San Fran Civil Cases – Request for Service Lists" and the name of your firm in the body of the e-mail.
2. In return, your account administrator will receive a spreadsheet containing the information about the civil cases where e-filing and e-service will be permitted and your firm has an attorney of record on the case according to the Court's information.
3. Your account administrator can then update the spreadsheet, adding or removing attorneys from your firm on each case as needed, and return the spreadsheet to the File & ServeXpress™ Data Integrity team. If the spreadsheet is returned prior to July 14th, the changes will be reflected on the service lists before e-filing and e-service begins.

Otherwise, your account administrator should check your firm's cases on File & ServeXpress™ on July 14th, or as soon as possible thereafter, to add or remove attorneys from your firm on each case as needed.

Please note that a delay in verifying the service list information for your firm's cases could prevent other firms from e-serving attorneys at your firm with time-sensitive case documents.

If you have questions, please contact File & ServeXpress™ Client Support at 888.529.7587, which is available 24 hours a day, 7 days a week.

File & ServeXpress PRICING SHEET

CALIFORNIA - SUPERIOR COURT OF SAN FRANCISCO (General Civil)

Unless noted specifically below, all fees are subject to current list prices as reflected in the E-file Pricing and Optional Services pricing sheet posted online under the File & ServeXpress Resource Center.

FILING DOCUMENTS WITH THE COURT

Filing into a single case	\$7.00 per transaction
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SERVICE TO CASE PARTIES

Online delivery*	\$8.00 per transaction <i>See Optional Services pricing sheet for offline service fees and other pricing.</i>
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DELIVERY OF DOCUMENTS TO ADDITIONAL RECIPIENTS

Online delivery*	No charge when combined with online service—otherwise: \$8.00 per transaction—unlimited number of online recipients
Email delivery**	No charge when combined with online service—otherwise: \$8.00 per transaction—unlimited number of email recipients

* To File & ServeXpress Advanced users

** To File & ServeXpress non-subscribers

See *Optional Service pricing sheet* for additional pricing information for optional features and services

Prices do not include court fees, and are subject to change.