

# File & Serve Xpress™

## Bergen County, NJ Special Instructions

### Creating Your Documents :

- Be sure to include the appropriate Electronic Signature in your pleadings.
- In Bergen County, NJ, the appropriate Electronic Signature is *'/s/ Adam Attorney'*

### 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 & Serve system automatically converts them 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.
- 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 Transaction ID of the previous document(s) in the "Document Title."

### Other:

- Your transaction will only be available to other firms/parties within your litigation.
- Use the Serve Only Private service option only for those documents which contain confidential information such as medical records or Social Security Numbers. All other documents should be submitted using the Serve Only Public option.
- Your File & ServeXpress receipt is your proof of service. Please print your File & ServeXpress for your records.