

File & Serve Xpress™

Dauphin County Court of Common Pleas Special Instructions

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- You will be unable to locate your case unless a member of your firm is included on the service list.
- Contact Customer Support at 888-529-7587 if you are unable to locate your case.
- By default, the Service/Notice 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 U.S. Mail.
- Only plaintiff firms can submit new asbestos cases to File & Serve.
- New cases can be submitted by completing the Case Load template available on the Resource Center.
- Completed templates can be sent to dataintegrity@fileandservexpress.com.
- You can also load new cases with the Add Case feature on File & Serve. Contact Customer Support at 888-529-7587 for more information on this feature.