

# File & Serve Xpress™

## Northampton County Court of Common Pleas Special Instructions

- New cases are only accepted from Plaintiff's Counsel.
- New case information should be submitted using the "Case Load/Modify Spreadsheet."
- New cases should be sent to our Business Operations Group using the email address: [dataintegrity@fileandservexpress.com](mailto:dataintegrity@fileandservexpress.com).
- Contact Customer Support at 888-529-7587 if you need a copy of the spreadsheet and cannot access the spreadsheet on our Resource Center.
- 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 of at least one case.
- Contact Customer Support at 888-529-7587 if you are unable to locate your case.