

## Updating Service Lists Instructions for Plaintiff Firms

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### **I. Adding Parties or Firms to File & ServeXpress Service Lists**

#### **A. Data Feed Cases\***

Plaintiff firms with data feeds add parties and firms to the File & ServeXpress service lists by updating their case management systems, which will update the File & ServeXpress service lists via the data feeds.

In addition, plaintiff firms with data feeds may add parties and firms to the File & ServeXpress service lists "on the fly" during the process of e-filing and e-serving a document in a particular case. To do so, the firm should click the "Add Party/Attorney" button located on the "Sending Parties" tab or the "Service" tab. Completion of the filing transaction is required for the changes to be applied.

Note - Procedure for Defense Firms: Defense firms are permitted to add parties or firms to the File & ServeXpress service lists in data feed cases without approval from the plaintiff firm. For more information, click [here](#) to access the document entitled "Updating Service Lists: Instructions for Defense Firms," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center.

#### **B. Non-Data Feed Cases**

Plaintiff firms without data feeds may add parties and firms to the File & ServeXpress service lists by using the Case & Party Management feature. As part of this process, the firm will be required to upload documentation to support the request, which may be a brief letter on firm stationery stating the change to be made. For additional instructions, click [here](#) to access the document entitled "Using Case & Party Management," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center.

Plaintiff firms without data feeds may also add parties and firms to the File & ServeXpress service lists "on the fly" during the process of e-filing and e-serving a document in a particular case. To do so, the firm should click the "Add Party/Attorney" buttons located on the "Sending Parties" tab and the "Service" tab. Completion of the filing transaction is required for the changes to be applied.

Note - Procedure for Defense Firms: Defense firms are permitted to add parties or firms to the File & ServeXpress service lists in non-data feed cases without approval from the plaintiff firm. For more information, click [here](#) to access the document entitled "Updating Service Lists: Instructions for Defense Firms," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center.

## **II. Removing Parties or Firms from File & ServeXpress Service Lists**

### **A. Data Feed Cases\***

#### **1. Brayton & Baron Budd Cases**

Plaintiff firms will automatically remove parties and firms from the File & ServeXpress service lists in Brayton and Baron Budd cases through the data feeds.

Note - Procedure for Defense Firms: Defense firms may remove parties and firms from the File & ServeXpress service lists in Brayton and Baron Budd cases in certain situations by using the Case & Party Management feature. For more information, click [here](#) to access the document entitled "Updating Service Lists: Instructions for Defense Firms," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center.

#### **2. Paul Hanley & Levin Simes Cases**

Plaintiff firms may remove parties and firms from the File & ServeXpress service lists in Paul Hanley and Levin Simes cases by using the Case & Party Management feature, but it is ultimately the defense firms' responsibility to do so.

Note - Procedure for Defense Firms: Defense firms are responsible for removing parties and firms from the File & ServeXpress service lists in Paul Hanley and Levin Simes cases by using the Case & Party Management feature. For more information, click [here](#) to access the document entitled "Updating Service Lists: Instructions for Defense Firms," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center.

### **B. Non-Data Feed Cases**

Plaintiff firms without data feeds may remove parties and firms from the File & ServeXpress service lists by using the Case & Party Management feature. As part of this process, the firm will be required to upload documentation to support the request, which may be a brief letter on firm stationery stating the change to be made. For additional instructions, click [here](#) to access the document entitled "Using Case & Party Management," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center

Note - Procedure for Defense Firms: Defense firms are not permitted to remove parties or firms from the File & ServeXpress service lists in non-data feed cases without approval from the plaintiff firm. For more information, click [here](#) to access the document entitled "Updating Service Lists: Instructions for Defense Firms," which is posted on the San Francisco "Rules & Procedures" page located on the File & ServeXpress Resource Center.

### **III. Updating the File & ServeXpress Service List for the Master Asbestos Case**

The case entitled "In Re Complex Asbestos Litigation" (case no. 828684) is also known as the "Master Asbestos Case." The File & ServeXpress service list for the Master Asbestos Case is an automated compilation of File & ServeXpress service lists from all other asbestos cases. To update the service list for the Master Asbestos Case, a party or firm must be added to, or removed from, the File & ServeXpress service list in all other asbestos cases first. Once that is done, the party or firm will be automatically added to, or removed from, the File & ServeXpress service list for the Master Asbestos Case.

### **IV. Voluminous Additions or Removals**

For additions or removals from the File & ServeXpress service lists that are too voluminous to make through the Case & Party Management feature, File & ServeXpress can make the changes. In this situation, the plaintiff firm should call Client Support at 1-888-529-7587 for a ticket to be generated and tracked to completion.

The firm should be prepared to provide a spreadsheet listing the following information for each case where the service list needs to be changed: case name; case number; party name; name of the firm representing the party; and whether the change is an addition or removal of the party, firm or both. The spreadsheet should be accompanied by a brief letter on firm stationery stating the firm is requesting File & ServeXpress to make the changes listed in the spreadsheet.

### **V. Questions About These Instructions**

Please call Client Support at 1-888-529-7587.

\* *Note: Data feed cases are those cases that have one of the following plaintiff firm names in parentheses at the end of the case name on File & ServeXpress: Brayton, Paul Hanley, Levin Simes or Baron Budd.*