

SPECIAL INSTRUCTIONS

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- You may be unable to locate your case unless a member of your firm is included on the service list. Contact Client Support at 888-529-7587 if you are unable to locate your case.
- When specifying your document title (in the Title box under the Documents tab), you should include: (1) the name of the party filing the document, (2) the nature of the document, (3) party against whom relief, if any, is sought, and (4) nature of relief sought. For example “Defendant ABC Corporation’s Motion for Summary Judgment.” You may want to copy and paste the title of your document directly from your pleading.
- If your party does not appear as a Sending Party, click the Add Party/Attorney button to add your party or parties to the case.
- In some e-service cases, 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. If you check the box next to the name of a U.S. Mail recipient, File & ServeXpress will serve that party via U.S. Mail, and additional charges will apply. Requests submitted before 5:30PM PST will be mailed that day. Requests submitted after 5:30 PM PST will be mailed the following business day (Monday through Friday excluding holidays). If you do not check the box next to the name of a U.S. Mail recipient, you will need to serve that recipient by mail, and that recipient’s service will not be shown on your File and ServeXpress receipt.
- Use the Serve Only-Private service option only for documents which contain confidential information. Serve Only-Private documents can only be viewed by your firm and those parties served with the documents. All other documents should be submitted using the Serve Only-Public option.