# File & Serve Xpress

## Multi-Case Filings User Guide



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## Multi-Case Filings

## File & ServeXpress **Resources**

File & Serve Xpress

# File & ServeXpress has many resources available to you in order to address your questions and concerns.

- File & ServeXpress 24/7 Client Support is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 1-888-529-7587.
- File & ServeXpress Resource Center is available within File & ServeXpress by clicking on the Resource Center link at the bottom of your screen. The Resource Center contains our training registration information, jurisdiction specific rule & procedures, user guides, best practices, pricing and much more!
- File & ServeXpress Login Page is where you can find password help, what's new and any important information like scheduled maintenance or system changes. Click <u>here</u> to access the login page.
- File & ServeXpress Notices is an information page that is available on the top, right-hand side of the File & ServeXpress Home tab, once you sign into File & ServeXpress. This page will provide you with any critical information, such as system maintenance or downtime, changes in fees, legal notices, litigation launches and much more.

## **Multi-Case Filings Overview**

The File and ServeXpress Quick Guide provides a convenient source of information to help you efficiently file and serve your documents into more than one case.

#### **Before You Begin**

- 1. Refer to the appropriate court rules on electronic filing prior to using File & ServeXpress to ensure you are in compliance with local requirements. Copies of the rules can be found on the Resource Center once logged into the application.
- 2. Check our minimum system requirements to be sure your computer is correctly configured for using File & ServeXpress.
- 3. All tables are sortable. Any time a grid or table appears, click the column headings to sort by that information.
- 4. Hyperlinks take you to additional information don't forget to use them!
- 5. When running searches, less is more. Enter only partial information to get the most results.
- 6. The fastest way to access a transaction is with a Transaction ID.
- 7. When using File & ServeXpress for the first time, or if you need assistance, call our 24/7 Client Support line at 1-888-529-7587.



File & Serve Xpress

## Signing on to File & ServeXpress:

Sign In to Fi	le & Serve <i>Xpress</i> ™
User ID	
Password	
	Sign In
Register	Forgot Password
Need more help?	
Call Customer Su	pport at 1-888-529-7587

- Before using File & ServeXpress, you must have an ID and password. If you do not have these, contact Client Support.
- 2. Open your internet browser and go to <u>https://fileandservexpress.com</u>
- 3. Enter your assigned ID and password and click Sign in.

## Filing & Service Tab HOME FILING & SERVICE ALERTS SEARCH Search Signing on to File & Serve Ser

There are 7 easy steps to submitting documents into multiple cases using the File & ServeXpress "Filing & Service" tab. Each of these steps is detailed in this guide:

- 1. Start A Transaction Queue- Allows you to select a case to Efile and/or E-serve into.
- 2. Case Tab- Lets you look at the list of cases you have selected to submit documents into.
- **3. Documents Tab-** Lets you select the type of document you are submitting and attach your documents.
- 4. Sending Parties Tab- Allows you to select the client for which you are submitting the transaction.
- 5. Service Tab- Allows you to select the recipients of the transaction you are submitting.
- 6. Additional Recipients Tab- Lets you send the transaction to recipients not on the service list (i.e. your client or co-counsel).
- 7. Review & Submit Tab Allows you to review your work and submit the transaction to the court and other parties.

#### ✓ Saved Transactions Queue:

#### Saved Transactions

The File & ServeXpress system is designed to save your work as you go. If you lose connectivity or power for any reason, check your Saved Transactions to resume work on an unfinished transaction.

#### ✓ Scheduled Transactions Queue:

#### **Scheduled Transactions**

File & ServeXpress allows users to schedule submittals of transactions for future dates and times. Users can update/delete these transactions in the Scheduled Transactions queue up to the date and time they are scheduled to be submitted.

## **Start a Transaction Queue**

To eFile and/or eServe into an Existing Case, follow these steps:

- 1. To begin the filing/serving process, click the **Filing & Service** tab. The Start A Transaction queue appears.
- 2. Click the *File and/or Serve in multiple cases* radio button.

	HOME	FILING & SERVICE	ALERTS	SEARCH	
Start A Transaction	Saved Transaction	s Scheduled Transacti	ons		
11/16/17 11:55 AM EST					
Select Court and/o	r Case for Filing				Cancel
File and/or Serve in an Existing Case  File a New Case  File and/or Serve in Multiple C    To narrow the list below, select a court and/or enter the county and click Find.  D					
Court: WV Kanawha	County Circuit Court	▼ Cas	e Class: MLP	- Asbestos 🔻	
		Case	Name:		1
		Case N	umber:		1
	Find	View Case Groups	dvanced Searc	:h ?	

- 3. From the drop down menu, select the court in which you choose to file. Click **Find**.
- 4. All available cases will appear in a list:

Se	Select cases and click Begin Transaction.										
	Case List  Begin Transaction  View Selected  Create Case Group    1 through 50 of 582  Image: Show 50  results per page										
	▲ Case Number	Case Name	Case Type	Case Class	State	Court	County				
•	) 01-C-2683 KAN	Allman, Vernon & Joann vs A & I Co et al	Asbestos Personal Injury 03-C-9600	MLP - Asbestos	wv	WV Kanawha County Circuit Court					
	02-C-2797 KAN	Buck, Thomas E vs 20th Century Glove Corp	Asbestos Personal Injury 03-C-9600	MLP - Asbestos	wv	WV Kanawha County Circuit Court					
	) 02-C-2846 KAN	Toto, Richard J vs 20th Century Glove Corp of Texas	Asbestos Personal Injury 03-C-9600	MLP - Asbestos	wv	WV Kanawha County Circuit Court					
•	) 02-C-285 MSH	Artimez, A Lorraine et al vs Owens Illinois Inc et al	Asbestos Personal Injury 03-C-9600	MLP - Asbestos	wv	WV Kanawha County Circuit Court					



#### Filing Into Multiple Cases Tips:

- ✓ Note that you can also search for cases by searching a partial case name or case number, clicking the Find button and checking that case and repeating the process for any other case you wish to add. This is helpful if you are adding a few cases or if your Court has an exceptionally large amount of cases available for filing into.
- Note that you can also enter a partial case name or case number if you are searching for specific cases

- 5. To select cases, click the box to the left of the desired case numbers.
- 6. Click **Begin Transaction**, located at the top of the list of cases.
- 7. The page will refresh and several additional tabs will appear. The **Documents** Tab will appear by default:

Case	Documents	Sending Parties	Service	Add'l Recipients	<b>Review &amp; Submit</b>
------	-----------	-----------------	---------	------------------	----------------------------

8. To view your selected cases or add additional ones, click on the **Case** Tab:

11/1	6/17 13	2:23 PM EST	Case	Documents	Sendin	g Parties	Service	Add'l Recipie	nts	Review & Submit	t	
S	elect	Multiple	Cases				Trans	action ID: 5247	9973	Cancel	Save &	Close
C	ourt:	WV Kanawł	ha County Cir	cuit Court	Ca	ase Class:	MLP - Asbest	:05		Sel	ected Ca	ases
					Ca	se Name:					Cases	
					Case	Number:						
				Find	View Cas	se Groups	Advance	d Search ?				
Clic	k Add	Cases to sa	ve changes.									
Ca	ase L	ist Add C	ases Viev	w Selected	Create Cas	se Group						
1 t	hroug	h4of4 S	how 50 🔻	results per pa	age							
	<mark>⊿ C</mark> a	se Number	Case Name			Case Type		Case Class	State	Court		County
	01-C-	2683 KAN	Allman, Verr al	non & Joann vs /	A & I Co et	Asbestos P 03-C-9600	ersonal Injur	y MLP - Asbestos	wv	WV Kanawha Cou Circuit Court	nty	
	02-C-	2797 KAN	Buck, Thoma Corp	as E vs 20th Cer	tury Glove	Asbestos P 03-C-9600	ersonal Injur	y MLP - Asbestos	wv	WV Kanawha Cou Circuit Court	nty	



#### Filing Into Multiple Cases Tips:

✓ Create Case Group Button:

#### Create Case Group

This button allows you save your group selection as a "Case Group" for future transactions. After selecting your cases, type the name of your group in the space provided at the top of the list and click **Create Case Group**.

✓ View Case Groups Button:

#### View Case Groups

To Select a Case Group click View Case Groups. A list of your firms Case Groups will appear. To select a Case Group for filing, click the arrow button beside the group name. Once a case group has been created it can be used by all users at the firm.

### **Documents Tab**

Attach Documen	ts				Transaction ID: 52497294	Cancel	Save & Close
3C-2012 Merritt vs J	ones Co Mock Cou	urt-Filing & Serving					
r each document,	complete each fie	d and click Attacl	n Documen	t.			
Category			File *			Statutory Trans	action Fee: Non
Select a Filing Cat	egory	٢	1				
Type *			Choose	a file			
Select a Filing Cat	egory First	٢					
Title *			To request	t our Fax Upload Ser	rvice please contact client		
Title			support.				
Maximum length of tex	t is 510 characters						
Access							
Public		0					
Public - These docume available for viewing b							

- 1. Select a **Category** (in applicable jurisdictions).
- 2. Select a Document Type for your document using the drop down menu entitled **Type**.
- 3. To attach your document, click the **Choose a File** button. A dialog box will open. Locate the file you saved to your hard drive or network and double-click.
- 4. Enter the title in the Title field. The title should comply with local rules for e-filing.
- 5. Select an access type for your filing access is defined by each court but may include:
  - **Public:** The document is a publicly filed instrument.
  - Filed Conventionally: Some courts use this option as a placeholder in the electronic docket to indicate that documents have been filed in paper at the Court.
  - In camera: Documents designated as in camera are only viewable by the Judge on the case. Other court personnel, attorneys or firms on the case cannot access in camera documents.
  - **Sealed:** Sealed documents may be handled in one of two ways, depending on how the receiving court has opted to handle sealed instruments:



### Document Tab Tips:

- Transaction ID: This number is the tracking number for this transaction and can be used to view the details of the transaction within the File & ServeXpress system.
- Cancel Link: This function will purge the entire transaction from the system.
- Save & Close Link: This function will save all information for this transaction in the Saved Transactions queue until the transaction is resumed.
- If you have documents to upload that are not in electronic format, you may select the Check here to fax your document box. For detailed information on how to fax documents to File & ServeXpress, click the blue box.
- Please note that additional charges will apply if you choose to use the fax filing feature.



- a. The sealed document can be attached to the e-filed transaction and only available online to the court and served parties.
- b. The court may require that the documents be filed in hard copy with the court and that a placeholder be e-filed into the electronic docket.
- 5. Click **Attach Document**. The document will appear in the Attached Documents list:

#### **Documents Tab Tips:**

 When uploading your documents, you can review the document by clicking on the hyperlinked Document Title in the Attached Documents list.

Attached	Documents List			Click
ID	Document Type	Access	Conversion Status	Main/ Supporting
34875561	Answer	Public	Converted	Main <b>T</b>
Document	Title: Defendant ABC Cor	porations A	nswer to Plaintiff Jo	ohn Johnson's Compla

 When filing supporting documents, you can use the Main/Supporting feature to reflect the association. In the column next to each supporting document, select the document ID for the main document to which it supports.



#### Attached Documents List Click here to refresh document conversion status Conversion Main/ ID Document Type Linked To: Modify Access Remove Status Supporting None 34875561 Answer Public Converted Main 🔻 Modify Remove Edit Link Document Title: Defendant ABC Corporations Answer to Plaintiff John Johnson's Complaint

- 6. To add more documents, repeat steps 1-5.
- 7. When filing supporting documents, use the Main/Supporting feature to reflect the association. In the column next to each supporting document, select the document ID for the main document to which it supports.
- 8. If you need to remove a document, click the Remove link next to the document you wish to delete from the Filing.
- 9. When all of the documents have been attached and associated, click the **Sending Parties** tab to continue.

## **Sending Parties Tab**

1. To select the party or parties you represent in this case place a check in the box next to the party name in the Parties Available for Selection list, and/or the Parties with No Representation for Selection list.



Defendant

Active

No Answer on File

Firm TBD

#### 2. Click the **Service** tab to continue.

A C and S Inc



#### **Sending Parties Tab Tips:**

Adding a Party to a Case: If the party you are trying to file for is not available in either the represented or unrepresented parties' lists, you may be able to submit an Add Party request with your transaction. If the court you are filing with allows this type of request with your transaction, click the Add Party button. Details for adding a party while filing are included on page 23 of this guide.

#### Create Custom Group

✓ You can save your selection as a Custom Group for future transactions. After selecting your parties, type the name of your group in the space provided, then click Create Custom Group.

#### Custom Groups

 To use a custom group click Custom Groups. A list of your custom groups will appear. Select the custom group you wish to use for Sending by clicking the check mark box beside the name.

## **Service Tab**

1. To select a party/parties to receive **Service** place a check in the corresponding box in the Service column next to the party names.

	Start A Transaction	Save	d Transactions	Scheduled	Transactions			
11/	16/17 4:03 PM EST	Case	Documents	Sending Partie	es Service	Add'l Recipients	Review & Submit	
S	elect Recipients					Transaction ID: 52	479973 Cance	I Save & Close
Mu	Ilti-Case WV Kanawh	a Count	y Circuit Court					
s	earch Custom Grou	ups 🛛 🗚	dd Party/Attor	ney ?				
		each pa	rty you want to a	dd. "Service" is of	ficial legal service	of the document upor	n the selected party. To n	emove a selected
pai	rty, deselect service.							
Y	OUR ORGANIZATI	ON WI	LL INCUR AD	DITIONAL PO	STAGE AND O	OPYING FEES FO	R SERVING PARTIES	DESIGNATED
1.5			OR FAX. CHE	CK THE ADDI	TIONAL SERV	ICES PRICING SHE	ET IN THE RESOUR	CE CENTER
F	OR COMPLETE CO	STS.						
0	Freate Custom Group							
S	how 10 🔻 entrie	es						
Pa	arties Available for !	Selectio	n					
	Party		Party	Type Party Statu	is Attorney	Firm		Method
	A		\$	\$	\$	\$		\$
◄	20th Century Glove	Corp of	Texas Defen	dant Active	Wilkinson, Rol	bert W Dogan & W	ilkinson PLLC-Pascagoula	a EService
•	+ 20th Century Glove	Corp of	Texas Defen	dant Active	Stevenson, Tir	mothy R Dickie Mcca	mey & Chilcote PC-Pittsb	ourgh EService
•	+ 20th Century Glove	Corp of	Texas Defen	dant Active	Long, R Scott	Hendrickso	n & Long PLLC	EService
			Defen	dant Active	No Answer on	File Firm TBD	-	U.S. Mail
	+ A B B Inc		Defen	dant Active	Grove, Jeffrey	A Grove & De	Ik PLLC	EService

- 2. To select all parties, click the box below service on the gray header bar.
- 3. The Method column shows the method of service (eService, US Mail, Fax).
  - If the recipient is a registered user of File & ServeXpress, then the documents or notice will be delivered to their **online** account.
  - If the recipient is not a registered user, then the documents will be delivered via traditional methods (US Mail or Fax) depending on the rules of service for that particular Court.



#### Service Tab Tips:

- Serving Pro Se Parties: If available in the court you are filing in, you may be able to serve a Pro Se or Pro Per party by typing in a U.S. Mail delivery address. You will be prompted to enter an address for each Pro Se or Pro Per party you select to serve via regular U.S. Mail.
- The most recently used addresses will display for each party you have selected to serve via US Mail. You can use the address provided or enter your own address. The source of the information will appear in the Entered By field.
- ✓ You can opt to share this address with other eFilers, or you can mark it as "private" so that it will be available only to your firm.
- ✓ If you do not want to serve the Pro Se party, click the Do Not Serve This Party radio button.
- ✓ Service to a Pro Se/Pro Per party via File & ServeXpress will be completed via regular U.S. Mail and is not guaranteed if the information you provide is not accurate.

- If a checkbox does not appear for you to select, then you cannot use File & ServeXpress as a delivery method to send documents to that party. You will have to send service to that party via traditional means.
- 5. Click the Additional Recipients Tab to continue.



#### **Service Tab Tips:**

#### Create Case Group

 You can save your selection as a Custom Group for future transactions. After selecting your parties, type the name of your group in the space provided, then click Create Custom Group.

#### Custom Groups

 To use a custom group click Custom Groups. A list of your custom groups will appear.
 Select the custom group you wish to use for Sending by clicking the check mark box beside the name.

## **Additional Recipients Tab**

Start A Transaction	Sav	ed Transactions	Scheduled Tra	nsactions				
11/16/17 4:59 PM EST	Case	Documents	Sending Parties	Service	Add'l Recipients	Review & Sul	bmit	
Select Additional	Recipie	nts			Transaction ID:	52479973	Cancel	Save & Close
Multi-Case WV Kanaw	/ha Count	y Circuit Court						
Enter a few characters ir your criteria and try aga				d to search fo	or available recipients. I	f your search is	unsuccessful,	you may change
First Name				Last Nam	e			
Email				Organizat	ion			
Find Clear ?								
To add recipients, enter	search cri	teria above and d	lick Find.					
No available selections								



#### Service Tab Tips:

First Name

Email

lanet

✓ If no results or inaccurate results appear for the search, then the user will see a button to "Create Additional Recipient".

1. The system requires a user to initially "search" for an additional recipien	
before being given the option to create a new additional recipient.	

- 2. Search results will display both File & ServeXpress subscribers and nonmember users.
- 3. If no results appear, click the Create Additional Recipient button.
- 4. Enter both a First and Last Name and will then select either "Online" or "Fax" as the delivery method.
- 5. After entering a new Additional Recipient, the system will then create a non-member "account" for the additional recipient. The recipient will receive an email with an ID/Password for the sole purpose of retrieving the documents in your transaction. Instructions will be included.
- 6. That non-member account will now appear in the search results when filers search the name and will display the notification method previously entered for the additional recipient non-member.

	elect each person you want to add as an additional recipient and, for each, ind eselect them.							
				Create Additi				
Select	Send	First Name	Last Name	△ Organization	nail			
	Online	Janet	Jones	Foo And Fooski	dbfsx1+janet@gm			

Last Name

Organization

lones



## **Review & Submit Tab**

11/16/17 5:20 PM EST	Case	Documents	Sending Parties	Service	Add'l Recipients	Review & Submit	
Authorize Transa	ction			Tra	insaction ID: 5247997	3 Cancel	Save & Close
Multi-Case WV Kanav	wha Count	y Circuit Court					
Select an attorne	y to auth	orize this tra	nsaction.				
Authorizing Attorney:	Select an	authorizing attor	ney 🔻				

- 1. Select an authorizing attorney from your office in the dropdown list.
- 2. Select a delivery option from the following options:
  - File and Serve: The transaction will be filed with the court and served to all designated recipients. It will be available to be viewed and purchased by registered File & ServeXpress users as a publicly-filed instrument.
  - Serve Only Private: Sends the transaction ONLY to your selected service recipients. The document IS NOT filed with a court. It is not available to any registered File & Serve users that you did not select for service, and may not be viewed or purchased as a publicly filed document.
  - Serve Only Public: Sends the transactions ONLY to your selected service recipients. The document IS NOT filed with a court. The document is available to be searched, viewed, printed and purchased by any registered File & ServeXpress users as a publicly available document unless the transaction is submitted in a Service Only jurisdiction. If the document is served in a Service only jurisdiction, the document is only viewable by other users within the same litigation.

#### Delivery Options: What do you want to do with this transaction? (pick one)

File with the court and Serve selected parties

I am sending these documents as "Court-Appointed Counsel/ADR".

Serve Only - Private (available only to sending firm and served firms)

Serve Only - Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

3. Enter any billing information you want included on your invoice.

Add billing reference. This reference will appear on your invoice.

123.456

4. Choose to submit the transaction now, or enter a future date and time that you would like for it to be automatically sent.

Choose to submit transaction now, or schedule the transaction for later release.

- Authorize and file now
  Authorize and file on
  Authorize and file on
  Am 
  (mm/dd/yyyy) at (hh:mm) ET
- 5. Click **Next** to proceed with Filing. The final review page will appear.

Start A Transaction	Save	d Transactions	Scheduled Tra	nsactions					
11/16/17 7:03 PM EST	Case	Documents	Sending Parties	Service	Add'l Recipients	Review & Submit			
<b>Review and Submit</b>				Tra	nsaction ID: 52479973	3 Cancel	Save & Close		
Multi-Case WV Kanawha	County	/ Circuit Court							
<b>MPORTANT: Your tr</b>	ansac	tion has not y	et been submit	ted.					
When you have finis	hed re	viewing, sele	ct Submit Trans	action bel	ow.				
-									
File & ServeXpress Transa	ction ID	):	524799	73					
Submitted by:			Adam A	Adam Attorney, Mock Firm A-Bellevue					
Authorized by: Adam Attorney, I					k Firm A-Bellevue Edi	t			
Authorized by:				actorney, moe	contraction and a				



#### Review & Submit Tab Tips:

 Premium Services: Depending on the court you are filing into, premium services such as "Read Status" (report of when a service recipient opens/reads a transaction) or "Courtesy Copies" can be selected for an additional fee. 6. Review the summary information. There will be clickable drop-down sections for Case Names, Case Numbers, Sending Parties and Recipients. Click on the arrows in each text box to review this information.

#### Multi-Case Case Numbers

Multi-Case Case Names

- 7. To make any changes to your information, click the edit link provided in that section or click the tab containing the information to be changed.
- 8. When the information has been verified and you are ready to proceed, click **Submit Transaction**.



#### Review & Submit Tab Tips:

 Note: When submitting into multiple cases you have the option to expand the case name and number to view the original case name and numbers into which you are submitting the transaction. You may do this by clicking the arrow in Case Name or Case Number field.

## **Transaction Receipt / Report**

#### HOME

E FILING & SERVICE

ALERTS SEARCH

Start A Transaction

Saved Transactions Scheduled Transactions

#### 11/16/17 7:16 PM EST

Your transaction has been successfully submitted to File & ServeXpress. Your transaction information appears below. To print this information for your records, click anywhere on the transaction information, then click the browser Print button.

For a formatted copy of this information, obtain a transaction report.

To perform another transaction, click Begin a New Transaction.

To exit Filing & Service, click Return to My File & ServeXpress.

TIP: Receive notifications of new Filing & Service activity that match your search criteria. Click on the Alerts tab.

#### File & ServeXpress Transaction Receipt

File & ServeXpress Transaction ID: Submitted by: Authorized by: Authorize and file on: 52479973 Adam Attorney, Mock Firm A-Bellevue Adam Attorney, Mock Firm A-Bellevue Nov 16 2017 1:46PM EST

- 1. Once you click the Submit tab, the page will refresh and you will see a Transaction Receipt. You may print this receipt off for your records or search for it on File & ServeXpress by Transaction ID in the future.
- You may order a "Transaction Report" after the transaction is submitted. This report is a comprehensive, up to the date, document that will provide all of the transaction details, including Clerk & Judge review (if applicable)
   -- with the option of ordering the "read status" as well. Simply click the link on the top that says "transaction report".



#### Transaction Receipt / Report Tips:

#### Sample Transaction Report:

#### File & Serve Xpress

ventoer 16, 3017 am Attorney ck Firm A-Bellevue (27 NE 16th Street

RE: File & ServeXpress Transaction No. \$2479973



#### Dear Custome

The following information for File & ServeXpress Transaction 50479973 reflects the details of the transaction contained in the File & ServeXpress system as of November 16, 2017 01:07:13 PM EST.

ian Atloney, authorized by Adam Atloney, submitted Transaction 52479973 on November 16, 2017 :40:10 PM EST to WV Kanawha County Circuit Court, via File & ServeXpress for the following cases:

Case Number	Case Name	Division	Judge
62-C-2846 KAN	Toto, Richard J vs 20th Century Glove Corp of Texas		Ronald E Wilson
01-C-2683 KAN	Aliman, Vernon & Joann vs A & I Co- et al		Ronald E Wilson
62-C-2797 KAN	Buck, Thomas E vs 20th Century Glove Corp		Ronald E Wilson

The Transaction contained 2 documents titled as follows:

•	Decument	Pages	<b>Clerk Review Status</b>
10000	Defendent ABC Corporations Answer to Plaint? John Johnson's Complete	•	Pending
0820	Courterclaim	•	Pending

The above-mentioned documents within this Transaction were sent to the following 3 recipients:

Allaney	Party	Notice Type	Delivery Method	Delivery Status
Dickie Mocamey & Chiloste PC- Piteturgh Timothy R Stevenson	20th Century Blave Corp of Texas Defendant	Service	E-Bervice	Delivered

Page 1 of 2