



**United States District Court Eastern District of Louisiana
MDL 2047 In Re: Chinese-Manufactured Drywall – Products Liability Litigation
Special Instructions**

Creating Your Documents

- Be sure to include the appropriate electronic signature in your pleadings.

Document signature line must include "I hereby certify that the above and foregoing [DOCUMENT] has been served on Plaintiffs' Liaison Counsel, Russ Herman, and Defendants' Liaison Counsel, Kerry Miller, by U.S. Mail and e-mail or by hand delivery and e-mail and upon all parties by electronically uploading the same to File & ServeXpress in accordance with Pretrial Order No.

_____, and that the foregoing was electronically filed with the Clerk of Court of the United States District Court for the Eastern District of Louisiana by using the CM/ECF System, which will send a notice of electronic filing in accordance with the procedures established in MDL 2047, on this _____ day of _____, 200[x].

(Signature of Filing Attorney)

Uploading Your Documents

- You may upload pleadings in an editable, word processing format (i.e. .rtf, .doc, or .wpd). The File & Serve system automatically converts them to PDF for you.
- If you are concerned about metadata, save the document as an .rtf document instead of a doc. or .wpd document. Be sure to accept any Tracked Changes before uploading your document.
- Upload the main document first, then any supporting documents (in the same transaction).
- Upload only one main document per transaction.
- Electronically 'staple' supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- Use the Linking feature in the Attached Documents list when submitting responses to previously filed documents. (If the previously filed document is unavailable to 'link to', reference the previous documents transaction id in the "Document Title.").

Adding New Cases

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Other

- Defense firms – if your firm is not currently on the service list you must contact Kyle Spaulding of the Frilot LLC firm. Mr. Spaulding's direct phone number is 504-599-8249 and his email address is kspaulding@frilot.com.
- Plaintiff firms – if your firm is not currently on the service list you must contact File & Serve customer support @ 888-529-7587 and you will be added within 24 hours.
- Use the Serve Only-Private service option only for documents which should be accessible only to the specific parties you are serving. This will seal the document from public access and only served parties will be able to view the document.
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