

CARTER & BURGESS, INC.,

Plaintiffs,

vs.

JOHN H. LARSEN, et al.,

Defendants.

Post-it® Fax Note	7671	Date	5/15/08	# of pages	1
To	Raymond Baldwin		From	Kaye A. Allison	
Co./Dept		Phone #	Judge		
Phone #		Fax #	202-828-5393		

BALTIMORE CITY

Case No.: 24-C-08-001610

\* \* \* \* \*

**ORDER**

Pursuant to the Maryland Rules of Civil Procedure, the Court finds that entry of this Order is necessary for the just and more expeditious and efficient resolution of the above-captioned litigation.

Therefore, it is 14<sup>th</sup> day of May 2008, hereby

**ORDERED** that when a party to this litigation wishes to serve a document to counsel of record, that party shall effectuate service of the document by the procedure set forth below and subject to the exceptions outlined herein:

**I. LEXISNEXIS FILE & SERVE**

1. In order to facilitate case management, document retrieval, and case organization, the parties will utilize the services of LexisNexis and its litigation system File & Serve for providing electronic service, storage and delivery of court-filed and discovery-related documents through a secure website to facilitate expeditious, efficient and economical communication by and amongst counsel. The Court, at its option, may also use File & Serve for these purposes as well to communicate with counsel of record.

## II. SERVICE ONLY

1. File & Serve shall apply only to service of process, and not to the filing of court papers. Original papers must still be filed with the Clerk of the Court, pursuant to the applicable Maryland Rules of Civil Procedure.

## III. SERVICE LIST & SIGN-UP

1. Within five (5) days of this Order or five (5) days of the initiation of a new case in this litigation, Plaintiff's or liaison counsel to LexisNexis shall submit via email to LexisNexis, [Eservice@fileandserve.lexisnexis.com](mailto:Eservice@fileandserve.lexisnexis.com), a complete and current service list of counsel of record for this litigation. Within five (5) days of this Order, each attorney of record for this litigation, or within five (5) days of the entry of appearance for a new attorney of record, shall register for electronic service in this litigation by completing the registration located at the following website: <http://www.lexisnexis.com/fileandserve>, and shall notify Plaintiff's or liaison counsel that they will need to be added to the service list.

2. Plaintiff's Counsel shall be liaison counsel to LexisNexis for all service list changes. Plaintiff's Counsel shall be responsible for monitoring the service list and advising Liaison Counsel of any changes or corrections. The service list will identify one counsel of record for each firm, along with parties they represent, who are to receive service of documents in the case utilizing File & Serve. Once a firm is registered on File & Serve, each firm will be provided functionality on File & Serve to designate a firm administrator to control the addition and deletion of registered users on File & Serve for their firm.

#### IV. SERVICE OF DOCUMENTS AND WEBSITE

##### A. Establishment and Use of the File & Serve Website Generally

1. When any counsel of record wishes to serve a document, that counsel shall serve the document according to all the requirements and procedures of this Order. All references to "document" in this Order shall be interpreted to include all court papers, and shall include all exhibits or attachments, and discovery-related documents (such as interrogatories, requests for production, deposition notices/transcripts, etc.); provided, however, that each attorney shall determine individually whether to utilize File & Serve to serve correspondence and/or the actual production of discovery documents in response to another party's request for production.
2. LexisNexis will maintain the File & Serve internet website ("File & Serve") for this litigation. When a transaction is submitted on File & Serve, File & Serve will electronically serve each document on the parties included on the service list provided to LexisNexis in accordance with the procedures herein.
3. Each attorney shall serve each document via electronic transfer of the document through File & Serve via the Internet (either as a word-processing file or a scanned image of the document). Each attorney shall title each document to identify (1) the type and purpose of each document and (2) the party who is submitting such document. Each document electronically served

pursuant to this Order shall be deemed to have been served under the Maryland Rules of Civil Procedure.

4. After an attorney uploads a document onto File & Serve, File & Serve will convert such document into Adobe Portable Document Format ("PDF")

5. All documents posted on File & Serve will be identified by: (a) the name of the serving law firm; (b) the caption(s) of the case(s) to which the document belongs; (c) the title of the document set forth on its caption; and (d) the identity of the party on whose behalf the document is being served.

6. Access to File & Serve will be limited to registered users. Registered users will consist of authorized Court personnel, counsel of record and their designated staff members. Upon registration, LexisNexis will provide each registered user with a user name and password to access File & Serve and the documents served in the litigation.

7. Every document served electronically shall bear a facsimile or typographical signature of at least one of the attorneys of record, in the form of "/s/\_\_\_\_\_", along with the typed name, address, and telephone number. Typographical signatures shall be regarded as personal signatures for purposes of electronically served documents under the Maryland Rules of Civil Procedure. The serving party of any document requiring multiple signatures (e.g., stipulations, joint status reports) must list thereon all the names of other

signatories by means of an "/s/\_\_\_\_" block for each. By submitting such a document, the serving party certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the serving party has the actual authority to submit the document electronically. The serving party must maintain any records evidencing this concurrence for subsequent production to the Court if so ordered or for inspection upon request by a party.

8. Any document transmitted to File & Serve shall certify in the Proof of Service that a true and correct copy was electronically served on counsel of record by transmission through LexisNexis File & Serve, the date and time to be used on the Proof of Service will be the date and time reflected on the Transaction Receipt provided after submitting a transaction on File & Serve.

9. LexisNexis will make available to counsel of record and the Court a 24-hour 365 days Customer Support hotline at (888) 529-7587 and website - <http://www.lexisnexis.com/fileandserve/support.asp>. In addition, each attorney is instructed to review Exhibit A attached to this Order which sets forth the procedure for registration with and service through LexisNexis File & Serve. See Exhibit A, *LexisNexis File & Serve Welcome Kit*.

**Kaye A. Allison**  
K The Judge's Signature Appears  
On the Original Document  
Judge  
Circuit Court for Baltimore City

Your File & Serve Litigation  
Consultant:  
Larry Amdur  
(239) 275-8712

## Exhibit A

### LexisNexis® File & Serve Welcome Kit

#### Step 1. Registration

If this is your firm's first LexisNexis File & Serve case, *you will need to create a LNF&S account before registering. The firm must designate an administrator who will create the account and add users. The administrator will follow the instructions for New Subscribers in Section A.*

If your firm has a LexisNexis File & Serve account, *contact your firm's administrator to obtain a user name & password for yourself and anyone else who will need to serve or access documents in the case. The administrator will follow the instructions for Existing Subscribers in Section B.*

To find out if your firm has a LexisNexis File & Serve account or the name of your administrator, please call Customer Support at 1.888.529.7587.

#### Section A: Instructions for New Subscribers (Administrator sets up account and registers new users)

1. Visit [www.lexisnexis.com/fileandserve/lawfirms/register.asp](http://www.lexisnexis.com/fileandserve/lawfirms/register.asp) and click Register.
2. Add organization information.
3. Add user information for administrator (primary contact).
4. Add user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
5. Review system requirements.
6. Review and accept Terms of Service Agreement by selecting an authorizing attorney.

#### Section B: Instructions for Existing Subscribers (Administrator adds users to existing account)

1. Sign on to [www.lexisnexis.com/fileandserve](http://www.lexisnexis.com/fileandserve)
2. Select Preferences in the upper right hand corner of the screen. Click Firm Profile.
3. Click the Add Users tab and enter user information for every attorney and staff member who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**

#### Step 2: Training

We strongly recommend that **all of the users in your firm** (including attorneys) take advantage of LexisNexis File & Serve free, online training classes.

##### Classes will cover:

- The basics of using LexisNexis File & Serve to serve documents
- How to retrieve your documents
- Setting up User Preferences

To register for a class, please sign on to the product, click on the Resource Center link in the upper right of the product, then choose your state from the drop down menu for online training classes under Education & Training. Dates and times of classes will be posted on the Resource Center.

For training questions, call 800-399-6934 or email [fileandserve@training.lexisnexis.com](mailto:fileandserve@training.lexisnexis.com)