

## LexisNexis® File & Serve Welcome Kit

### First, designate a LexisNexis File & Serve administrator for your firm (if your firm does not already have a File & Serve account)

The first thing your firm should do is designate **one person** to be the File & Serve administrator for the entire firm. (To find out if your firm already has a File & Serve administrator, call LexisNexis Customer Support at 1.888.529.7587.) Once that person is assigned, he/she should follow these simple steps for getting your firm signed up:

### Next, your administrator needs to set up a profile for your firm in our system

1. Visit <http://www.lexisnexis.com/fileandserve/signup.asp> and select File & Serve Advanced (there is no price difference between Advanced and Basic).
2. Add the requested contact information, including the primary firm contact (typically the File & Serve firm administrator) and your firm's billing contact.

### Finally, your administrator needs to set up your users in our system

3. Enter information for every attorney and staff member in your firm who will need a user ID and password, including full name, phone, fax, email and (for attorneys) bar number. **All attorneys of record must have a user ID and password, even if they do not plan to access the system.**

**Sharing of user IDs and passwords is strongly discouraged.** All users (including you) will receive a user ID and password via email. If you need to add other users later, sign on to LexisNexis File & Serve and select *Firm Profile* in the lower-left area of your welcome screen, and then select *Add User.h*

#### Need help?

Call LexisNexis Customer Support at 1.888.529.7587. We will be happy to walk you through the process of getting your firm and users set up in our system.

#### How to get your firm's users trained on LexisNexis File & Serve:

#### Attend free, online training classes:

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:

- Transition process to e-filing in the Prince George's County District Court.
- The court rules for Prince George's County District Court.
- Types of cases applicable for e-filing in Prince George's County District Court.

#### Course dates and times for Prince George's County District Court:

- **Every Wednesday 3:00 – 4:00, Concludes 8/30**

To register for training, you must first register for File & Serve. Once you have received your User ID & Password, sign in to the product and click on the [Resource Center](#) link at the top of the Home Page.

Once on the Resource Center page, click on the tab for Education & Training and choose "Maryland" from the drop down menu.

Click on the course titled: "Intro to File & Serve for Prince George's County" and fill in the form. Once the form has been submitted, you will receive a confirmation email with instructions for attending class.

For questions send an email to: [fileandservetraining@lexisnexis.com](mailto:fileandservetraining@lexisnexis.com)