



Expectations for Law Firms Participating in Electronic File & Serve Pilot

1. Attend training sessions prior to the File & Serve launch date.
2. File all major civil and default filings as of the launch date. This includes both initial case filings and subsequent case filings.
3. Select correct case type and document filing code.
4. Select proper security level; e.g. correspondence and other documents deemed confidential by rule or order.
5. Separate documents when filing. For example, the following documents must be filed separately: a summons and complaint, a motion, an affidavit of service, a certificate of representation, and a proposed order. When filing these documents, they will all be entered as an individual filing.
6. Complete all known party information:
 - a. Enter all known party information when filing.
 - b. Use capitalization on only the first letter of each name.
 - c. Do not use punctuation.
 - d. Do not enter DBA, AKA, NKA, FKA.
7. Monitor rejection queue:
 - a. Filings may be rejected for substantive or technical reasons
 - b. Reasons for rejection will be clearly noted:
 - i. Substantive reasons-
 1. Incorrect venue
 2. Incorrect fees or no fees
 3. Incorrect Case Number
 4. Ineligible Case
 - ii. Technical-
 1. Format error (system error not controlled by court)
 2. Insufficient funds on designated credit card
 3. Incorrect or corrupt document type

8. Filers will not be charged the use fee if a filing is rejected; use fee charges are applied only upon acceptance of the filing.
 9. Protect the security of your accounts and ensure proper access to your e-filing queue.
 10. Fees and Costs:
 - a. A convenience fee of \$5 will be charged to the credit card account of the e-filer of record.
 - b. The convenience fee will be added on to the statutory filing fees, if any, for each filing submitted.
 - c. If there is no statutory filing or other court fee on the submitted filing, there will be no payment transaction, and therefore no electronic payment fee. In this event, you will not be charged a convenience fee.
 - d. Future electronic filing and service fees may include: \$5 file only, \$3 service only, \$8 file and serve
 - e. Except as noted above regarding convenience fees, e-file and serve fees will be paid by the Judicial Branch during the course of the pilot and until such time as the Court may determine otherwise.
 - f. Notice will be provided when e-file and serve fees will begin to be billed to the filer's credit card payment account.
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