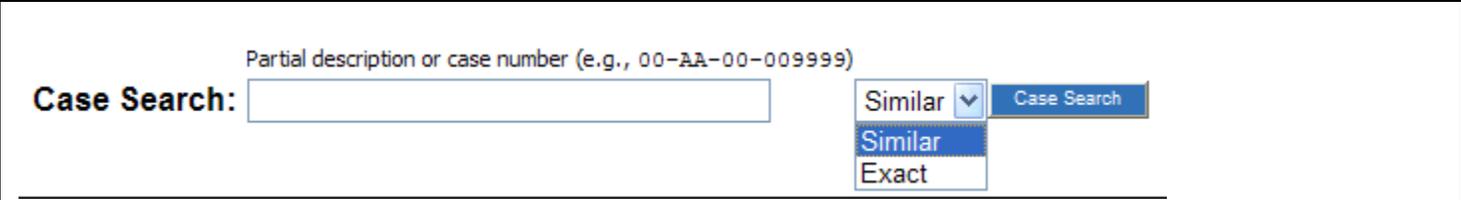


## File and Serve 2.4 Attorney / Filer changes

The following document outlines the changes that have come with the new version of File and Serve. If you have any questions regarding this document feel free to contact the Help Desk at 701-328-4218.

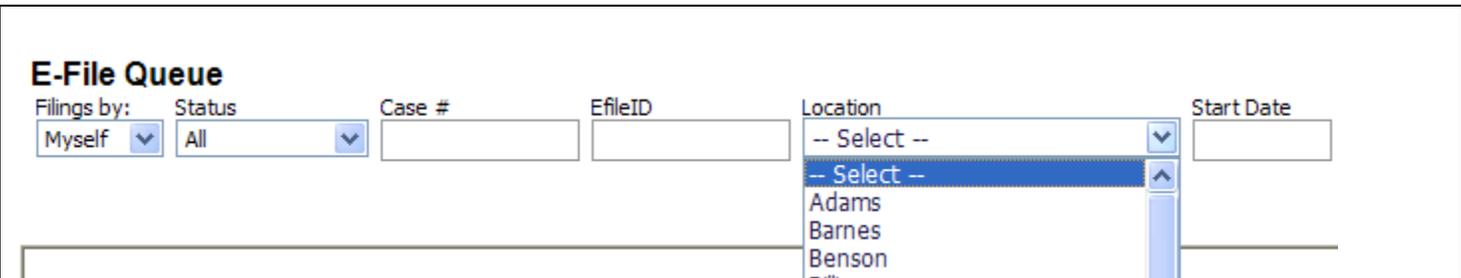


Partial description or case number (e.g., 00-AA-00-009999)

**Case Search:**  Similar Case Search

Similar  
Exact

The first change that is apparent in this new version of File and Serve is the addition of the dropdown which has been added to the case search screen and is shown above. As you can see you have two options: Similar or Exact. The use of these options is not immediately apparent but they work as follows. If you have never searched for a particular case before, you will choose Exact and enter the case number using the full format including dashes (i.e. ##-####-AA-#### or ##-##-A-####, whichever applies to your case). If you have searched or e-filed into the case before, you can choose the Similar option which will allow you to put in a partial case number or a party's name.



**E-File Queue**

Filings by: Myself Status: All Case #  EfileID  Location: -- Select -- Start Date

-- Select --  
Adams  
Barnes  
Benson

Another change new for File and Serve can be found in the Filing Queue. The addition of this Location dropdown allows you to filter your filings and quickly find the one you're looking for. To use this feature, just choose the county you want to view filings for and click the Filter button. The list of filings will update to only show filings for that county.

## Initiating a New Case

# Select Case · Filing Type · E-File

Case Parties Filings Envelope Documents

### Enter the details for the new case:

#### Location

Select a location:

Adams  

#### Case Category

Select a case category:

CV - Civil  

#### Case Type

Select a case type:

-- Select -- 

The biggest changes to come to File and Serve can be found in the E-file area. When initiating a new case the Parties are no longer added on the Case tab, they have their own tab.

### Plaintiff

Select whether the party is a person or company then enter name, address, and phone details.

Person  Company

First Name Middle Name Last Name

--	--	--

Address

--

City State Zip Code

--	--	--

Area Prefix Number Ext.

--	--	--	--

Filer ID Number

--

Add Additional Plaintiff

On this new tab we see the familiar data blocks for the parties on the case, with one small difference. There is now an Add Additional Party button at the bottom of each data block, allowing the filing attorney to fill in the information for every party on the case, not just the first one.

### Plaintiff

Select whether the party is a person or company then enter name, address, and phone details.



Person  Company

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Area	Prefix	Number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Filer ID Number

If an additional party is added in error, the extra data block can be removed by clicking on the blue 'X' button located to the right of that data block.

### Additional Filing Description

Insert additional information to add to the Filing Code chosen above:

Example -- If selecting "Aff - Affidavit" as the Filing Code, enter "of Service" below.

There are two notable changes to the Filings tab. The first is that the Additional Filing Description field is now required.

### Fee Schedule

Select one or more fee schedules (hold down your Ctrl key to select multiple):

None
CFF - Civil Filing Fee (\$80)



The second is the Fee Schedule picker that has been updated. This is a required field and is used to choose how much you are charged for your filing. If you are not charged a fee to file with the Courts, you can choose the "None" option; otherwise, choose the option with the dollar amount. (Note: The None option is typically reserved for state agency use only.) On filings with no fee schedules, this is still a required field and users will have to choose the "None" option; it will be the only one available.

### Document Security

-- Select -- 

Most documents are public. You may request confidential or sealed when allowed by court order, court rule or statute.

One last change to be noted is found on the Documents tab. This is the addition of the Document Security picker which allows you to mark a document as Confidential or Public. This is also a required field.