

**THE BAR ASSOCIATION OF BALTIMORE CITY  
CONTINUING LEGAL EDUCATION SPONSORED BY THE  
TECHNOLOGY COMMITTEE**



Friday,  
May 21, 2010  
12:00 - 1:30 p.m.

Baltimore Bar Library's  
Brown Room  
Clarence M. Mitchell Jr.,  
Courthouse, Room 504  
Baltimore, MD 21202

**Lunch Provided  
Admission FREE for  
BABC Members**

**Speaker**

Angela Melton, Esq.  
*Client Solution and  
Training Specialist  
LexisNexis® File & Serve*

Program Co-Chairs

Gregory K. Kirby, Esq.  
*Chair, Technology Committee*

Dean Merritt, Esq.  
*Member, Technology Committee*

For information, contact the BABC  
at 410-539-5936, or email  
[info@baltimorebar.org](mailto:info@baltimorebar.org)

## Introduction to LexisNexis® File & Serve for eServe Cases and eFile Projects

This class is designed to provide an overview of electronic filing and electronic service. Topic areas will include a review of various court rules regarding electronic filing and electronic service; instruction for users on how to send, retrieve and maintain their documents in an e-filed or e-served case; information on how to accurately maintain service lists of cases; and an overview of the advanced capabilities of the File & Serve System.

Specific benefits of using File & Serve will be highlighted, such as:

- The ability to electronically serve parties through a secure, online system, thereby reducing or eliminating paper and mailing;
- The ability to conduct real time docket and case searches in an online repository;
- Creation of Alerts to monitor activity in any public case or a case in which your firm has involvement;
- Online tracking and monitoring of cases.

Materials provided will include outlines of rules relating to mandatory electronic filing and service, sample court orders mandating electronic filing and service, and LexisNexis® File & Serve instructional materials.

*Ms. Melton has been employed as a Client Solutions and Training Specialist for LexisNexis® File & Serve for two and a half years. She is an attorney licensed to practice in Pennsylvania. Prior to joining File & Serve, she had her own practice, specializing in mediation and arbitration. Earlier in her career, she practiced in the area of general civil litigation for a mid-sized law firm.*

*CLE Credit is available*

**Introduction to LexisNexis® - May 21, 2010**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

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