

# File & Serve Xpress™

## "Linking Feature"

Use File & Serve's Link feature to link a document and its supporting documents to a previously served related document. For example, link a reply or opposition to the initiating motion. Note: Linking is mandatory in some courts and/or cases.

### Linking Documents

[Home](#) / [My Documents](#) / [Pending Parties](#) / [Service](#) / [Add'l Recipients](#) / [Review & Submit](#)

**Attach Document**

2005CV128458 Doc: John vs ABC Corp. Next Court E-Service

For each document, complete each field and click Attach Document.

Type:       Statutory Transaction Fees: None

File:  or  Check here to fax your document

Access:       Secure Public - These documents are electronically submitted and available for viewing only by the participants with a particular litigation.

Title:       This will be a supporting document. It can be changed to main after upload.  ?

Maximum length of text is 510 characters

**Attached Documents List**      [Click here to refresh documents](#)

ID	Document Type	Access	Conversion Status	Main/Supporting	Linked To	Modify
18854211	opposition	Secure Public	Converted	Main	None	Modify

Document Title: Plaintiff John Smith's Opposition to ABC Corporation's Motion for Summary Judgment

*Note: A callout box points to the 'Main/Supporting' column in the table with the text: "After uploading a document, click Edit Link."*

After loading a document at the Attach Documents tab, click Edit Link from the Linked To column.

EXHIBIT A

2/20/12 0:06 PM EDT Documents > Pending Parties > Services > Add'l Recipients > Review & Submit

**Document List**  
 28050133456 Doc. Serv. vs A Corp MORE COURT SERVICES  
 Select one or more search fields and enter search criteria, then click Find.

Search Criteria  
 Transaction ID: [ ] Show 500 results per page  
 Authority Attorney: [ ]  
 Document Type: [ ]  
 Sort Documents by: Authorized Date, Descending  
 Document List: 1 through 6 of 6  
 Select the check box beside each document you want to link to your transaction document.  
 When you finish, selecting, click Done.

Transaction ID	Document Type	Authorized Date	Authorizer	Firm
<input type="checkbox"/> 44279365	Motion for Summary Judgment	5/15/2012 0:02:52 PM	Lucy Lawyer	Firm Stock Firm B
Document Title: Separate Statement of Undisputed Facts in Support of ABC Corporation's Motion for Summary Judgment				
<input type="checkbox"/> 44279365	Memorandum	5/15/2012 0:02:52 PM	Lucy Lawyer	Firm Stock Firm B
Document Title: Memorandum of Points & Authorities Motion for Summary Judgment				
<input type="checkbox"/> 44279365	Motion for Summary Judgment	5/15/2012 0:02:52 PM	Lucy Lawyer	Firm Stock Firm B
Document Title: Separate Statement of Undisputed Facts in Support of ABC Corporation's Motion for Summary Judgment				
<input checked="" type="checkbox"/> 44279365	Miscellaneous	5/15/2012 0:02:52 PM	Lucy Lawyer	Firm Stock Firm B
Document Title: Declaration in Support of Defendant ABC Corporation's Motion for Summary Judgment				
<input checked="" type="checkbox"/> 44279365	Motion for Summary Judgment	5/15/2012 0:02:52 PM	Lucy Lawyer	Firm Stock Firm B
Document Title: Defendant ABC Corporation's Motion for Summary Judgment				
<input checked="" type="checkbox"/> 44279365	Motion	5/15/2012 0:02:52 PM	Lucy Lawyer	Firm Stock Firm B
Document Title: Defendant ABC Corporation's Motion for Summary Judgment				

A list of the documents that have been served in the case is displayed. Find and select the document to be linked to your document. You can click on the document title to view the document before selecting. Click Done after making your selection. Repeat for any supporting documents.

**Viewing Linked Documents**

Home | About | Services | Alerts

Case History Search

Search Criteria: Thursday, May 21, 2015 11:47:47 AM

Case: Jerry, Judge eService  
 Document ID: 57164222  
 Case Name: Doe, John vs A B C Corp  
 Court: Mock Court-E-Service  
 Judge: Jerry, Judge eService

Document Type: Notice  
 Security: Secure Public  
 Statutory Fee: \$0.00  
 Document Title: Notice of Defendant ABC

Supporting Document: 57164221, 1 page  
 Document ID: 57164221  
 Document Type: Motion for Summary Judgment  
 Security: Secure Public  
 Statutory Fee: \$0.00  
 Document Title: Defendant ABC Corporation's Motion for Summary Judgment

Document List (6) Total Statutory Fees: \$0.00

Main Document, 1 page ID: 57164222  
 Document History | Unlinked Documents | PDF Format | Original Format

Document Type: Notice  
 Security: Secure Public  
 Statutory Fee: \$0.00  
 Document Title: Notice of Defendant ABC

Supporting Document, 1 page ID: 57164221  
 Document Type: Motion for Summary Judgment  
 Security: Secure Public  
 Statutory Fee: \$0.00  
 Document Title: Defendant ABC Corporation's Motion for Summary Judgment

If a document has been linked, a Link reference will appear in the Document Title. The Link reference indicates the number of documents that have been linked to the document. To see the linked documents, click the Transaction number.

Case number: 2005CV123456 (View Case History) Served on

Case name: Doe, John vs A B C Corp

Court: Mock Court-E-Service

Judge: Jerry, Judge eService

View all document(s) as a list  View document(s) inline

Document List (6) Total Statutory Fees: \$0.00

Main Document, 1 page ID: 57164222  
 Document History | Unlinked Documents | PDF Format | Original Format

Document Type: Notice	Law status/action: N/A
Security: Secure Public	
Statutory Fee: \$0.00	
Document Title: Notice of Defendant ABC	

Supporting Document, 1 page ID: 57164221  
 Document History | Unlinked Documents | PDF Format | Original Format

Document Type: Motion for Summary Judgment	Clerk review status/action: N/A
Security: Secure Public	
Statutory Fee: \$0.00	
Document Title: Defendant ABC Corporation's Motion for Summary Judgment	

Click linked Documents to view documents that have been linked to a motion.

Click Linked Documents.

Linked Documents	
Target Document	Document Type
Defendant ABC Corporation's Motion for Summary Judgment	Motion for Summary Judgment
Title: <a href="#">Defendant ABC Corporation's Motion for Summary Judgment</a>  Authorized on 5/15/2012 8:52:52 PM by Lucy Lawyer [Mock Firm B][Transaction ID: 44279865]	
Title: <a href="#">Plaintiff's John Doe's Opposition to Defendant ABC Corporation's Motion for Summary Judgment</a>  Authorized on 5/15/2012 8:19:00 PM by Adam Attorney [Mock Firm A-Bejevue][Transaction ID: 44279961]	
Title: <a href="#">Reply in Support of ABC Corporation's Motion for Summary Judgment</a>  Authorized on 5/15/2012 8:29:49 PM by Lucy Lawyer [Mock Firm B][Transaction ID: 44280091]	

View documents linked to the initial motion as well as documents linked to subsequently served documents.

The Linked Documents page contains links to the target document and the documents linked to the target document. If a listed document is linked to additional documents, a pretzel link will appear to the left of the document title. Click the pretzel link to view the additional related documents.

Contact Client Support (888)529-7587 (available 24/7) for additional assistance.

## System Registration Instructions

Thank you for registering your firm with File & ServeXpress for e-Filing and e-Service in San Francisco Superior Court cases. Please follow the steps below to create your new registration.

### Registration

If your firm does not have a File & ServeXpress™ account, you will need to create an account before adding users. Your firm must designate an administrator who will create the account and add the users. The administrator should follow the "Instructions for New Subscribers" in Section A below.

If your firm already has a File & ServeXpress™ account, contact your account administrator to obtain a user ID and password for yourself and anyone else who will need to e-file, e-serve, receive e-service or access documents in the cases. The administrator should follow the "Instructions for Existing Subscribers" in Section B below.

If you don't know whether your firm has a File & ServeXpress™ account, or if you don't know the name of your account administrator, please call Client Support at 888.529.7587.

### Section A: Instructions for New Subscribers (Administrator creates account and adds users)

1. Go to [www.fileandservexpress.com](http://www.fileandservexpress.com) and click register
2. Under the File & ServeXpress Registration, Click Law Firms
3. For account type, select law firm and click Get Started.
4. Add your firm's information and Click Next.
5. Add the user information for your firm's account administrator. Check the box next to Primary Contact. If applicable, check the box next to Billing Contact as well. Click Submit.
6. Add the user information for every attorney and staff member in your firm who will be e-filing, will need a user ID and password. Include full name, phone, fax, email and bar number (if applicable). It is recommended that an ID and password be issued for all attorneys of record.
7. Review system requirements and click Next.
8. Select an Authorized Representative from your firm (if not yourself) who has authority to accept the Terms & Conditions of the File & ServeXpress Agreement on his/her behalf. Click I Accept.
9. An automated e-mail with user ID and temporary password information will be sent to each user whose been added to your firm's account.

### Section B: Instructions for Existing Subscribers (Administrator adds new users)

1. Go to [www.fileandservexpress.com](http://www.fileandservexpress.com) and Click Log In.
2. Click File & Serve. Enter your ID and password. Click Sign In
3. Click on File & ServeXpress Preference in the upper right hand corner of the screen.
4. Under My Organization Profile, click Add User.
5. Add the user information for every attorney and staff member in your firm who will e-file and need a user ID and password. Include full name, phone, fax, email and bar number (if applicable). It is recommended that an ID and password be issued for all attorneys of record.
6. An automated e-mail with ID and temporary password information will be sent to each user added to your firm's account.

If you have questions, please contact File & ServeXpress™ Client Support at 888.529.7587, which is available 24 hours a day, 7 days a week.