



IN THE CIRCUIT COURT OF OHIO COUNTY, WEST VIRGINIA

In re: LPG Land Litigation

Civil Action No. 15-C-4000

THIS DOCUMENT APPLIES TO ALL CASES

ELECTRONIC FILING AND SERVICE CASE MANAGEMENT ORDER

By order of the Mass Litigation Panel (“Panel”) entered on April 9, 2015, all civil actions in the LPG Land Litigation are subject to electronic filing and service (“e-filing and service”) **beginning on April 24, 2015.**

To facilitate expeditious and efficient communication by and among counsel, as well as case management, document retrieval and case organization, the parties will utilize the services of File & ServeXpress¹ to provide electronic filing and service, notification, storage and delivery of court-filed documents through a secure website.

Consistent with the requirements of West Virginia Trial Court Rule 15.01 *et seq.*, the Court has determined that certain procedures must be followed to facilitate uniformity of case captions, case numbering and designation, and to maintain case and party information when e-filing and e-serving documents in the LPG Land Litigation. Pursuant to Trial Court Rule 15.08, the Court hereby **ORDERS** the following procedures to be followed by all counsel when e-filing and e-serving documents in the LPG Land Litigation.

1. Registration and Training for File & ServeXpress.

As set forth in the Court’s April 9, 2015, Order, **registration and training for e-filing and service is mandatory.** If a party is not registered with File & ServeXpress by **April 24, 2015**, the party will not receive e-service of documents in the LPG Land Litigation. Even if a party has registered and received training for e-filing and service in other Mass Litigation

¹ On November 14, 2012, LexisNexis File & Serve and Texas-based CaseFileXpress were acquired by a newly formed company, File & ServeXpress. The Court is advised that this transfer of ownership has no impact on your File & Serve account, and your log on to File & Serve remains the same.

cases, there is specific training for e-filing and service in the LPG Land Litigation that all parties must receive. To register with File & Serve*Xpress* and schedule training contact the **File & Serve*Xpress* Customer Service Department at 1-888-529-7587** or register on line at the File & Serve*Xpress* Resource Center:

<https://resourcecenter.fileandservexpress.com/ResourceCenterWebUI/Training.aspx?state=WV>.

Counsel are responsible for regularly checking the File & Serve*Xpress* Resource Center for updates to West Virginia Attorney Special Instructions, Frequently Asked Questions, File & Serve*Xpress* Newsletters, and any other resources periodically posted by File & Serve*Xpress* to assist parties with appropriate procedures and best practices for successful e-filing and service.

2. Previously-filed Complaints and Answers to Complaints.

Within **ten (10) business days** after the entry of this Order, Plaintiffs are **ORDERED** to e-file the “Filed” stamped copy of their previously-filed complaint along with their previously-filed civil case information sheet in .pdf format into File & Serve*Xpress* using **only** the document type “Previously Filed Complaint” in the transaction. There will be no File & Serve*Xpress* transaction fee associated with this transaction.

Within **ten (10) business days** after the entry of this Order, Defendants are **ORDERED** to e-file the “Filed” stamped copy of their previously-filed answer to a complaint along with their previously-filed civil case information sheet in .pdf format into File & Serve*Xpress* using **only** the document type “Previously Filed Answer” in the transaction. There will be no File & Serve*Xpress* transaction fee associated with this transaction.

NOTE: Pursuant to Trial Court Rule 15.02(b), “E-filing and service shall not be used to initiate a civil action or to serve a new party with an amended complaint or a third-party complaint.”

3. Updating Case and Party Information.

Within **five (5) business days** of a case or party being dismissed, a withdrawal or substitution of counsel, or any other event that changes case or party information, the moving party is **ORDERED** to update the File & Serve*Xpress* system with the information necessary to make the change in case or party status using the Case & Party Management feature. The moving party must provide File & Serve*Xpress* with verification of the change in case or party information, either by providing File & Serve*Xpress* with the Transaction ID Number of the order or other document that verifies the change, or by uploading a copy of the order or document that verifies the change.

4. Case Captions.

The cover page of each pleading shall contain the following information in the order listed below:

- a. The name of the court where the pleading is being filed (i.e., In the Circuit Court of Ohio County);
- b. The name of the Mass Litigation case type and number (i.e., In re: LPG Land Litigation, Civil Action No. 15-C-4000);
- c. A notation indicating whether the pleading applies to all cases or only a subset of cases (i.e., **THIS DOCUMENT APPLIES TO ALL CASES** or **THIS DOCUMENT APPLIES TO: Jane Doe v. ABC Corp., et al., Civil Action No. 14-C-123 MON**);
- d. The short case title and case number of each case to which the document applies, including the initiating case number and three-letter county identifier (i.e., Mary E. Rogers v. ABC Corp., et al. Civil Action No. 13-C-123 MON). **Appendix A** contains the list of three-letter county identifiers for West Virginia.
- e. If applicable, the caption shall also state whether the filing is related to cases in a particular trial group (i.e., 2015 June Trial Group);
- f. A title stating the party and subject matter of the document (i.e., Defendant XYZ Corporation's Motion for Summary Judgment).

Examples of case captions are contained in **Appendix B**.

5. Master Case File.

The LPG Land Litigation has a Master Case File bearing the caption: "In re: LPG Land Litigation Civil Action No. 15-C-4000." **The Master Case File shall contain only pleadings or documents of general applicability to the entire LPG Land Litigation**, such as trial calendars, case management orders, other orders of general applicability, notices of deposition if they are not case-specific, master pleadings, master discovery and other similar documents.

When a document is intended to be applicable to all cases within the LPG Land Litigation, the title page of the document shall contain the notation "THIS DOCUMENT APPLIES TO ALL CASES" and the document shall be filed in the Master Case File. See Appendix B.

6. Individual Case Files.

When a document is intended to be applicable to a specific case or cases the title page of the document shall contain the notation "THIS DOCUMENT APPLIES TO" and the case shall be listed separately using the initiating case number(s) with the three-letter county identifier. See Appendix B.

7. Document Title Section of the File & Serve*Xpress* E-Filing System.

When e-filing and/or e-serving a document, the following information shall be provided in the document title section of File & Serve*Xpress* to enable the Court and the parties to search for information in the system:

- a. the party or parties filing the document;
- b. a descriptive title of the document;
- c. the party or parties against whom relief is sought, if any;

- d. the nature of relief sought;
- e. the initiating case number(s) with the three-letter county identifier if the document applies to a specific case or cases (i.e., DEF ABC Corp.'s MOT FOR SJ, Civil Action No. 12-C-123 DOD; PL Robert Robinson's MOT to COMP DISC from DEF XYZ Corp, Civil Action No. 13-C-456 HRR).

A standard list of abbreviations which should be used in titling documents in the document title section of the e-filing and e-service system is attached as **Appendix C**. A sample of document titles and descriptions is attached as **Appendix D**.

8. Stapling and Linking Documents.

West Virginia Trial Court Rule 15.10(b) requires all e-filed documents relating to a single pleading or document submitted in the same transaction to be “electronically stapled” together using the “main” and “supporting” functionality of the e-filing and service system. This enables multiple related documents, such as a motion, memorandum of law in support, exhibits and proposed order to be kept together and identified in one transaction.

West Virginia Trial Court Rule 15.10(c) requires all e-filed documents or pleadings directly related to a previously e-filed document or pleading to be “linked” together using the “linked document feature” in the e-filing and service system. Use the “link to” column every time a responsive pleading is e-filed. For example, a response or a reply must be linked to the original motion, a joinder must be linked to the document or pleading to which a party is joining, and an answer must be linked to a complaint if the complaint has been uploaded into the e-filing and service system.

By linking documents together, the Court can go to one location to view all directly related documents or pleadings. It is better to take a liberal approach to the “link to” column.

Any time pleadings are directly related or “go together,” they should be linked together so the Court can easily access all the relevant pleadings. **Failure to appropriately link a document or pleading directly related to a previously e-filed document or pleading may result in the Court not considering the document or pleading.**

Except for answers to complaints, the Circuit Court Clerk will reject a document or pleading that is not linked to the previously e-filed document or pleading. If the previously e-filed document or pleading was filed prior to the case becoming subject to e-filing and service, state that the document or pleading is “directly related to” and include the title and date of the previously filed document or pleading in the document title section of File & Serve*Xpress*.

9. Referencing Transaction ID Numbers in Documents.

Every document filed in File & Serve*Xpress* is assigned a Transaction ID number. The Transaction ID number is located in the upper right hand corner of the document, below the date and time of e-filing. Any time a previously e-filed document is referenced in a motion, response or other document, filers shall state the Transaction ID number of the document in parentheses.

10. Limitation on Document Size.

No document shall exceed 5MB in size. If a document is larger than 5MB, the document must be divided into smaller portions and identified accordingly, e.g., “Exhibit A, Part 1 of 2” and “Exhibit A, Part 2 of 2.”

11. Motions and Proposed Orders.

West Virginia Trial Court Rule 15.10(d) requires proposed orders filed for the consideration of the Presiding Judge to be filed in Rich Text Format. This enables the Court to revise proposed orders, as necessary. Accordingly, every motion shall include a proposed order in Rich Text Format.

NOTE: Although the Lead Presiding Judge receives every motion and proposed order in Judge Review, Presiding Judges assigned to assist the Lead Presiding Judge and the Mass Litigation Manager must be served with all motions and proposed orders using the “Additional Recipients” Tab in File & Serve*Xpress*.

12. Payment of Statutory Filing Fees - Amendment to W.Va. Code § 59-1-11.

Effective, July 1, 2014, West Virginia Code § 59-1-11(a)(6), as amended, requires each party filing any pleading in circuit court that includes a **COUNTERCLAIM, CROSS CLAIM, THIRD-PARTY COMPLAINT OR MOTION TO INTERVENE** to pay a one-time \$200.00 fee – “[T]his subdivision and the fee it imposes does not apply in family court cases nor may more than one such fee be imposed on any one party in any one civil action.” [Senate Bill 458](#), amends and reenacts West Virginia Code §59-1-11.

If a party is filing a COUNTERCLAIM, CROSS CLAIM, THIRD-PARTY COMPLAINT OR MOTION TO INTERVENE in a civil action:

- Select the appropriate document type.
- The statutory filing fee associated with the document type will appear on the *Documents Tab* when the document type is selected:



- Do not use the multi-case filing feature for any counterclaim, cross claim, third-party complaint or motion to intervene.

- Do not file more than one counterclaim, cross claim, third-party complaint or motion to intervene per transaction.
- If a counterclaim, cross claim, third-party complaint or motion to intervene must be filed on behalf of multiple parties, the counterclaim, cross claim, third-party complaint or motion to intervene must be filed on behalf of each party in separate transactions.
- Do not choose successors in interest as sending parties on the Sending Party Tab in File & Serve*Express*. If successors in interest are included in a transaction, list them in the document title field.

If a party has previously filed a COUNTERCLAIM, CROSS CLAIM, THIRD-PARTY COMPLAINT OR MOTION TO INTERVENE in a civil action and paid the statutory fee, and the same party needs to file another one of these pleadings:

- Select the appropriate document type with the description, “Statutory Fee Previously Paid” for the main document.
- Electronically “staple” a copy of the receipt for the previously paid statutory fee to the main document by uploading a copy of the receipt and selecting the document type “Receipt –Statutory Fee Previously Paid” as the supporting document.

For example, if a party has filed a cross claim in a case and paid the statutory fee and the same party needs to file a third-party complaint in the same case, the party must select as their main document type, “Third-Party Complaint – Statutory Fee Previously Paid” and electronically staple a copy of their receipt showing payment of the statutory fee to the main document using the document type, “Receipt –Statutory Fee Previously Paid” as the supporting document.

File & Serve*Express* will pay the Court for each **COUNTERCLAIM, CROSS CLAIM, THIRD-PARTY COMPLAINT OR MOTION TO INTERVENE** electronically filed when the document is accepted in clerk review, and will bill your firm at the end of the month. If you

would like to associate the statutory fee with a particular client, enter a billing reference code in the “Billing Reference” box on the Review & Submit tab.

13. Discovery Materials.

“Unless filing is required by the court on motion or upon its own initiative, depositions, interrogatories, requests for admissions, requests for production and entry, and answers and responses thereto *shall not be filed.*” (emphasis added) Rule 5(d)(2) of the West Virginia Rules of Civil Procedure. Certificates of service of discovery materials shall be filed. *Id.*

NOTE: Discovery materials may be **e-served** using the “Serve Only-Public” feature in File & Serve*Xpress*, or the “Serve Only-Private” feature in File & Serve*Xpress* if the filer wants the discovery materials to be accessible **only** by the parties selected to be served.

14. Oversized Documents and Other Items That Cannot Be E-Filed and E-Served.

Oversized documents, including but not limited to maps or charts, and DVDs, manuals and other items that cannot be filed and served electronically shall be filed conventionally in the office of the Clerk of the Circuit Court of Monongalia County, West Virginia where the case originated and shall be served conventionally. Within twenty-four (24) hours of conventionally filing such oversized document or other item, the filing party is **ORDERED** to e-file a “docket entry transaction” in File & Serve*Xpress* providing the date of filing and a full description of the oversized document or item filed and served conventionally. There will be no File & Serve*Xpress* transaction fee associated with e-filing the docket entry transaction, however, the docket entry transaction must be a separate transaction and not included with other documents.

To file the docket entry transaction the filing party will go through the File & Serve*Xpress* process, but instead of uploading the oversized document or other item, the filing party will select the document type “Oversized Document/Item,” select “Submitted

conventionally” from the access drop down, and enter a document title description in accordance with the requirements of Section 7 of this Order.

If the oversized document or item is an exhibit to an e-filed document, the Transaction Identification Number of the e-filed document shall be placed in the upper right-hand corner of the exhibit, (i.e., Exhibit A to Transaction ID 12345678) and the docket entry transaction shall be linked to the e-filed and served document using the “linked document feature”. See Section 8 of this Order.

15. *Pro Hac Vice* Motions.

A motion for admission to practice *pro hac vice* shall not be filed in the Master Case or in multiple cases as one transaction. “Separate *pro hac vice* admission shall be required in every case in which the applicant seeks to act as counsel. For purposes of this rule, each civil action with a case number shall constitute a single case.” See Rule 8.0(c) of the Rules for Admission to the Practice of Law, effective January 1, 2015. If a motion for admission to practice *pro hac vice* is filed into the Master Case or using the multi-case filing feature, the Clerk’s Office shall reject the filing.

16. Documents Filed Under Seal.

“A motion to seal documents shall be e-filed and served. However, any documents that are the subject of a motion to seal shall be filed with the court enclosed in a sealed envelope to be opened as directed by the court pursuant to Rule 26(c)(8) of the Rules of Civil Procedure, and a copy of the documents that are the subject of the motion to seal shall be provided to the Presiding Judge for review.” See Rule 15.12 of the West Virginia Trial Court Rules.

**17. Procedure For Submitting A Confidential Document Through File & ServeXpress
After The Court Has Determined A Document Is Confidential Or Confidential, Subject To
A Protective Order.**

NOTE: All three steps **must** be completed for e-filing and service to be complete. If all three steps are not completed, the confidential document may not be considered properly e-filed and served.

Step 1: If the entire document and/or exhibit(s) are confidential, E-file ONLY a transaction with a **cover sheet** containing the caption of the case, the title of the document and/or exhibit(s), and a statement that the entire document and/or exhibits are determined by the Court to be confidential or confidential, subject to a protective order.

- Upload the cover sheet and complete the “Sending Parties” tab.
- Do not select any participants on the “Service” tab.
- On the “Review & Submit tab, select **“File with the Court and Serve Selected Parties.”** There will be a red text box indicating no parties have been selected for service and the transaction is being sent File Only.

If only part of the document is confidential, E-file ONLY a transaction with the **redacted** version of the document and/or exhibit(s).

- Upload the redacted documents and/or exhibits and complete the “Sending Parties” tab.
- Do not select any participants on the “Service” tab.
- On the “Review & Submit” tab, select **“File with the Court and Serve Selected Parties.”** There will be a red text box indicating no parties have been selected for service and the transaction is being sent File Only.

Filers must accurately enter the document title in the document title field on File & ServeXpress and should indicate in the document title field that the document is confidential or confidential, subject to a protective order.

Step 2: E-Serve ONLY-Private a separate transaction with the **un-redacted** version of the confidential document and/or exhibit(s) upon all counsel by completing the following:

- **On the “Documents” tab, select the document type “Unredacted Document (for Serve Only – Private)”** and change the setting on the Access drop down to **“Sealed.”** This setting ensures that only those parties e-served with the document(s) will be able to view the document(s). **Use the Document Access “Sealed” setting ONLY for e-service.** The “Sealed” Document Access should not be used when e-filing into the Court file.
- Complete the “Sending Parties” tab.
- Select counsel for service on the “Service” tab.
- Select the Judges who will be ruling on the document(s), and the Mass Litigation Manager using the “Additional Recipients” tab. Enter the Judges’ and the Mass Litigation Manager’s names into the name fields and click search. Check the box to the left of their name to serve them online via their File & Serve INBOX.
- **On the “Review & Submit” tab, select the Delivery Option “Serve Only – Private.”** This ensures that only those who are actually served will have the ability to see the transaction and view the document(s).

Step 3: Conventionally file a hard copy of the un-redacted confidential document and/or exhibit(s) in a sealed envelope in the office of the Clerk of the Circuit Court where the case originated. **If the entire document and/or exhibit(s) are confidential, place a copy of the cover sheet that was e-filed only on the sealed envelope. If only part of the document and/or exhibit(s) is confidential, the sealed envelope must state:**

- the appropriate Case Caption (See Section 4 Case Captions);
- the contents are Confidential or Confidential, Subject to Protective Order;
- that a redacted version of the contents were e-filed;
- the e-filing date and Transaction ID number of the e-filing; and
- a general description of the envelope’s contents (i.e., exhibits).

18. Documents Containing Personal Data Identifiers.

a. E-service. If a party wishes to e-serve counsel of record with pleadings or other documents that contain personal data identifiers, the party shall **use the “serve only – private” feature** in File & Serve*Express*. This will cause the document to be accessible **only** by the parties selected to be served.

b. E-filing and Service. To promote electronic access to case files while also protecting personal privacy and other legitimate interests, counsel and the parties shall refrain

from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the Court, including exhibits attached to pleadings, whether filed electronically or in paper, unless otherwise ordered by the Court. **Responsibility for redacting personal data identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance regarding redaction of personal data identifiers.**

1. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four (4) digits of that number should be included.
2. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
3. **Financial account numbers.** If financial account numbers must be included in a pleading, only the last four (4) digits of those numbers should be used.
4. **Names of minor children.** If the involvement of a minor child must be included in a pleading, only the initials of the child should be used.
5. **Medical information.** If medical information is intended to be disclosed in any public filing, the party intending to disclose such information shall give the party whose medical information is the subject of such disclosure ten (10) days notice of such intended disclosure, including identification of the specific medical information the party intends to disclose. If the party whose medical information is intended to be disclosed believes such information requires the additional protection of filing with the Court under seal, that party shall identify the medical information it believes should be filed under seal to the party who intends to disclose the information as soon as practicable, but no later than ten (10) days after receiving notice of such intended

disclosure. If the parties are unable to agree as to the extent of additional protection, if any, to be applied, the party whose medical information is intended to be disclosed shall file a motion to seal with the Court for a determination as to whether, and to what extent, the identified medical information shall be sealed or otherwise further protected.

It is so **ORDERED**.

ENTERED: April 24, 2015

/s/ David W. Hummel, Jr.
Lead Presiding Judge
LPG Land Litigation

APPENDIX A

West Virginia County Listing File & Serve Abbreviations

Abbreviation	County	Judicial District
BRB	Barbour	Nineteenth Judicial Circuit
BER	Berkeley	Twenty-Third Judicial Circuit
BNE	Boone	Twenty-Fifth Judicial Circuit
BRX	Braxton	Fourteenth Judicial Circuit
BRK	Brooke	First Judicial Circuit
CBL	Cabell	Sixth Judicial Circuit
CAL	Calhoun	Fifth Judicial Circuit
CLA	Clay	Fourteenth Judicial Circuit
DOD	Doddridge	Third Judicial Circuit
FAY	Fayette	Twelfth Judicial Circuit
GIL	Gilmer	Fourteenth Judicial Circuit
GRT	Grant	Twenty-First Judicial Circuit
GRN	Greenbrier	Eleventh Judicial Circuit
HMP	Hampshire	Twenty-Second Judicial Circuit
HNK	Hancock	First Judicial Circuit
HDY	Hardy	Twenty-Second Judicial Circuit
HRR	Harrison	Fifteenth Judicial Circuit
JKN	Jackson	Fifth Judicial Circuit
JFN	Jefferson	Twenty-Third Judicial Circuit
KAN	Kanawha	Thirteenth Judicial Circuit
LWS	Lewis	Twenty-Sixth Judicial Circuit
LCN	Lincoln	Twenty-Fifth Judicial Circuit
LGN	Logan	Seventh Judicial Circuit
MRN	Marion	Sixteenth Judicial Circuit
MSH	Marshall	Second Judicial Circuit
MAS	Mason	Fifth Judicial Circuit
MCD	McDowell	Eighth Judicial Circuit
MER	Mercer	Ninth Judicial Circuit
MIN	Mineral	Twenty-First Judicial Circuit
MNG	Mingo	Thirtieth Judicial Circuit
MON	Monongalia	Seventeenth Judicial Circuit
MNR	Monroe	Thirty-First Judicial Circuit
MGN	Morgan	Twenty-Third Judicial Circuit
NIC	Nicholas	Twenty-Eighth Judicial Circuit
OHI	Ohio	First Judicial Circuit
PND	Pendleton	Twenty-Second Judicial Circuit
PLE	Pleasants	Third Judicial Circuit
PHS	Pocahontas	Eleventh Judicial Circuit

Abbreviation	County	Judicial District
PRN	Preston	Eighteenth Judicial Circuit
PNM	Putnam	Twenty-Ninth Judicial Circuit
RAL	Raleigh	Tenth Judicial Circuit
RND	Randolph	Twentieth Judicial Circuit
RIT	Ritchie	Third Judicial Circuit
RNE	Roane	Fifth Judicial Circuit
SMR	Summers	Thirty-First Judicial Circuit
TLR	Taylor	Nineteenth Judicial Circuit
TKR	Tucker	Twenty-First Judicial Circuit
TYL	Tyler	Second Judicial Circuit
UPR	Upshur	Twenty-Sixth Judicial Circuit
WNE	Wayne	Twenty-Fourth Judicial Circuit
WBR	Webster	Fourteenth Judicial Circuit
WTZ	Wetzel	Second Judicial Circuit
WRT	Wirt	Fourth Judicial Circuit
WDE	Wood	Fourth Judicial Circuit
WMG	Wyoming	Twenty-Seventh Judicial Circuit

Note: Abbreviations used in case number field on File Serve*Xpress*.

APPENDIX B

EXAMPLES OF CASE CAPTIONS

For a document that applies to all cases:

IN THE CIRCUIT COURT OF OHIO COUNTY, WEST VIRGINIA

IN RE: LPG LAND LITIGATION

CIVIL ACTION NO. 15-C-4000

THIS DOCUMENT APPLIES TO ALL CASES

CASE MANAGEMENT ORDER

For a document that applies to specific cases:

Example 1:

IN THE CIRCUIT COURT OF OHIO COUNTY, WEST VIRGINIA

IN RE: LPG LAND LITIGATION

CIVIL ACTION NO. 14-C-3000

THIS DOCUMENT APPLIES TO:

Jane Doe

v.

ABC Corp., et al.

Civil Action No. 14-C-222 MON

PLAINTIFF'S MOTION TO COMPEL

Example 2:

IN THE CIRCUIT COURT OF OHIO COUNTY, WEST VIRGINIA

IN RE: LPG LAND LITIGATION

CIVIL ACTION NO. 14-C-3000

THIS DOCUMENT APPLIES TO:

John Doe, et al.

v.

ABC Corp., et al.

Civil Action No. 14-C-123 MON

Susie Smith

v.

ABC Corp., et al.

Civil Action No. 14-C-1234 MON

DEFENDANT ABC CORP.'S MOTION TO DISMISS

APPENDIX C

STANDARD LIST OF ABBREVIATIONS FOR USE IN THE DOCUMENT TITLE FIELD OF THE E-FILING AND SERVICE SYSTEM

ABST	ABSTRACT
A	ADMINISTRATIVE
ADM	ADMISSION
AFD	AFFIDAVIT
AMD	AMENDED
AGRMT	AGREEMENT
AMOTH	AMONG OTHER THINGS
ANS	ANSWER
ATTY	ATTORNEY
COS	CERTIFICATE OF SERVICE
CC	CERTIFIED COPY
CM	CERTIFIED MAIL
CMC	CERTIFIED MAIL CARD
CLK	CLERK
CIR	CIRCUIT
CIV	CIVIL
COMP	COMPEL
CONF	CONFERENCE
CPY	COPY
C OF R	COUNSEL OF RECORD
CNTR-CLM	COUNTERCLAIM
CT	COURT
CP	CREDIBLE PERSON
CR CL	CROSSCLAIM
DEFS	DEFENDANTS
DISCOV	DISCOVERY
DISCL	DISCLOSURE
DISM	DISMISSAL
DOCS	DOCUMENTS
EXH	EXHIBIT
GAL	GUARDIAN AD LITEM
GRT	GRANTED/GRANTING
HRG	HEARING
ID	IDENTIFY/IDENTIFICATION
INSTR	INSTRUCTIONS
INTERR	INTERROGATORIES
ISD	ISSUED
JDG	JUDGE
JUDG	JUDGMENT
JRY	JURY

JV	JURY VERDICT
LET	LETTER
MEMO	MEMORANDUM
MOT	MOTION
NOT	NOTICE
NOT APP	NOTICE OF APPEARANCE
NOT HRG	NOTICE OF HEARING
NOS	NOTICE OF SERVICE
NPT	NUNC PRO TUNC
OBJ	OBJECTION
OPPOS	OPPOSITION
OBO	ON BEHALF OF
O	ORDER
PET	PETITION
PLS	PLAINTIFFS
POD	PRODUCTION OF DOCUMENTS
PROT O	PROTECTIVE ORDER
REC	RECEIVE
REPS	REPRESENTATIVE
REQ	REQUEST
RESP	RESPONSE
R/S	RETURN OF SERVICE
SCHED	SCHEDULING/SCHEDULED
SO	SCHEDULING ORDER
S	SETTLEMENT/SETTLE
S/F	SIGNED FOR
SH	SHERIFF
SOS	SECRETARY OF STATE
STIP	STIPULATION
SUBP	SUBPOENA
SUBP DT	SUBPOENA DUCES TECUM
SJ	SUMMARY JUDGMENT
SUPP	SUPPLEMENTAL
TRANS	TRANSCRIPT
TRANSF	TRANSFER
TR	TRIAL
TD	TRIAL DATE
VERD	VERDICT
VERIF	VERIFICATION
W/	WITH
W/D	WITHDRAW
W/O	WITHOUT
WIT	WITNESS

APPENDIX D

EXAMPLES OF DOCUMENT TITLE DESCRIPTIONS

“Defendants ABC Corporation’s and XYZ Corporation’s Motion for Summary Judgment”

Document Title Description:

DEFS ABC Corp.’s and XYZ Corp.’s MOT for SJ

“Plaintiff’s Certificate of Service of Interrogatories and Request for Production of Documents on ABC Corporation”

Document Title Description:

PLS COS of INTERR and REQ for POD to ABC Corp.