

- 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*Xpress*. 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.

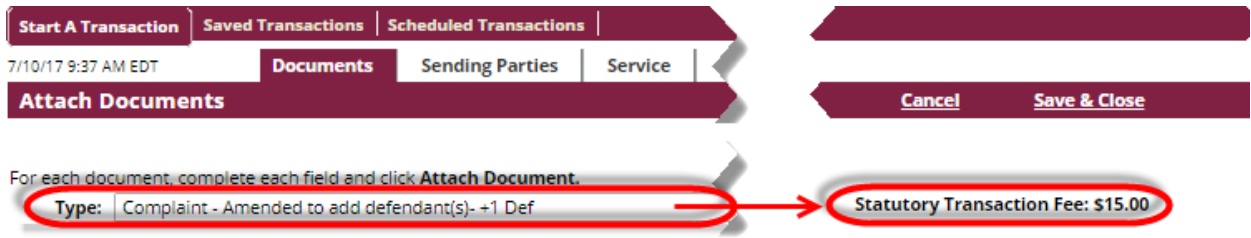
For example, if a party has filed a cross claim in a case and paid the statutory fee and the same party needs to file a third-party complaint in the same case, the party must select as their main document type, “Third-Party Complaint – Statutory Fee Previously Paid” and electronically staple a copy of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

If a party is ADDING A DEFENDANT OR THIRD-PARTY DEFENDANT:

- If a party is adding a defendant or defendants, select the document type “**Complaint - Amended to add defendant(s)**” and a dropdown menu will appear to allow the filer to choose the number of additional defendants to be added so the \$15 fee for each new defendant can be applied.
- If a party is adding a third-party defendant or third-party defendants, select the document type “**Complaint – 3rd Party Amended to add 3rd party defendant(s)**” and a dropdown menu will appear to allow the filer to choose the number of additional third-party defendants to be added so the \$15 fee for each new third-party defendant can be applied.

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



- Remember to link the amended complaint or amended third-party complaint to the Court’s order granting the party’s motion to amend using the “linked documents” feature in File & Serve*Xpress*.
- Do not use the multi-case filing feature to add a defendant or third-party defendant.
- Do not file more than one pleading adding a defendant or third-party defendant per transaction.

File & Serve*Xpress* will pay the Court for each defendant, respondent or third-party defendant added 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.

All other provisions of the Court’s *First Amended Electronic Filing and Service Case Management Order* (Transaction ID 59297295) remain in full force and effect.

It is so **ORDERED**.

ENTER: July 24, 2017.

/s/ Arthur M. Recht
Senior Status Judge
Tobacco Litigation