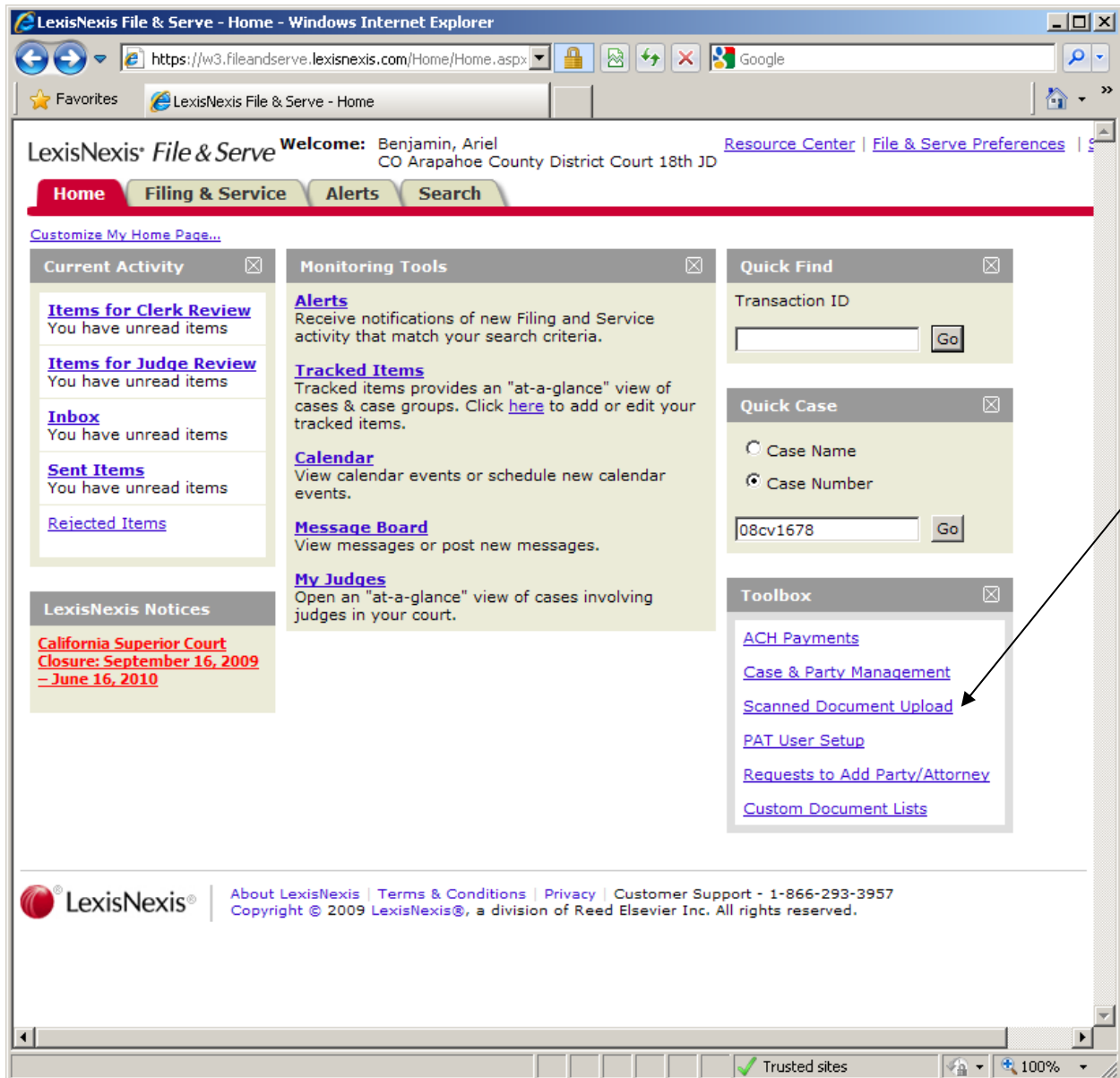


The following is a quick step-by-step on replacing those annoying “Document filed in paper format—no additional information is available online” documents.

- 1) Send your minute orders to the spool file and export them to word (see “Ariel's Guide to Exporting MINCs as Word DOCs and emailing them.pdf” for more information).
- 2) Browse to your LexisNexis File & Serve Home tab and click “Scanned Document Upload” from your “Toolbox” in the lower right hand corner.



- 3) From the Upload Scanned Documents screen select the “Replace an existing document or paper-filed event” radio button from the “Choose an Action” menu and then enter a Case Number in the Case Information menu and click the “Find Case” button.

LexisNexis File & Serve - Windows Internet Explorer

https://w3.fileandserve.lexisnexis.com/Home/ScannedDc

LexisNexis File & Serve

LexisNexis File & Serve **Welcome:** Benjamin, Ariel
CO Arapahoe County District Court 18th JD

[Resource Center](#) | [File & Serve Preferences](#)

Home | **Filing & Service** | **Alerts** | **Search**

[Home](#) > **Upload Scanned Documents**

Upload Scanned Documents

Add a paper document or replace a previously existing document or paper-filed event. Or, [upload multiple documents](#).

** Required fields*

Choose an Action:

Add a new document

Replace an existing document or paper-filed event

Case Information:

Select a Jurisdiction and Court and enter Case Number information. Click **Find Case** to search and select a case.

** Jurisdiction:* Colorado

** Court:* CO Arapahoe County District Court 18th JD

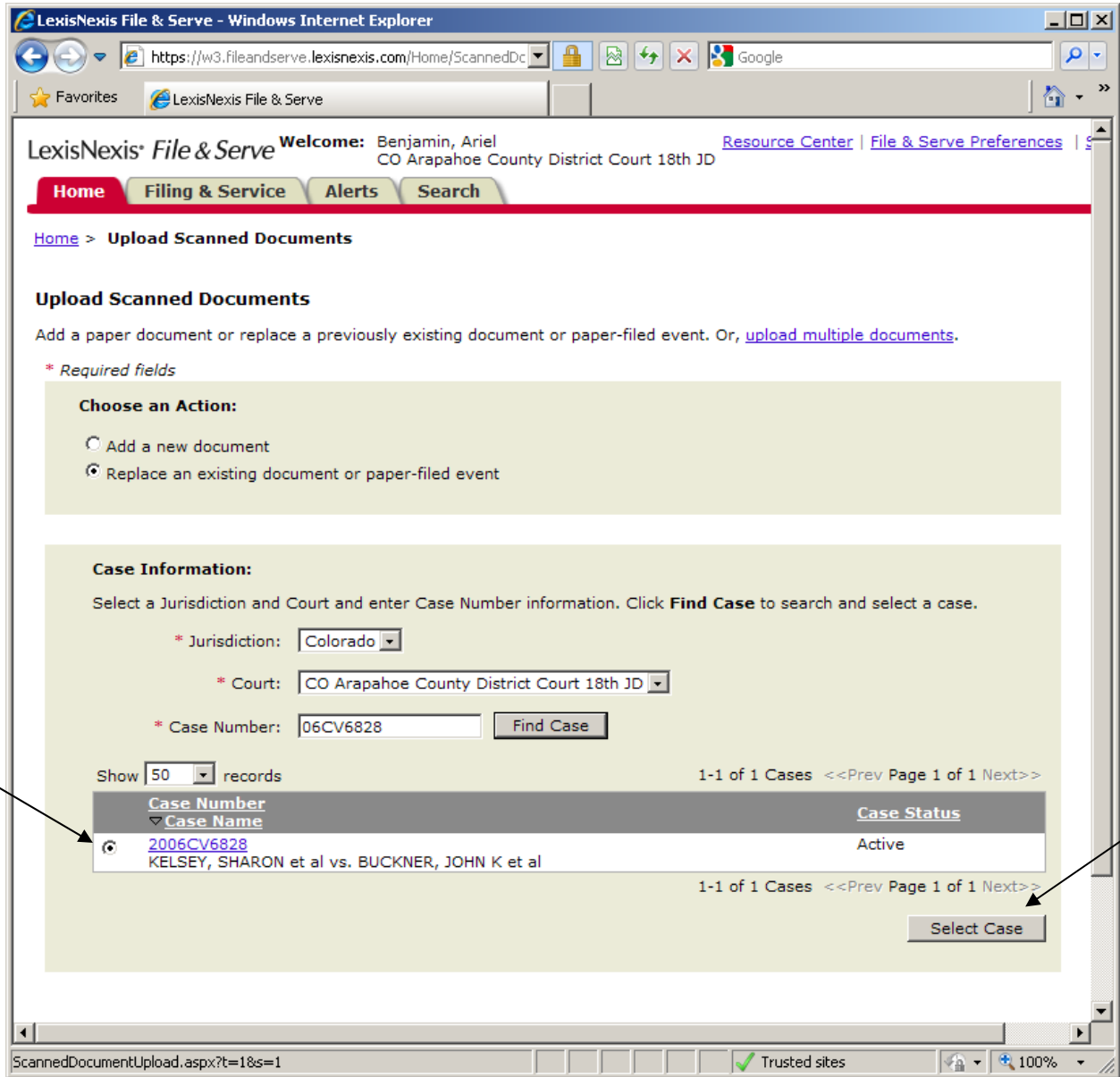
** Case Number:* 06CV6828 **Find Case**

Cancel **Submit Document**

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Trusted sites 100%

- 4) Click the radio button next to the appropriate case number and click the “Select Case” button.



- Select your judge or magistrate from the “Sending Party” menu by clicking the radio button next to his or her name. Then select the radio button next to the document you are replacing in the “Document details” menu.

LexisNexis File & Serve - Windows Internet Explorer

https://w3.fileandserve.lexisnexis.com/Home/ScannedDc

* Court: CO Arapahoe County District Court 18th JD

* Case Number: 2006CV6828

*** Sending Party:**

| Party | Type | Status | Attorney | Firm |
|--|-----------|-----------|-----------------------|---|
| <input type="radio"/> SATTERFIELD, DANNY | Plaintiff | Active | Pro Se | Pro Se- |
| <input type="radio"/> PORTERCARE ADVENTIST HEALTH SYSTEM | Defendant | Dismissed | Moseley, Zane | Moseley Busser & Appleton PC |
| <input checked="" type="radio"/> N/A | N/A | Active | Horton, Kurt A | CO Arapahoe County District Court 18th JD |
| <input type="radio"/> KELSEY, SHARON | Plaintiff | Active | Pro Se | Pro Se- |
| <input type="radio"/> BUCKNER, JOHN K | Defendant | Active | Jaudon, Joseph Cabell | Jaudon & Avery LLP |
| <input type="radio"/> BUCKNER, JOHN K | Defendant | Active | Mitchell, S Jane | Jaudon & Avery LLP |
| <input type="radio"/> BUCKNER, JOHN K | Defendant | Active | Ellis, Jared | Jaudon & Avery LLP |

Document Details:
Enter the document details below.

* Replace Document Select document to replace

| Document ID | Document Type | Security | Link To | Docket ID |
|--|----------------------|--------------------------|---------|-----------|
| <input type="radio"/> 32866449 | Motion | Public | | 000114 |
| Motion To Correct July 14,2009 Order & Attachment | | | | |
| <input type="radio"/> 31768810 | Motion | Public | | 000110 |
| Motion to Unseal the Records | | | | |
| <input checked="" type="radio"/> 31417937 | Minute Order (Print) | Submitted conventionally | | 000109 |
| Document filed in paper format--no additional information is available online | | | | |
| <input type="radio"/> 30518233 | Minute Order (Print) | Submitted conventionally | | 000107 |
| Document filed in paper format--no additional information is available online | | | | |
| <input type="radio"/> 29870797 | Minute Order (Print) | Submitted conventionally | | 000101 |
| Document filed in paper format--no additional information is available online | | | | |

Done Trusted sites 100%

- 6) Change the “Document Title” to something meaningful and then click the “Browse...” button (unless you have the web-based scan utility installed).

The screenshot shows the LexisNexis File & Serve web interface in Internet Explorer. The browser address bar shows the URL: <https://w3.fileandserve.lexisnexis.com/Home/ScannedDoc>. The page displays a list of documents and a form for submitting a new document.

| Document ID | Document Type | Status | Security | Document Title |
|-------------|----------------------------------|--------------------------|----------|----------------|
| 27290385 | Minute Order (Print) | Submitted conventionally | Public | 000081 |
| 27016319 | Response | Submitted conventionally | Public | 000077 |
| 26817234 | Filing Other | Submitted conventionally | Public | 000070 |
| 26609276 | Minute Order (Print) | Submitted conventionally | Public | 000057 |
| 19304918 | ICON ONLY: JTNH - TRIAL NOT HELD | Submitted conventionally | Public | 000028 |

*** Date Filed:** 5/26/2009 (mm/dd/yyyy) 5:00 PM (hh:mm AM/PM) MDT

*** Document Type:** Minute Order (Print)

*** Document Security:** Public

Public documents are electronically submitted and may be viewed by File & Serve customers.

*** Document Title:** Minute Order - 05-26-09

Maximum text length is 510 characters

*** New Document:** Click **Scan** to scan your document now (available with Internet Explorer only) OR Click **Browse** to select a file from your computer or network and then click **Attach Document** to upload

Buttons: Scan..., Attach Document, Browse...

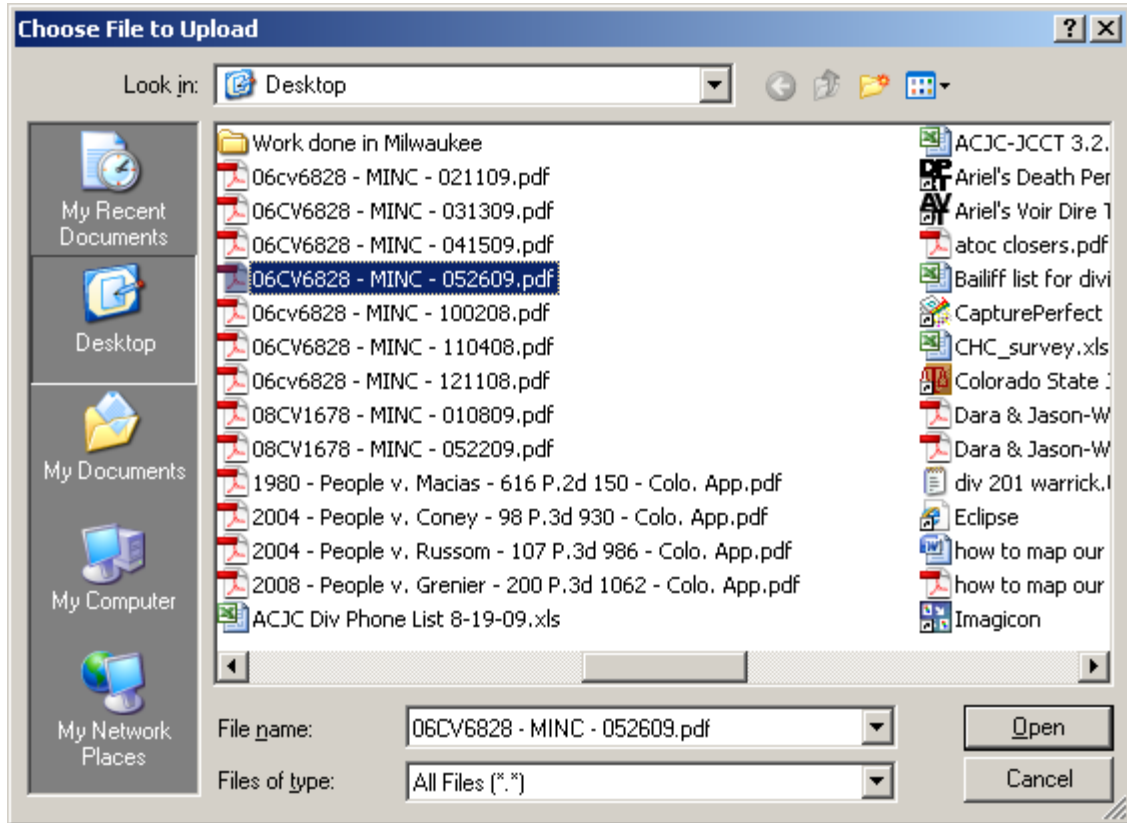
Link Document: Link to document...

Send to Judge Review?: [Do not send to judge]

Buttons: Cancel, Submit Document

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- 7) A “Choose File to Upload” window will popup. Browse to your Word DOC or Acrobat PDF, select it and either double click it or click the “Open” button.



- 8) The path to your selected file will appear next to that browse button but the file isn't ready to be transmitted until you click the "Attach Document" button. After you click the "Attach Document" button the document will appear just below. When the document is properly attached, click the "Submit Document" button.

The screenshot shows the LexisNexis File & Serve interface in a Windows Internet Explorer browser window. The address bar shows the URL: <https://w3.fileandserve.lexisnexis.com/Home/ScannedDoc>. The page title is "REQUEST FOR TRANSCRIPTS OF 10-2-08, 11-3-08 & 11-4-08 REQUESTED BY DALE CARPENTER".

The main content area displays a list of documents with the following details:

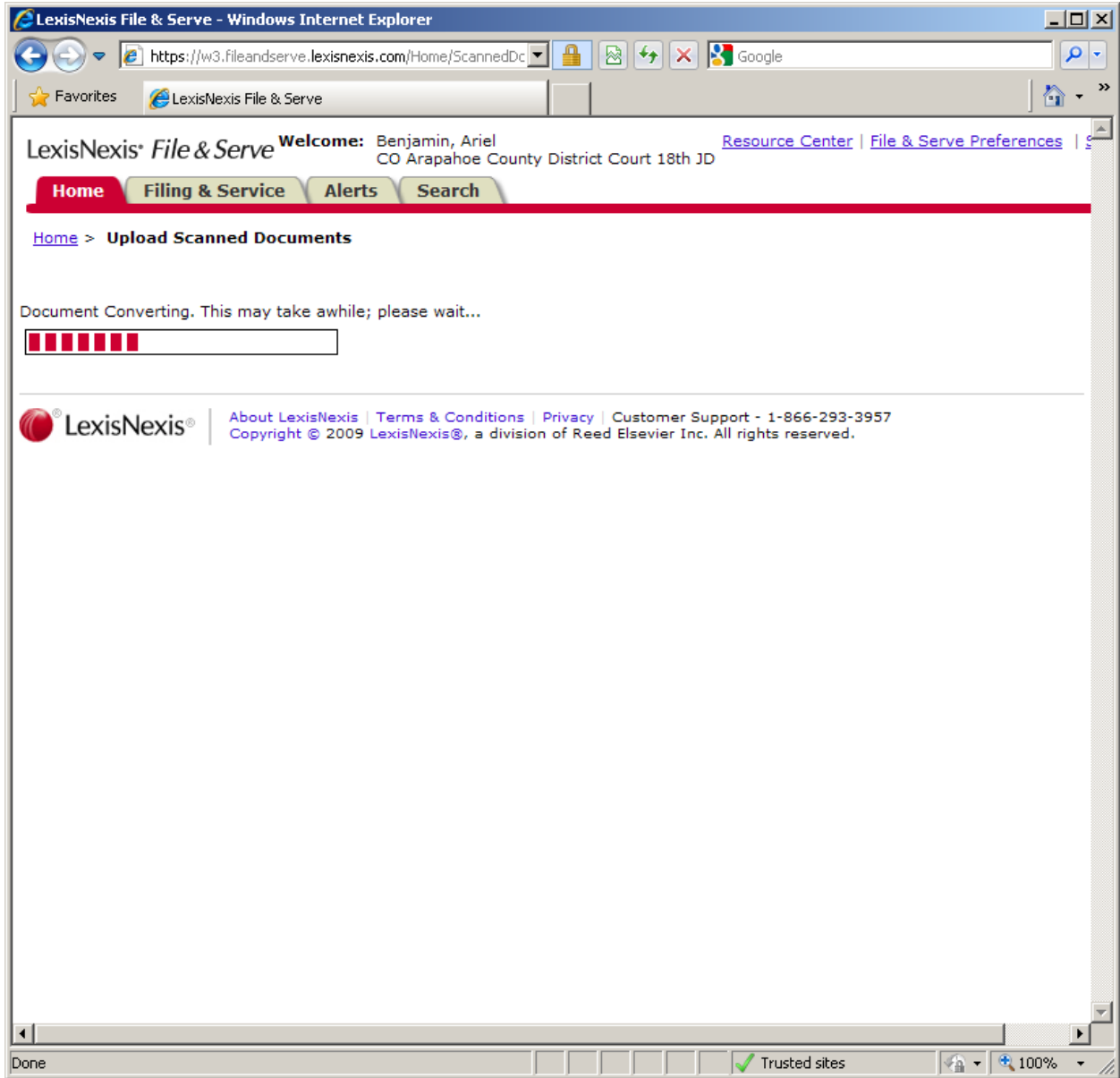
| Document ID | Document Type | Status | Security | Case Number |
|--|----------------------------------|--------------------------|----------|-------------|
| 27290443 | ICON ONLY: JTNH - TRIAL NOT HELD | Submitted conventionally | | 000082 |
| Document filed in paper format--no additional information is available online | | | | |
| 27290385 | Minute Order (Print) | Submitted conventionally | | 000081 |
| Document filed in paper format--no additional information is available online | | | | |
| 27016319 | Response | Public | | 000077 |
| Response to My Attorneys Motion to Withdraw filed by Sharon Kelsey | | | | |
| 26817234 | Filing Other | Submitted conventionally | | 000070 |
| Document filed in paper format--no additional information is available online | | | | |
| 26609276 | Minute Order (Print) | Submitted conventionally | | 000057 |
| Document filed in paper format--no additional information is available online | | | | |
| 19304918 | ICON ONLY: JTNH - TRIAL NOT HELD | Submitted conventionally | | 000028 |
| Document filed in paper format--no additional information is available online | | | | |

Below the list, there are several form fields and buttons:

- * Date Filed:** 5/26/2009 (mm/dd/yyyy) 6:00 PM (hh:mm AM/PM) MDT
- * Document Type:** Minute Order (Print)
- * Document Security:** Public
- * Document Title:** Minute Order - 05-26-09
- * New Document:** Click **Scan** to scan your document now (available with Internet Explorer only) OR Click **Browse** to select a file from your computer or network and then click **Attach Document** to upload.
- Uploaded File:** C:\Documents and Settings\b031azb\Desktop\06CV6828 - MINC - 052609.pdf [remove]
- Link Document:** + Link to document...
- Send to Judge Review?** [Do not send to judge]

At the bottom of the form, there are two buttons: **Cancel** and **Submit Document**. A red arrow points from the text in the instruction above to the **Submit Document** button.

9) The system will tell you it is converting your uploaded document.



10) Finally the system will confirm it's success.

The screenshot shows a web browser window titled "LexisNexis File & Serve - Windows Internet Explorer". The address bar shows the URL "https://w3.fileandserve.lexisnexis.com/Home/ScanUpldD...". The page content includes a navigation menu with "Home", "Filing & Service", "Alerts", and "Search". The main heading is "Transaction Receipt". A message states: "Your document has been successfully submitted to LexisNexis File & Serve. To perform another transaction, click **Submit Another Document**. To exit, click **Return to My File & Serve**."

Details:

| | |
|-----------------------|--|
| Authorized by: | Horton, Kurt A |
| Submitted by: | Not Available |
| Court: | CO Arapahoe County District Court 18th JD |
| Case: | 2006CV6828 KELSEY, SHARON et al vs. BUCKNER, JOHN K et al |
| Filed On: | 5/26/2009 6:00 PM MDT |
| Filing Option: | File and Serve |
| Sent to Judge: | |

New Document:

| | |
|---------------------------|--|
| Document ID: | 31417937 |
| Document Type: | Minute Order (Print) |
| Document Security: | Public |
| Document Title: | Minute Order - 05-26-09 [view] |
| Transaction ID: | 25346170 |
| Link To: | |

Sending Party:

| | |
|------------------|---|
| Party: | N/A |
| Type: | N/A |
| Status: | Active |
| Attorney: | Horton, Kurt A |
| Firm: | CO Arapahoe County District Court 18th JD |

At the bottom of the page, there are two buttons: "Return to My File & Serve" and "Submit Another Document". The browser status bar at the bottom shows "Trusted sites" and "100%" zoom.