

File & Serve Training

FREE CLE-accredited *File & Serve* training is available
at the Colorado Bar Association!

Offering district court, county court, and court of appeals training!
These classes are for attorneys and support staff.

TO REGISTER: Click [here](#)

Go to the state pull-down menu and choose CO. The class dates are in date order. Scroll down until you see the date of the CBA class you want. Click on the red link on the left to sign up.

BASIC COLORADO COURTS *FILE & SERVE* TRAINING

Two (2) general CLE credits offered

10:00–11:30 a.m. This is an informative session geared toward sharpening your *File & Serve* skills. A *File & Serve* Law Firm Training Specialist will be presenting valuable Colorado court information and demonstrating *File & Serve* basics. Topics will include:

ADVANCED E-FILING AND SPECIALIZED USE

- The *File & Serve* Home Page, including the “Inbox” (area of official service)
- The Filing & Service Tab, where we will e-file into a new case and then e-file and e-serve into an existing case
- The *File & Serve* Preferences area
- The Resource Center, where valuable information, including *File & Serve* enhancements, updates, and Colorado Courts Mandatory Orders & Rules, is available at the click of a link

Two (2) general CLE credits offered

1:00–2:30 p.m. This class is offered to advanced *File & Serve* users only. You must be a frequent filer or have attended the **Basic Colorado Courts *File & Serve* Training** before attending this class. A *File & Serve* Law Firm Training Specialist will be presenting a high-level overview of the filing essentials and key differences of filing into Colorado county courts, district courts, and the court of appeals, including mandatory orders, policies, and procedures, as well as helpful tips for the following:

- County Court Judgment Tab
- Probate and Civil Water Add'l Info Tab
- Linking to the lower court record when initiating a court of appeals case
- General *File & Serve* review

You will also get valuable tips to effectively use *File & Serve* to quickly find specific cases, transactions, and documents for case management, work product and prospecting. In this class we will cover:

- Alerts
- Read Status
- Searches
- Tracked Items can be set up to provide a file cabinet view of your active cases on your *File & Serve* home page by clicking the link
- Transaction Reports

CLASS DATES: 2011 Dates (1st Monday of the month)

March 7, 2011	August 1, 2011
April 4, 2011	September 12, 2011
May 2, 2011	October 3, 2011
June 6, 2011	November 7, 2011
July 11, 2011	December 5, 2011