

Registering for LexisNexis® File & Serve Advanced

If your organization has an existing LexisNexis File & Serve Advanced account, please contact your organization's administrator to get registered. If you are not sure if your organization has an account, or to find out who your organization's administrator is, contact [LexisNexis® Customer Support](#).

If your organization does not have an existing account, take the following steps to register from the [LexisNexis File & Serve Products and Services Page](#):

1. Click **For Law Firms** on the left side of the screen to display the **Litigation Services** screen.
2. Click **LexisNexis® File & Serve Court-Based E-filing and Service** under **Document Drafting, Filing & Service**.
3. Click **Register Now** on the right side of the screen.
4. Click **Create your firm account now** at the bottom of the registration instructions to display the File & Serve Registration screen.
5. Select **Law Firm** from the **Select Account Type** drop down list.
6. Click **Get Started** to display the **Organization Information** screen.
7. Enter your information in the Organization Information fields.
8. Click **Next** to display the **People** screen.
9. Click **Add People** to add users for your firm or business including any attorneys who will be authorizing filings.
10. Enter your information and click **Submit** to return to the **Add People screen**.
NOTE: You need to add at least one user who is a valid attorney. Click **Add People** and enter information for each user to add more than one user.
11. Click **Next** to display the **System Requirements** notice.
12. Click **Next** to display the **File & Serve Terms & Conditions**.
13. Select a name from the **Authorized Representative** drop-down list and enter that person's title in the **Authorizer's Title** field.
14. Click **I Accept** to agree to the Terms of Service Agreement and display the **Review & Submit** screen.
NOTE: Click **Cancel** to terminate the registration process.
15. Review your subscription request -- if you need to make changes, use the links for **Organization Information, Add People, System Requirements, or Terms & Conditions** on the top of the screen to edit your subscription request.
16. Click **Submit** to display the **Registration Submitted** confirmation screen.

NOTE:

LexisNexis® File & Serve Advanced emails your user name and password to you. Registration requests typically take up to one business day to process.