

# Firm SOP — Filing and Service Procedure (Litigation)

Matter: Acme Manufacturing, Inc. v. Ridgeway Industrial LLC — Contract Dispute | Sensitivity: PUBLIC | Allowed

## Purpose

Standardize filing and service for state court pleadings to reduce clerical errors.

## Procedure

- 1) Confirm venue and judge assignment.
- 2) Generate caption and verify party names.
- 3) Prepare PDF with bookmarks; confirm signature blocks.
- 4) E-file via state portal.
- 5) Serve via certified mail or process server as appropriate.
- 6) Save stamped copy to matter folder and log service in the task system.