

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.