FOLLOW THESE STEPS TO JUDGE REVIEW A CASE INITIATION...

STEP 1 - Log into FSX

1. Log into FSX @ https://secure.fileandservexpress.com/Login/Login.aspx
2. Type in your User ID and Password.
3. Click "Sign In".

Sign In to File & Serve Xpress™

2 Benchwick, Judge

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3 Sign In

Register   Forgot Password

Need more help?
Call Customer Support at 1-888-529-7587

STEP 2 - How to Enter into a Transaction

1. On the Home Page, in the Mailbox section, click "Items for Judge Review".

▶ MailBox
1 **Items for Judge Review**
Inbox
Sent Items
Rejected Items
Saved Transactions

▶ Quick Start
State
Court
CaseNumber OR CaseName

File/Serve   Case Search   Set Track Case

▶ Track & Manage
Transaction ID
[   ] GO
Alerts
Tracked Items
Edit Tracked Items
Calendar
Message Boards
My Attorneys
Case & Party Management
ACH Payments
Attorneys/Users in Firm
People Search
Billing Information
Requests to Add Party/Attorney
Custom Document Lists

2. This will bring you to the Judge Review queue.
3. Find the transaction that you would like to review from the list and click on the Transaction Identification Number (TID).

	Transaction	▲Date/Time	Court	Case Number Case Name	Authorizer Organization		
☐	52529344 **3**	10/17/2019 2:21 PM MDT	WY District Court	2019456789 Antonio Miguel vs Alice Wade et. al.	Max Powers, Mock Appeals Firm B-Demo	☐	P

4. This will take you to the transaction details screen.

STEP 3 - How to Judge Review Documents

1. Click on the hyperlink for either the PDF or Original format of each document to open it and review it.
2. Use the "Judge review status/action" dropdown to select the appropriate Judicial Action for each document.
3. Click on the "Continue" button to move to the next screen.

Document List (2)   Total Statutory Fees: $1.00

Main Document, 3 pages   ID: 67265918
Document History | PDF Format | Original Format

Document type: Motion for Summary Judgment	**Clerk review status/action:** Accepted
Security: Public	**Date reviewed:** 10/17/2019
Statutory fee: $0.50	
Document title: Motion for Summary Judgment	

Main Document, 1 page   ID: 67265919
Document History | PDF Format | Original Format **1**

Document type: Proposed Order	**Judge review status/action:** Granted ▼ **2**
Security: Public	**or delay this transaction until:** 10/17/2019 (mm/dd/yyyy)
Statutory fee: $0.50	
Document title: Proposed Order for Summary Judgment	

3 Continue >>

4. Choose the button for either "File & Serve AND update judge review status," or "Update judge review status only".
5. The document type will default to "Order" and the document option will default to "Send reviewed document".
6. Optional: enter any comments you wish to send with the order.

4

○ File & Serve AND update judge review status
○ Update judge review status only

Select the options for your document(s):

Transaction ID:	Document type:	Judge review status/action:
52529344	Proposed Order	Granted
Document title:		
Proposed Order for Summary Judgment		

5 Document type: Order ▼

Options: Send reviewed document ▼

Comments (optional)

6

Maximum length of text is 2000 characters

7. Use the check boxes to select what to include on your comments page.
8. Select the button to position your comments page as the first page or the last page of the order.
9. Select the button to choose how to apply the overlay banner on the document.
10. Click on the "Preview Revised Document" hyperlink to view how the order will look upon approval.

Include the following with your comments:

7
☑ File & ServeXpress reviewed Transaction ID   ☑ Case number
☑ Court   ☑ Case name
☑ Judge   ☑ Current date
☐ Alternate judge   ☑ Authorizing Judge signature
☑ Court Authorizer   /s/ Judge Judge Benchwick

Position Comments Page:
○ First page

8 ● Last page

Apply Overlay to:
9 ● First Page of the reviewed document

○ Last Page of the reviewed document

○ All Pages of the reviewed document

○ Do not apply Overlay to reviewed document

Preview Revised Document   **10**

in   f   y   ◎

11. Using the buttons, select to whom you would like to send the document.
12. Click the "Continue" button to process the document and move to the next screen.

Send document to:

11 ○ All attorneys in case (will not be sent to pro se parties)

○ All attorneys and pro se parties in case

○ Service recipients, authorizer and sending party's attorney of reviewed transaction

○ Authorizer and the sending party's attorney of reviewed transaction

○ Select custom list of recipients

○ No one (file only)

Cancel   Continue >>   **12**

13. Click the "Submit" button to complete Judge Review.

Case number: 2019456789 [View Case History]
Case name: Antonio Miguel vs Alice Wade et. al.
Court: WY District Court
Judge: Benchwick, Judge

Document List (1)

PDF Format | Original Format

Document type: Order
Security: Public   Judge review status/action: Granted
Statutory fee: $0.00
Document title: Granted (Proposed Order for Summary Judgment)

Cancel   Submit   **13**

14. This will take you to the Judge Review completion confirmation page.
15. You can review additional filings either by clicking on the "Items for Judge Review" link on the upper left side of the screen or by clicking on the "Next Transaction" link on the upper right side of the screen.

Home > Items for Judge Review > Transaction 64346557

You have completed Judge Review successfully.

Print Receipt   Transaction Report   Original transaction   Clerk Review this transaction   <<Previous transaction   Next transaction>>