File & Serve Xpress

Registration Information

Registration

If your firm does not have a File & ServeXpress[™] *account*, you will need to create an account before adding users. Your firm must designate an administrator who will create the account and add the users. The administrator should follow the "*Instructions for New Subscribers*" in Section A below.

If your firm already has a File & ServeXpress™ account, contact your account administrator to obtain a user ID and password for yourself and anyone else who will need to e-file, e-serve, receive e-service or access documents in the cases. The administrator should follow the *"Instructions for Existing Subscribers"* in Section B below.

If you don't know whether your firm has a File & ServeXpress[™] *account*, or if you don't know the name of your account administrator, please call Client Support at 888.529.7587.

Section A: Instructions for New Subscribers (Administrator creates account and adds users)

- 1. Go to *http://fileandservexpress.com* and click Register.
- 2. Under File & Serve Registration, click Law Firms.
- 3. For Account Type, select Law Firm and click Get Started.
- 4. Add your firm's information and click Next.
- 5. Add the user information for your firm's account administrator. Check the box next to Primary Contact. If applicable, check the box next to Billing Contact as well. Click Submit.
- 6. Add the user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
- 7. Review system requirements and click Next.
- 8. Select an Authorized Representative from your firm (if it is not yourself) who has given you permission to accept the terms of the File & ServeXpress[™] Agreement on his/her behalf. Click I Accept.
- 9. An automated e-mail with ID and password information will be sent to each user who you have added to your firm's account.

Section B: Instructions for Existing Subscribers (Administrator adds new users)

- 1. Go to *http://fileandservexpress.com* and click Log In.
- 2. Click File & Serve. Enter your ID and password. Click Sign In.
- 3. Click on File & ServeXpress Preferences in the upper-right hand corner of the screen.
- 4. Under My Organization Profile, click Add User.
- 5. Add the user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
- 6. An automated e-mail with ID and password information will be sent to each user who you have added to your firm's account.

If you have questions, please contact File & ServeXpress[™] Client Support at 888.529.7587, which is available 24 hours a day, 7 days a week.