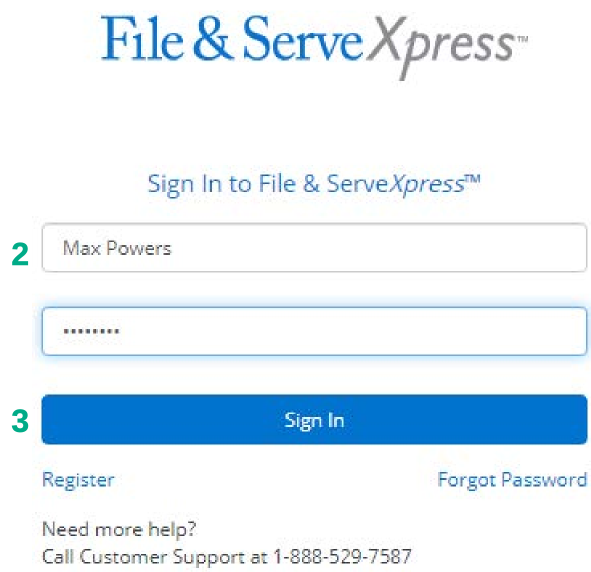
CASE INITIATION

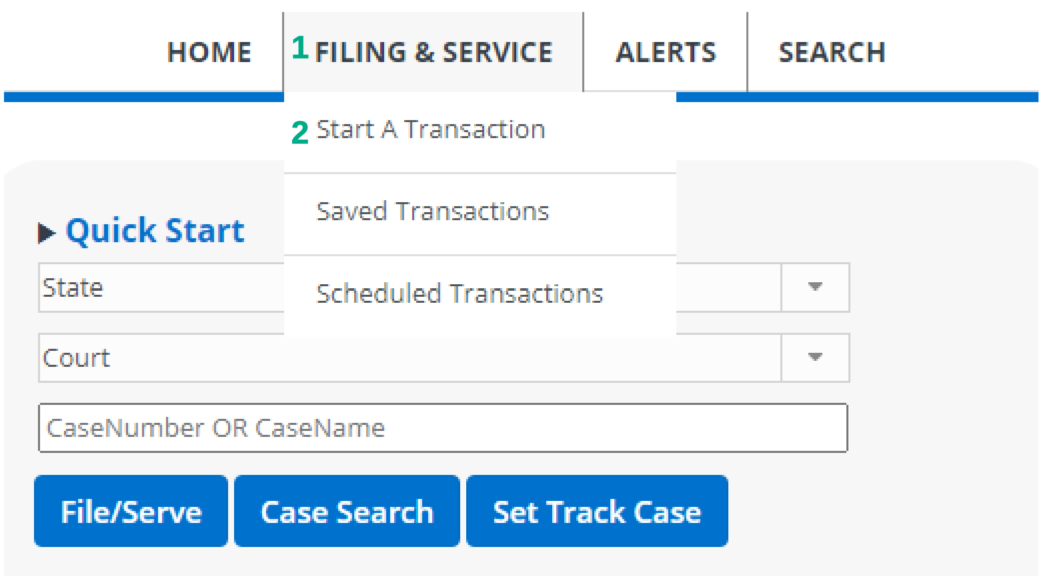
STEP 1- Log Into

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

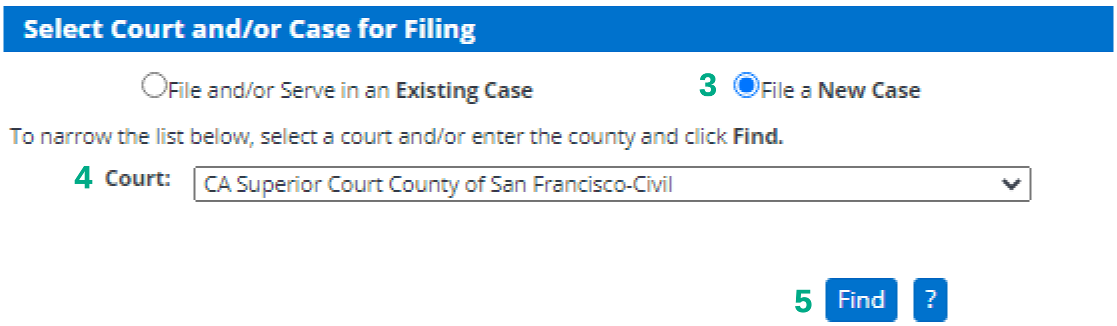


STEP 2 - How to Start a Transaction

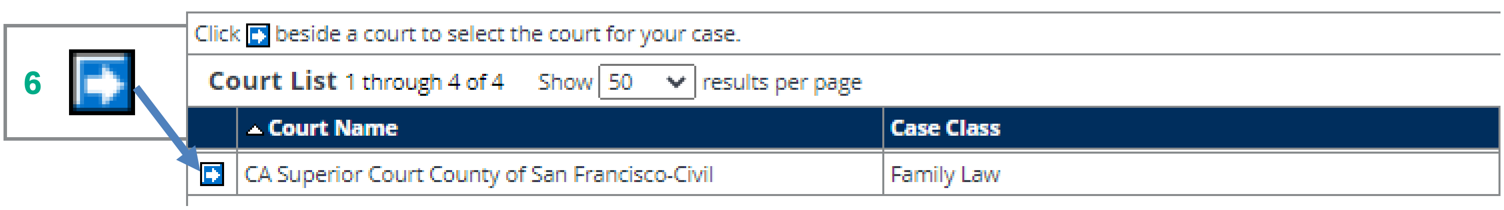
1. On the Home Page, hover over "Filing & Service".
2. Select "Start a Transaction" from the drop down. This will take you to a new screen.



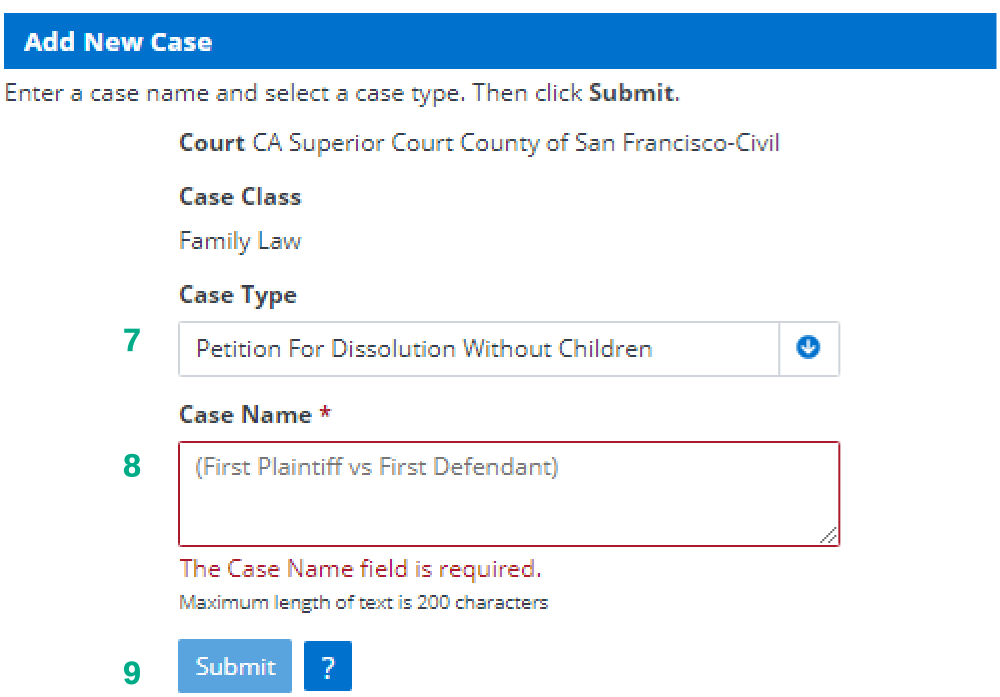
3. Under the blue “Select Court and/or Case for Filing” banner, select the “File a New Case” button.
4. Select “CA Superior Court County of San Francisco- Civil” from the dropdown.
5. Click the “Find” button.



6. Click the small blue icon with a white arrow in it below “Court List”.

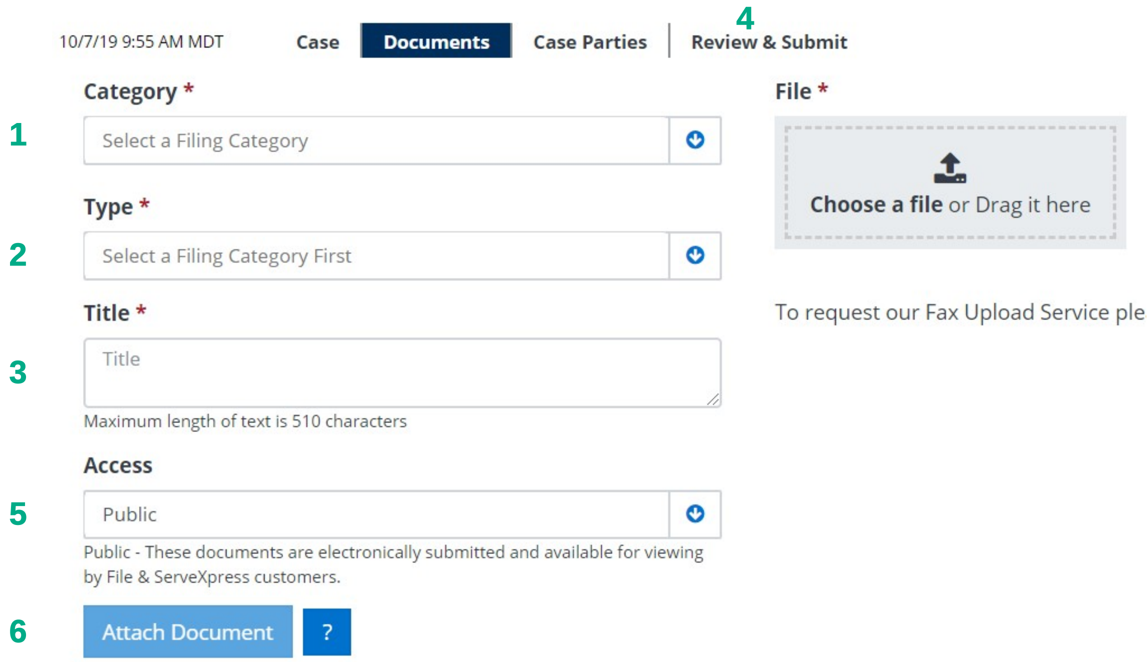


7. Select the Case Type, “Civil Action” from the drop down.
8. Enter a “Case Name” in the text box.
9. Click the “Submit” button. This will take you to the documents tab.



STEP 3 - How to Attach Documents to Your Filing

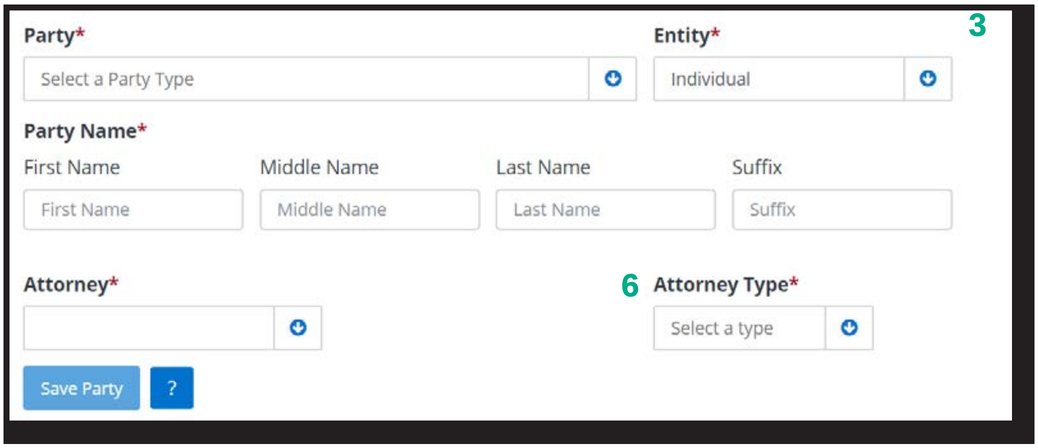
1. Under Category, select “New Case Filings” from the drop down.
2. Select your document Type.
3. Enter a “Title” for the document.
4. Click the gray box labeled, “Choose a file” to open your computer’s hard drive. Find your document and double-click on it to select the document.
5. Select Access type “Public”. (Note: If you select “request to Waive Fees”, you must select access type “Sealed”).
6. Click the “Attach Document” button.
7. To attach additional documents complete steps 1-6 again.
8. Click on “Case Parties” link on the top of the page next to “Documents” to move to the next screen.



STEP 4 - Adding Initiating Parties (i.e. Plaintiff, Petitioner, etc.)

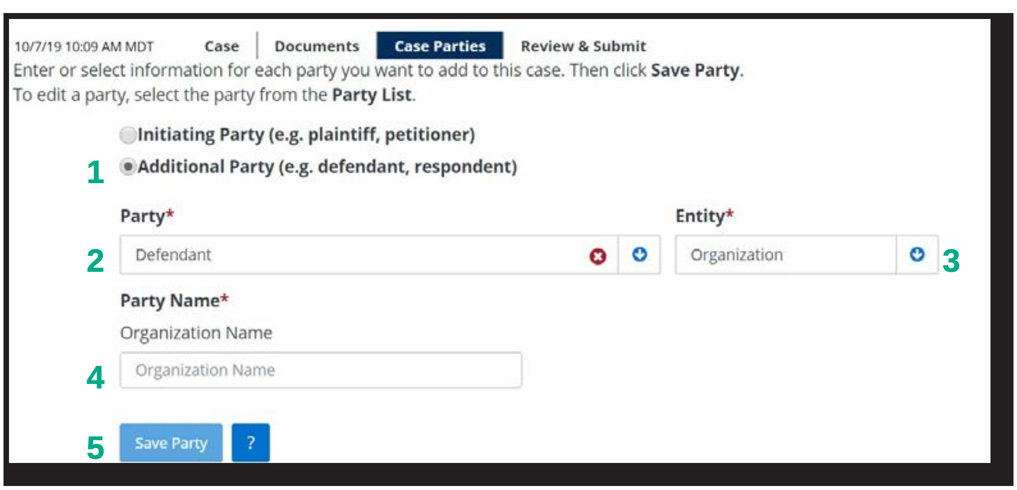
1. Select the “Initiating Party” button.

2. Under “Party”, select the Party type “Plaintiff” from the drop down.
3. Under “Entity”, select the Entity type “Individual” from the drop down.
4. Enter the “Party Name” in the First, Middle, and Last Name fields.
5. Select an “Attorney” from the drop down.
6. Under “Attorney Type, select “Attorney in Charge” from the drop down.
7. Click the “Save Party” button.
8. You may add as many initiating parties as you would like by repeating steps 1-7.
9. Remain on this screen and move to step 5.



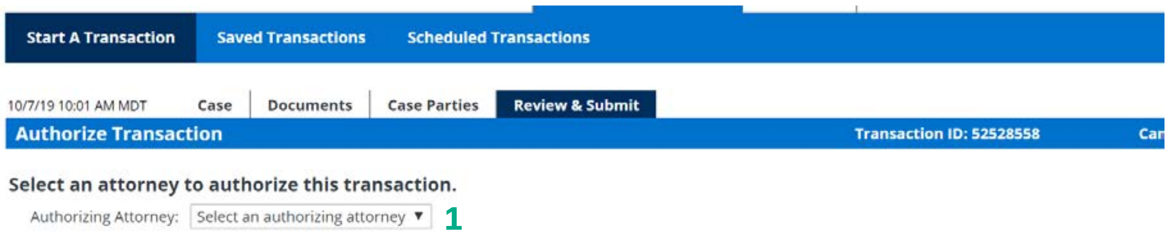
STEP 5 - Adding Additional Parties (i.e. Defendant, Respondent, etc.)

1. Select the “Additional Party” button.
2. Under “Party”, select the Party type “Defendant” from the drop down.
3. Under “Entity”, select “Individual” from the drop down.
4. Enter the “Party Name” in the First, Middle, and Last Name fields.
5. Click the “Save Party” button.
6. You may add as many additional parties as you would like by repeating steps 1-5.
7. Click “Review & Submit” to move to the next screen.

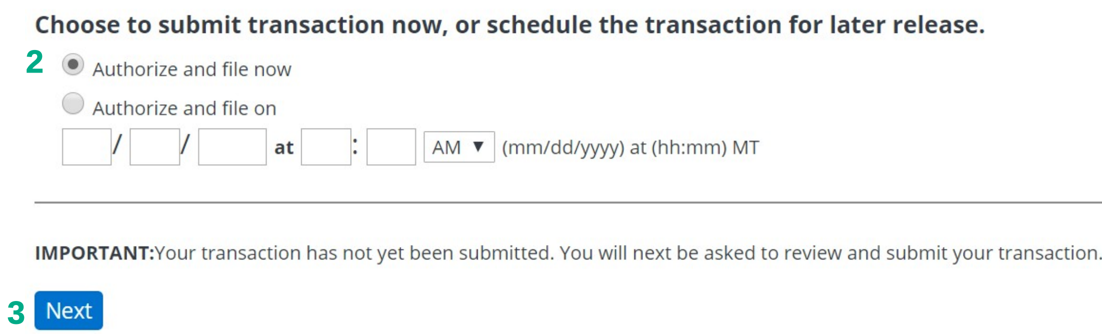


STEP 6 - How to Review & Submit Your Filing

1. Select an “Authorizing Attorney”.



2. Scroll to the bottom of the page and select the “Authorize and file now” button.
3. Click the “Next” button to move to the next screen.



4. Scroll down the page to review your filing. Once you have reviewed your information, click the “Submit Transaction” button to complete your filing.