

A woman with glasses and a dark sleeveless top is standing and presenting to a group of people. She is holding a small device in her hand. The background is a brick wall. The audience members are seen from behind, looking towards the presenter. A blue diagonal bar is on the left side of the image.

**File & Serve** *Xpress*<sup>™</sup>

**San Francisco Superior Court  
Case Expansion 2021**

# AGENDA



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Family Law – Dissolution Cases

New Case Filings

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# New Case Filings

## Expansion Will Allow Users to Electronically File Original Complaints for the First Time in this Court

- These are case originating filings limited to 21 case types (including Dissolutions)
- The documents that would be filed in an originating transaction are generally limited to:
  - Case Cover Page
  - Complaint
  - Summons
  - Fee Waiver Request
- Case originating filings are new to San Francisco, so this will require the most training, but it works the same as in our other jurisdictions that already allow original filings

File & Serve Xpress

secure.fileandservexpress.com/Home/HomePage?oldui=true

HOME **FILING & SERVICE** ALERTS SEARCH

**MailBox**  
Inbox  
Sent Items  
Rejected Items  
Saved Transactions

**Quick Start**  
\*\*Other  
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

File & Serve Xpress™

HOME | FILING & SERVICE | ALERTS | SEARCH

**Start A Transaction**

**MailBox**  
Inbox  
Sent Items  
Rejected Items  
Saved Transactions

**Quick Start**  
Saved Transactions  
\*\*Other  
Scheduled Transactions  
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

https://secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fands

The screenshot shows the File & Serve Xpress website interface. At the top, there is a navigation bar with 'HOME', 'FILING & SERVICE', 'ALERTS', and 'SEARCH'. Below this is a secondary navigation bar with 'Start A Transaction', 'Saved Transactions', and 'Scheduled Transactions'. The main content area is titled 'Select Court and/or Case for Filing' and includes a 'Cancel' button. There are three radio button options: 'File and/or Serve in an Existing Case', 'File a New Case' (which is selected and highlighted with a red arrow), and 'File and/or Serve in Multiple Cases'. Below these options, there is a text prompt: 'To narrow the list below, select a court and/or enter the county and click Find.' A dropdown menu for 'Court:' is set to 'CO Mock County District Court'. A 'Find' button and a help icon (?) are also present. A red box in the upper right corner of the page contains the text 'Select File a New Case'.

File & Serve Xpress

secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa

File & Serve Xpress™

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 11:28 AM PST

Select Court and/or Case for Filing Cancel

File and/or Serve in an Existing Case  File a New Case  File and/or Serve in Multiple Cases

To narrow the list below, select a court and/or enter the county and click Find.

Court: CA Superior Court County of San Francisco-Civil

Find ?

Client Support

- 1-888-529-7587
- support@fileandserve.com
- Chat Online

12/7/20 1:37 PM MST

**Select Court and/or Case for Filing** Cancel

File and/or Serve in an **Existing Case**     **File a New Case**     File and/or Serve in **Multiple Cases**

To narrow the list below, select a court and/or enter the county and click **Find**.

Court:

Click  beside a court to select the court for your case.

**Court List** 1 through 4 of 4    Show  results per page

| <input type="checkbox"/>            | Court Name                    | Case Class         | County | State | Court Level |
|-------------------------------------|-------------------------------|--------------------|--------|-------|-------------|
| <input type="checkbox"/>            | CO Mock County District Court | Civil              |        | CO    | Mock Court  |
| <input checked="" type="checkbox"/> | CO Mock County District Court | Domestic Relations |        | CO    | Mock Court  |
| <input type="checkbox"/>            | CO Mock County District Court | Civil Water        |        | CO    | Mock Court  |
| <input type="checkbox"/>            | CO Mock County District Court | Probate            |        | CO    | Mock Court  |

1 through 4 of 4

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# Add a Case

12/7/20 12:33 PM MST

**Add New Case** Transaction ID: Cancel Save & Close

Enter a case name and select a case type. Then click **Submit**.

**Court** CO Mock County District Court

**Case Class**  
Domestic Relations

**Case Type**

- Please select a Case Type
- Administrative Support Order
- Child Custody
- Dissolution of Marriage
- Incoming Registration of Support
- Invalidity Of Marriage
- Legal Separation**
- Limited Access Case
- Other
- Outgoing Registration of UIFSA

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# Add a Case

File & Serve Xpress

secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa

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HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 12:34 PM MST

**Add New Case** Transaction ID: Cancel Save & Close

Enter a case name and select a case type. Then click **Submit**.

**Court** CO Mock County District Court

**Case Class**  
Domestic Relations

**Case Type**  
Legal Separation

**Case Name \***  
Jane Doe vs Bob Smith

Maximum length of text is 200 characters

Submit ?

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# Add Your Documents

File & Serve Xpress™

Preferences | System Options | Sign Out

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 12:46 PM MST Case **Documents** Case Parties Review & Submit

**Attach Documents** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

For each document, complete each field and click **Attach Document**. A (\*) indicates a document type that may be an originating document; a (\*\*) indicates a document type that may be an originating or subsequent document; document types with no asterisk are valid subsequent document types for this court.

Type \* **File \*** Statutory Transaction Fee: None

Select a Document Type

- Petition for Custody \*
- Petition for Dissolution \*\***
- Petition for Dissolution of Marriage
- Petition for Invalidity of Marriage \*
- Petition for Legal Separation \*
- Petition for Legal Separation w/Children \*\*
- Petition with Children \*\*
- Proof of Publication
- Proposed Case Management Order

Choose a file or Drag it here

The File field is required.

To request our Fax Upload Service please contact client support.

Attach Document ?

Attached Documents List [Click here to refresh document conversion status](#)

| Initiating Document | ID | Document Type | Access | Conversion Status | Main / Supporting | Linked To: | Actions |
|---------------------|----|---------------|--------|-------------------|-------------------|------------|---------|
|---------------------|----|---------------|--------|-------------------|-------------------|------------|---------|

# Add Your Documents

Enter a Title for your document. Access should be Public unless you are filing a Fee Waiver.

12/7/20 12:48 PM MST Case **Documents** Case Parties | Review & Submit

**Attach Documents** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

For each document, complete each field and click **Attach Document**. A (\*) indicates a document type that may be an originating document; a (\*\*) indicates a document type that may be an originating or subsequent document; document types with no asterisk are valid subsequent document types for this court.

**Type \*** Petition for Dissolution \*\*

**Title \*** Complaint  
Maximum length of text is 510 characters

**File \*** Choose a file or Drag it here  
The File field is required.

**Access** Public  
Public - These documents are electronically submitted and available for viewing by File & ServeXpress customers.

Statutory Transaction Fee: \$ 194.00

To request our Fax Upload Service please contact client support.

**Attach Document** ?

**Attached Documents List** [Click here to refresh document conversion status](#)

| Initiating Document                                  | ID | Document Type | Access | Conversion Status | Main / Supporting | Linked To: | Actions |
|--|----|---------------|--------|-------------------|-------------------|------------|---------|
| No Documents have been attached to this transaction. |    |               |        |                   |                   |            |         |

# Add Your Documents

**NOTE: Fee Waiver Requests must be Sealed, electronic**

12/7/20 12:48 PM MST Case **Documents** Case Parties | Review & Submit

**Attach Documents** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

For each document, complete each field and click **Attach Document**. A (\*) indicates a document type that may be an originating document; a (\*\*) indicates a document type that may be an originating or subsequent document; document types with no asterisk are valid subsequent document types for this court.

Type \* File \* Statutory Transaction Fee: \$194.00

Title \* FEE WAIVER REQUEST

Access Sealed, electronic

Attach Document ?

Attached Documents List

| Initiating Document                                  | ID | Document Type | Access | Conversion Status | Main / Supporting | Linked To: | Actions |
|--|----|---------------|--------|-------------------|-------------------|------------|---------|
| No Documents have been attached to this transaction. |    |               |        |                   |                   |            |         |

# Add Your Documents

Drag your document to the file window and click Attach Document.

12/7/20 12:49 PM MST Case **Documents** Case Parties Review & Submit

**Attach Documents** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

For each document, complete each field and click **Attach Document**. A (\*) indicates a document type that may be an originating document; a (\*\*\*) indicates a document type that may be an originating or subsequent document; document types with no asterisk are valid subsequent document types for this court.

**Type \***  
Petition for Dissolution \*\*\*

**Title \***  
Complaint  
Maximum length of text is 510 characters

**Access**  
Public  
Public - These documents are electronically submitted and available for viewing by File & Serve Xpress customers.

**File \***  
64268555\_1-Complaint.PDF

Statutory Transaction Fee: \$ 194.00

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**Attach Document** ?

**Attached Documents List** [Click here to refresh document conversion status](#)

| Initiating Document                                  | ID | Document Type | Access | Conversion Status | Main / Supporting | Linked To: | Actions |
|--|----|---------------|--------|-------------------|-------------------|------------|---------|
| No Documents have been attached to this transaction. |    |               |        |                   |                   |            |         |

# Add Your Documents

**Your document has been added. You can continue attaching additional files.**

12/7/20 12:52 PM MST Case **Documents** Case Parties | Review & Submit

**Type \***  
Select a Document Type

**Title \***  
Title  
Maximum length of text is 510 characters

**Access**  
Public  
Public - These documents are electronically submitted and available for viewing by File & ServeXpress customers.

**File \***  
Choose a file or Drag it here

Statutory Transaction Fee: None

To request our Fax Upload Service please contact client support.

[Attach Document](#) ?

[Click here to refresh document conversion status](#)

| Initiating Document              | ID       | Document Type               | Access | Conversion Status  | Main / Supporting                     | Linked To:                        | Actions |
|----------------------------------|----------|-----------------------------|--------|--|---------------------------------------|-----------------------------------|---------|
| <input checked="" type="radio"/> | 74079205 | Petition for Dissolution ** | Public | <span style="color: green;">●</span> <b>Converted</b><br>PDF File Size: 6723 bytes | Main <input type="button" value="↓"/> | None<br><a href="#">Edit Link</a> |         |

Document Title: [Complaint](#)

# Add Case Parties

File & Serve Xpress™

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 12:54 PM MST Case Documents **Case Parties** Review & Submit

**Add Case Parties** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

Enter or select information for each party you want to add to this case. Then click **Save Party**.  
Use **Save Party & Add Alias** to add an alias for the party.  
To edit a party, select the party from the **Party List**.

**Parties in Case**

**⚠ Transaction must have plaintiff or petitioner.**

Initiating Party (e.g. plaintiff, petitioner)  
 Additional Party (e.g. defendant, respondent)

**Party \*** **Entity \***

Select a Party Type Individual

**Party Name \***

| First Name | Middle Name | Last Name | Suffix |
|------------|-------------|-----------|--------|
| First Name | Middle Name | Last Name | Suffix |

**Phone** **Ext.**

Phone Ext.

**Address**

Address line 1

<https://secure.fileandservexpress.com/WebServer/WebPages/FileAndServe/tabs.asp#>

# Add Case Parties

File & Serve Xpress

secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa

File & Serve Xpress™

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 12:58 PM MST Case Documents **Case Parties** Review & Submit

**Add Case Parties** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

Enter or select information for each party you want to add to this case. Then click **Save Party**.  
Use **Save Party & Add Alias** to add an alias for the party.  
To edit a party, select the party from the **Party List**.

**Parties in Case**

⚠ Transaction must have plaintiff or petitioner.

Initiating Party (e.g. plaintiff, petitioner)  
 Additional Party (e.g. defendant, respondent)

**Party \*** Plaintiff **Entity \*** Individual

**Party Name \***

First Name Jane Middle Name Middle Name Last Name Doe Suffix Suffix

**Phone** Phone **Ext.** Ext.

**Address**

Address line 1

Address line 2

# Add Case Parties

The screenshot shows the 'Add Case Parties' form in the File & Serve Xpress application. The form includes fields for address, city, state, zip, date of birth, and social security number. The 'Attorney' section has a search box and buttons for 'Save Party' and 'Save Party & Add Alias'. The 'Attorney Type' dropdown menu is open, with 'Attorney' selected and highlighted by a red arrow. A red-bordered box in the top right corner contains the text: 'You'll also need to add an attorney.'

# Add Case Parties

The screenshot shows the 'Add Case Parties' form in the File & Serve Xpress application. The form includes fields for Address (Address line 1 and 2), City, State (a dropdown menu), Zip, Date of Birth (MM/DD/YYYY), Social Security #, Attorney (a dropdown menu), and Attorney Type (a dropdown menu). The 'Attorney' dropdown menu is open, displaying a list of attorneys: Associate, Andrew; Attorney, Adam Jr; Attorney, Amy; ATTY 1, TEST PLTF; Bailiff, Bob; Counselor, Carol; Malakapalli, Visali; and Partner, Patricia Esq. A red box highlights the dropdown menu with the text 'Select your attorney from the drop down menu.' and a red arrow points to the dropdown arrow.

# Add Case Parties

File & Serve Xpress

HOME FILING & SERVICE ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 1:08 PM MST Case Documents **Case Parties** Review & Submit

**Address**

Address line 1

Address line 2

**City** **State** **Zip**

City Select a State Zip

**Date of Birth** **Social Security #**

MM/DD/YYYY

**Attorney** **Attorney Type**

Adam Attorne Search Privately Retain

Save Party Save Party & Add Alias ?

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# Add Case Parties

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HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 1:12 PM MST Case Documents **Case Parties** Review & Submit

**Add Case Parties** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

Enter or select information for each party you want to add to this case. Then click **Save Party**.  
Use **Save Party & Add Alias** to add an alias for the party.  
To edit a party, select the party from the **Party List**.

Initiating Party (e.g. plaintiff, petitioner)  
 Additional Party (e.g. defendant, respondent)

Party \* Entity \*

Select a Party Type Individual

Party Name \*

First Name Middle Name Last Name Suffix

First Name Middle Name Last Name Suffix

Phone Ext.

Phone Ext.

Address

Address line 1

Address line 2

Parties in Case

**Defendant is required.**

IP Doe, Jane

# Add Case Parties

File & Serve Xpress

secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa

File & Serve Xpress™

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 1:13 PM MST Case Documents **Case Parties** Review & Submit

**Add Case Parties** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

Enter or select information for each party you want to add to this case. Then click **Save Party**.  
Use **Save Party & Add Alias** to add an alias for the party.  
To edit a party, select the party from the **Party List**.

Initiating Party (e.g. plaintiff, petitioner)   
 **Additional Party (e.g. defendant, respondent)**

**Party \*** **Entity \***

Select a Party Type Individual

**Party Name \***

| First Name | Middle Name | Last Name | Suffix |
|------------|-------------|-----------|--------|
| First Name | Middle Name | Last Name | Suffix |

**Phone** **Ext.**

Phone Ext.

**Address**

Address line 1

Address line 2

**Parties in Case**

**Defendant is required.**

IP Doe, Jane

# Add Case Parties

12/7/20 1:18 PM MST Case Documents **Case Parties** Review & Submit

**Add Case Parties** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

Enter or select information for each party you want to add to this case. Then click **Save Party**.  
Use **Save Party & Add Alias** to add an alias for the party.  
To edit a party, select the party from the **Party List**.

Initiating Party (e.g. plaintiff, petitioner)  
 Additional Party (e.g. defendant, respondent)

**Party \*** **Entity \***

Select a Party Type Individual

**Party Name \***

| First Name | Middle Name | Last Name | Suffix |
|------------|-------------|-----------|--------|
| First Name | Middle Name | Last Name | Suffix |

**Phone** **Ext.**

Phone Ext.

**Address**

Address line 1

**Parties in Case**

|    |            |
|----|------------|
| IP | Doe, Jane  |
| AP | Smith, Bob |

Other parties are entered.

# Review & Submit

PSX File & ServeXpress

secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa

File & Serve Xpress™

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 1:19 PM MST Case Documents Case Parties **Review & Submit**

**Authorize Transaction** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

Select an individual to authorize this transaction.

Court Authorizer  Find Select Court Authorizer or Other Authorizer  Find

**Delivery Options:**

I am sending these documents as "Court-Appointed Counsel/ADR".

**Add billing reference. This reference will appear on your invoice. (required)**

**Note to Clerk (optional):**

If you wish to send a note to the court along with your transaction, please enter it in the space provided.  
Please note that this field is not to be used as an official method of communication with the court.  
This field will only be viewable by you and the court users.

https://secure.fileandservexpress.com/WebServer/WebPages/FileAndServe/tabs.asp#

Move on to the Review & Submit tab. Find the Authorizing Attorney.

# Review & Submit

The screenshot displays the File & Serve Xpress interface. A modal window titled "Search for a User" is open, showing search criteria: Organization (empty), First Name (Adam), and Last Name (Attorney). Below the search fields are "Search" and "Reset" buttons. The search results table lists three entries:

| Search Results                           |                     |
|--|---------------------|
| To select a user, click the user's name. |                     |
| Attorney, Adam                           | Demo Law Firm A     |
| Attorney, Adam                           | Seek Knock & Answer |
| attorney, adam2                          | attorney, adam2     |

A red arrow points to the first result, "Attorney, Adam" under "Demo Law Firm A". A red-bordered box in the upper right of the modal contains the text "Select the Authorizing Attorney." The background shows a transaction review page with a "Transaction ID: 66164911" and a "Note to Clerk (optional)" section with a text area and a "Maximum length of text is 500 characters" warning.

# Review & Submit

The screenshot shows the 'Review & Submit' page in the File & Serve Xpress application. The browser address bar shows the URL: `secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa`. The page header includes the 'File & Serve Xpress' logo and navigation tabs for 'HOME', 'FILING & SERVICE', 'ALERTS', and 'SEARCH'. Below the header is a blue navigation bar with options: 'Start A Transaction', 'Saved Transactions', and 'Scheduled Transactions'. The main content area shows the transaction details for 'Jane Doe vs Bob Smith' in 'CO Mock County District Court'. The 'Review & Submit' tab is active. The 'Authorize Transaction' section includes a 'Transaction ID: 66164911' and buttons for 'Cancel' and 'Save & Close'. Below this, there are search fields for 'Court Authorizer' and 'Other Authorizer'. The 'Delivery Options' section has a checkbox for 'I am sending these documents as "Court-Appointed Counsel/ADR"'. The 'Add billing reference' section has a text input field containing 'ABC123', with a red arrow pointing to it. The 'Note to Clerk (optional)' section has a large text area and a note that the maximum length of text is 500 characters.

File & Serve Xpress

secure.fileandservexpress.com/Home/HomeOUI.aspx?t=2&s=1&p=fa

HOME **FILING & SERVICE** ALERTS SEARCH

Start A Transaction Saved Transactions Scheduled Transactions

12/7/20 1:24 PM MST Case Documents Case Parties **Review & Submit**

Maximum length of text is 500 characters

Choose to submit transaction now, or schedule the transaction for later release.

Authorize and file now  
 Authorize and file on  
[ ] / [ ] / [ ] at [ ] : [ ] AM (mm/dd/yyyy) at (hh:mm) MT

**IMPORTANT** Your transaction has not yet been submitted. You will next be asked to review and submit your transaction.

**Next**

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# Review & Submit

12/7/20 1:24 PM MST Case Documents Case Parties **Review & Submit**

**Review and Submit** Transaction ID: 66164911 Cancel Save & Close

Jane Doe vs Bob Smith CO Mock County District Court

**IMPORTANT: Your transaction has not yet been submitted.**  
**When you have finished reviewing, select Submit Transaction below.**

File & ServeXpress Transaction ID: 66164911  
 Submitted by: Keith Foote, File & ServeXpress  
 Authorized by: Adam Attorney, Demo Law Firm A [Edit](#)

Court: CO Mock County District Court  
 Case Class: Domestic Relations  
 Case Type: Legal Separation  
 Case Name: Jane Doe vs Bob Smith

Transaction Option: Originating Event  
 Billing Reference: ABC123 [Edit](#)

Documents List [Edit](#)

| 1 Document(s)                              |                   |  |         |
|--|-------------------|--|---------|
| Originating Document, 1 Pages              |                   | <a href="#">PDF Format</a>   <a href="#">Original Format</a> |         |
| Document Type:<br>Petition for Dissolution | Access:<br>Public | Statutory Fee:<br>\$194.00                                   | Linked: |
| Document title:<br>Complaint               |                   |  |         |

# Review & Submit

12/7/20 1:25 PM MST Case Documents Case Parties **Review & Submit**

Document title:  
Complaint

Close All

Sending Parties (1) Edit

| Party               | Attorney       | Firm            |
|---------------------|----------------|-----------------|
| Doe, Jane (pending) | Attorney, Adam | Demo Law Firm A |

Case Parties Edit

| Party                | Attorney       | Firm            |
|----------------------|----------------|-----------------|
| Doe, Jane (pending)  | Attorney, Adam | Demo Law Firm A |
| Smith, Bob (pending) | Pro Se         | Pro Se-         |

**IMPORTANT: Your transaction has not yet been submitted.**  
When you have finished reviewing, select Submit Transaction below.

[Submit Transaction](#)

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Chat Online

12/7/20 1:26 PM MST  
Your transaction has been successfully submitted to File & ServeXpress. Your transaction information appears below. To print this information for your records, click anywhere on the transaction information, then click the browser Print button.  
To perform another transaction, click **Begin a New Transaction**.  
To exit Filing & Service, click **Return to My File & ServeXpress**.

### File & ServeXpress Transaction Receipt

|   |                                 |
|---|---------------------------------|
| <b>File &amp; ServeXpress Transaction ID:</b> | 66164911                        |
| <b>Submitted by:</b>                          | Keith Foote, File & ServeXpress |
| <b>Authorized by:</b>                         | Adam Attorney, Demo Law Firm A  |
| <b>Authorize and file on:</b>                 | Dec 7 2020 12:48PM MST ⓘ        |

---

|                    |                               |
|--------------------|-------------------------------|
| <b>Court:</b>      | CO Mock County District Court |
| <b>Case Class:</b> | Domestic Relations            |
| <b>Case Type:</b>  | Legal Separation              |
| <b>Case Name:</b>  | Jane Doe vs Bob Smith         |

---

|                            |                   |
|----------------------------|-------------------|
| <b>Transaction Option:</b> | Originating Event |
| <b>Billing Reference:</b>  | ABC123            |

---

**Documents List**

**1 Document(s)**

|   |                          |                                   |                |
|---|--------------------------|-----------------------------------|----------------|
| Originating Document, 1 Pages                     |                          |                                   |                |
| <b>Document Type:</b><br>Petition for Dissolution | <b>Access:</b><br>Public | <b>Statutory Fee:</b><br>\$194.00 | <b>Linked:</b> |

You'll need your Transaction ID to follow your filing.

# Where's My Case Number?

## The transaction is submitted to the clerk for review and acceptance

- When a clerk assigns a new case number, a confirmation is issued with your case number
- On the next business day users will find their news case on File & ServeXpress
- Users may also be able to search the Court's Register of Actions with a case name search to access the case number
- Users will need to access the Court's Register of Actions to download a copy of the initiating date stamped documents just as they do currently for other types of documents



**ANY QUESTIONS?**

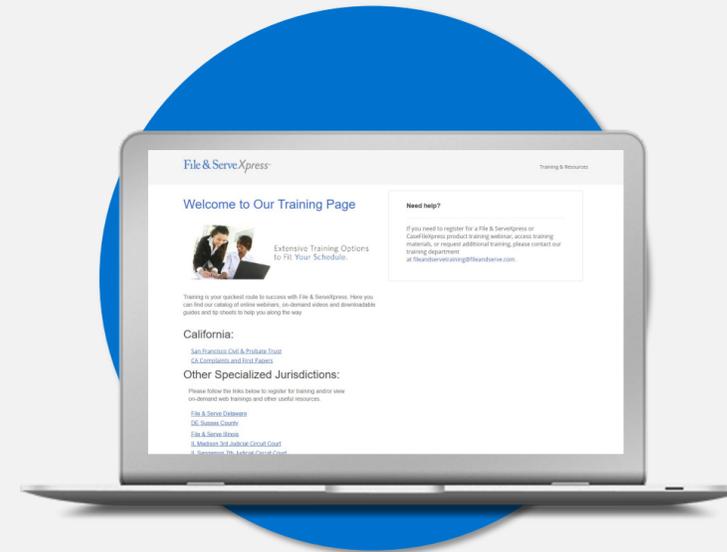


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**Live chat**  
7 a.m. to 7 p.m.

**Email:**  
Support@fileandserve.com



## Online Resources:

On-demand webinars

How-To-Guides

Frequent Asked Questions

Online Training Upon Request

File & Serve *Xpress*™

**THANK YOU**

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