

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

STEP 1 - Log into FSX

1. Log into FSX @ <https://www-uat1.fileandserveexpress.com/Login/Login.aspx>.
2. Type in your User ID and Password.
3. Click "Sign In".

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STEP 2 - How to Enter into a Transaction

1. On the Home Page, in the Mailbox section on the left, click "Items for Clerk Review".

► MailBox

1 Items for Clerk Review

Batches for Clerk 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 take you to the Clerk Review Queue, which contains a list of all filings to be reviewed by the clerk.
3. Find the transaction that you would like to review from the list and click on the Transaction Identification Number (TID).

Transaction	Date	Transaction	Date/Time	Court	Case Number Case Name	Authorizer Organization	Document Type	Document Title
52529339	10/16/2019	52529339	10/16/2019 4:03 PM MDT	WY District Court	Antonio Miguel vs Alice Wade et. al.	Max Powers, Mock Appeals Firm B-Demo	Complaint	Complaint [view]
52529083	10/15/2019	52529083	10/15/2019 1:37 PM MDT	WY District Court	2019C101010 Joe Stevens vs. Budget Builders, Inc.	Justin Payne, Mock Appeals Firm A-Demo	Supplemental Information Sheet	Information Sh [view]
52529083	10/15/2019	! 52527666	9/12/2019 10:03 PM MDT	WY District Court	Fred Smith vs Anderson Corp	Robert A Krause, Spence Law Firm LLC	Exhibits	Exhibit A [view]
							Answer	Answer [view]
							Complaint	Complaint [view]
							Civil Information Sheet	Civil Case Cove [view]
							Summons	Summons [view]

1-3 of 3 transact

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

STEP 3 - How to Make Assignments

1. Assign a case number by entering the number in the "Case Number Field".
2. To assign a Judge select their name from the "Judge" dropdown.
3. Optional: Assign an Alternate Judge by choosing their name from the "Alternate Judge" dropdown.

* Case number: 1 [Case Information]

Case name: Antonio Miguel vs Alice Wade et. al.

Court: WY District Court

Case type: Breach of Contract

* Judge: Find Judge 2

Alternate judge: Find Alternate Judge 3

STEP 4 - How to Review Documents

1. Click on the hyperlink for either the PDF or Original format of each document to open it and review it for accuracy.
2. Use the "Clerk review status/action" dropdown to select accepted or rejected individually for each document.
3. Alternately, you can use the "Accept All" or "Reject All" buttons in the grey banner at the top of the document list to accept or reject all the documents.

4. If you reject a document, you can use the "Select a reason for change" dropdown and select a reason from a pre-defined list created by the court.
5. Alternately, you can type in the "Comments" field to manually enter a reason.
6. Once you have reviewed and updated the status on each document, click on the "Submit" button below the documents list.

The screenshot displays a 'Document List (3)' interface. At the top, there are 'Accept All' and 'Reject All' buttons, and a 'Total Statutory Fees: \$361.50' indicator. The list contains three document entries:

- Document 1:** ID: 67265913, Document type: Complaint, Security: Public, Statutory fee: \$360.50 (Zero Fee button), Document title: Complaint. Callouts: 1 (links to PDF/Original Format), 2 (Clerk review status/action: Pending), 4 (Select a reason for change dropdown), 5 (Comments field).
- Document 2:** ID: 67265914, Document type: Supplemental Information Sheet, Security: Public, Statutory fee: \$0.50 (Zero Fee button), Document title: Information Sheet. Callouts: 2 (Clerk review status/action: Pending), 4 (Select a reason for change dropdown), 5 (Comments field).
- Document 3:** ID: 67265915, Document type: Exhibits, Security: Public, Statutory fee: \$0.50 (Zero Fee button), Document title: Exhibit A. Callouts: 2 (Clerk review status/action: Pending), 4 (Select a reason for change dropdown), 5 (Comments field).

At the bottom right of the list, there is a 'Submit' button with callout 6.

7. This will take you to the Clerk Review completion confirmation page.
8. You can review additional filings either by clicking on the "Items for Clerk 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.

The screenshot shows a confirmation message: "Clerk review completed successfully. A transaction accepted notice will be automatically e-mailed to the authorizer and sender. This case is now available for additional transactions." Navigation links include "Home", "Items for Clerk Review", "Transaction 64279320", "Printable Version", "Transaction Report", "<<Previous transaction", and "Next transaction>>".