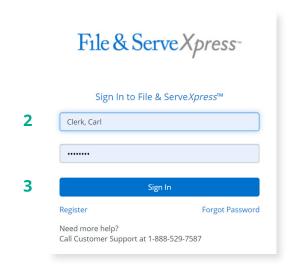


FOLLOW THESE STEPS TO CLERK REVIEW A CASE INITIATION...

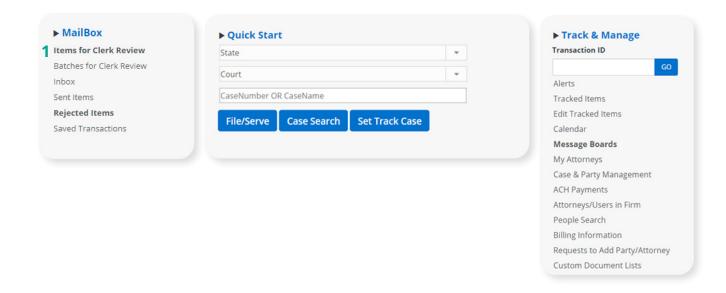
STEP 1 - Log into FSX

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

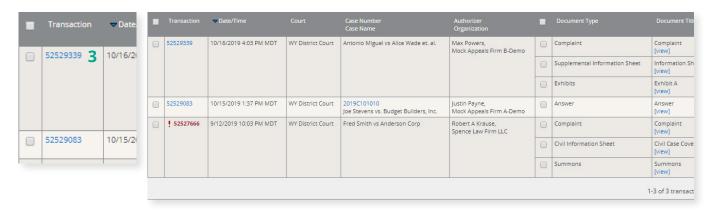


STEP 2 - How to Enter into a Transaction

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



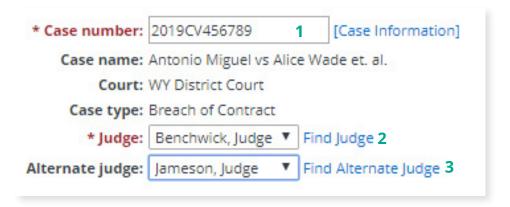
- 2. This will take you to the Clerk Review Queue, which contains a list of all filings to be reviewed by the clerk.
- 3. Find the transaction that you would like to review from the list and click on the Transaction Identification Number (TID).



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.

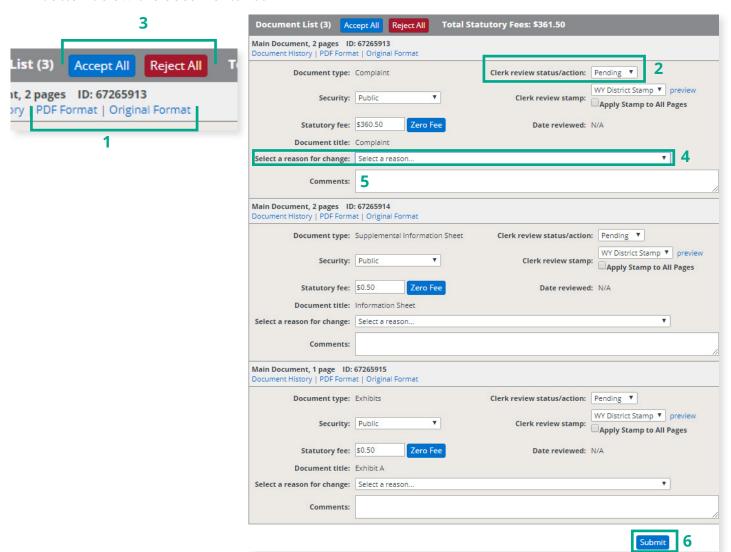


STEP 4 - How to Review Documents

- 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.

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- 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.



- 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.

