

FOLLOW THESE STEPS TO CLERK REVIEW A SUBSEQUENT FILING...

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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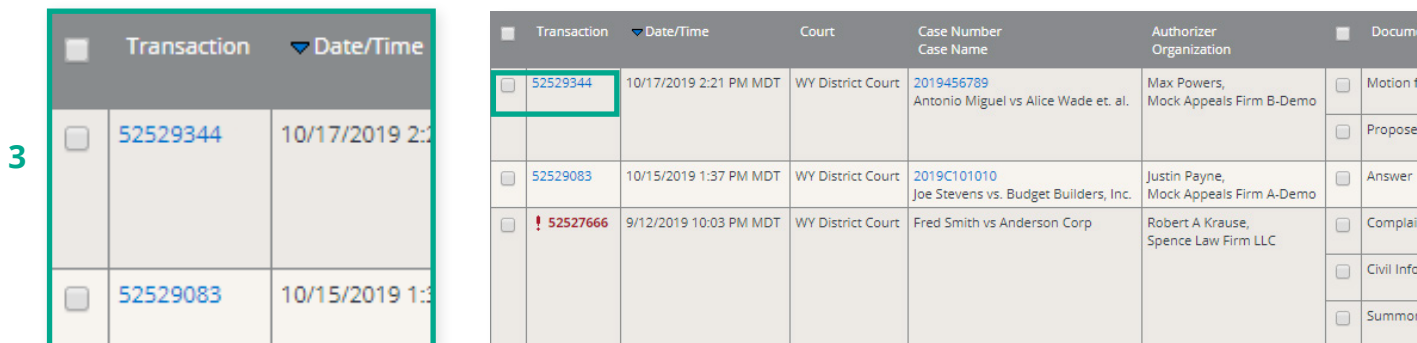
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STEP 2 - How to Enter into a Transaction

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

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2. This will take you to the Clerk Review queue.
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 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 "Send to judge for review" dropdown to select a Judge to route any documents that need to go to Judge Review for Judicial Action.
3. Use the "Clerk review status/action" dropdown to select accepted or rejected individually for each document.
4. Alternately, you can use the "Accept All" or "Reject All" buttons in the grey banner at the top of the documents list to accept or reject all the documents.
5. 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.
6. Alternately, you can type in the "Comments" field to manually enter a reason.
7. 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' interface with two document entries. The first entry is 'Main Document, 3 pages ID: 67265918' with a 'Motion for Summary Judgment' type. The second entry is 'Main Document, 1 page ID: 67265919' with a 'Proposed Order' type. The interface includes fields for security, statutory fees, review status, and review stamps. Numbered callouts (1-7) indicate key interactive elements: 1. Document history links (PDF Format | Original Format); 2. 'Send to judge for review' dropdown (Benchwick, Judge); 3. 'Clerk review status/action' dropdown (Pending); 4. 'Accept All' and 'Reject All' buttons; 5. 'Select a reason for change' dropdown; 6. 'Comments' text area; 7. 'Submit' button.

8. This will take you to the Clerk Review completion confirmation page.
9. 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.

