

ADD A CASE

STEP 1 - Log into FSX

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

File & Serve Xpress™

Sign In to File & Serve Xpress™

Max Powers

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Sign In

Register Forgot Password

Need more help?
Call Customer Support at 1-888-529-7587

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.

HOME 1 FILING & SERVICE ALERTS SEARCH

2 Start A Transaction

Quick Start

Saved Transactions

State

Scheduled Transactions

Court

CaseNumber OR CaseName

File/Serve Case Search Set Track Case

3. Under the blue “Select Court and/or Case for Filing” banner, select the “File and/or Serve in an Existing Case” button.
4. Select “MN” from the State drop down.
5. Select your “MN Mille Lacs Band Court of Central Jurisdiction” court from the drop down.
6. Type an existing case number in the “Case Number” field on the right side of the screen (e.g. 2018CV101010).
7. Click the “Find” button. The system will return no results because the case was initiated in paper.

8. Click the “Add Case” button at the bottom of the screen. This will take you to a screen to add your case information.

STEP 3 - How to Add Case Information

1. Select the "Case Class".
2. Select the "Case Type".
3. Enter the "Case Name"
4. Enter the "Case Number".
5. Click "Submit". This will take you to the "Add Case Parties" tab.

STEP 4 - Adding a Party Represented by an Attorney in your Firm

1. Select the "Party represented by an Attorney in your firm" button.

2. Under "Party", select the correct Party Type.
3. Under "Entity", select the correct Entity Type.
4. Enter the "Party Name" in the First/Middle/Last name fields.
5. Select an "Attorney" from the drop down.
6. Under "Attorney Type", select the correct Type.
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 the next step.

This screenshot shows a form for adding a party. It includes the following elements:

- Party ***: A dropdown menu with the text "Select a Party Type" and a blue arrow icon. Callout 2 points to this field.
- Entity ***: A dropdown menu with the text "Individual" and a blue arrow icon. Callout 3 points to this field.
- Party Name ***: Four input fields labeled "First Name", "Middle Name", "Last Name", and "Suffix". Callout 4 points to the "First Name" field.
- Attorney ***: A dropdown menu with a blue arrow icon. Callout 5 points to this field.
- Attorney Type ***: A dropdown menu with the text "Select a type" and a blue arrow icon. Callout 6 points to this field.
- Buttons**: A blue "Save Party" button and a blue button with a question mark. Callout 7 points to the "Save Party" button.

STEP 5 - Adding a Party Unrepresented or Represented by an Attorney from Another Firm

1. Select the “Party unrepresented or represented by an Attorney from another firm” button.
2. Under “Party”, select the correct Party Type.
3. Under “Entity”, select the correct Entity Type.
4. Enter the “Party Name” in the First/Middle/Last name fields.

This screenshot shows the same form as above, but with the radio button for "Party unrepresented or represented by an Attorney from another Firm" selected. It includes the following elements:

- Radio Button**: A blue radio button next to the text "Party unrepresented or represented by an Attorney from another Firm". Callout 1 points to this button.
- Party ***: A dropdown menu with the text "Select a Party Type" and a blue arrow icon. Callout 2 points to this field.
- Entity ***: A dropdown menu with the text "Individual" and a blue arrow icon. Callout 3 points to this field.
- Party Name ***: Four input fields labeled "First Name", "Middle Name", "Last Name", and "Suffix". Callout 4 points to the "First Name" field.
- Attorney**: A button labeled "No Represe" and a blue button labeled "Search". Callout 6 points to the "Search" button.
- Attorney Type ***: A dropdown menu with the text "Select a typ" and a blue arrow icon.
- Buttons**: A blue "Save Party" button and a blue button with a question mark. Callout 5 points to the "Save Party" button.

5. If the party is not represented, click the “Save Party” button, and move to Step 6- How to Attach Documents to Your Filing.
6. If the party is represented, click the “Search” button. This will open a search screen.

- 7. Enter the Attorney's first and last name in the fields.
- 8. Click "Search". Attorneys who match and have registered with FSX will appear in the list.

Organization:

First Name:

Last Name:

7

8 Search Reset

- 9. Click on the Attorney's name to add them as representation.

Search Results	
To select an attorney, click the attorney's name.	
▲ Name	Firm
Payne, Justin 9	Mock Appeals Firm A-Demo

- 10. Select the "attorney" type.
- 11. Click the "Save Party" button.

Attorney Justin Payne Search

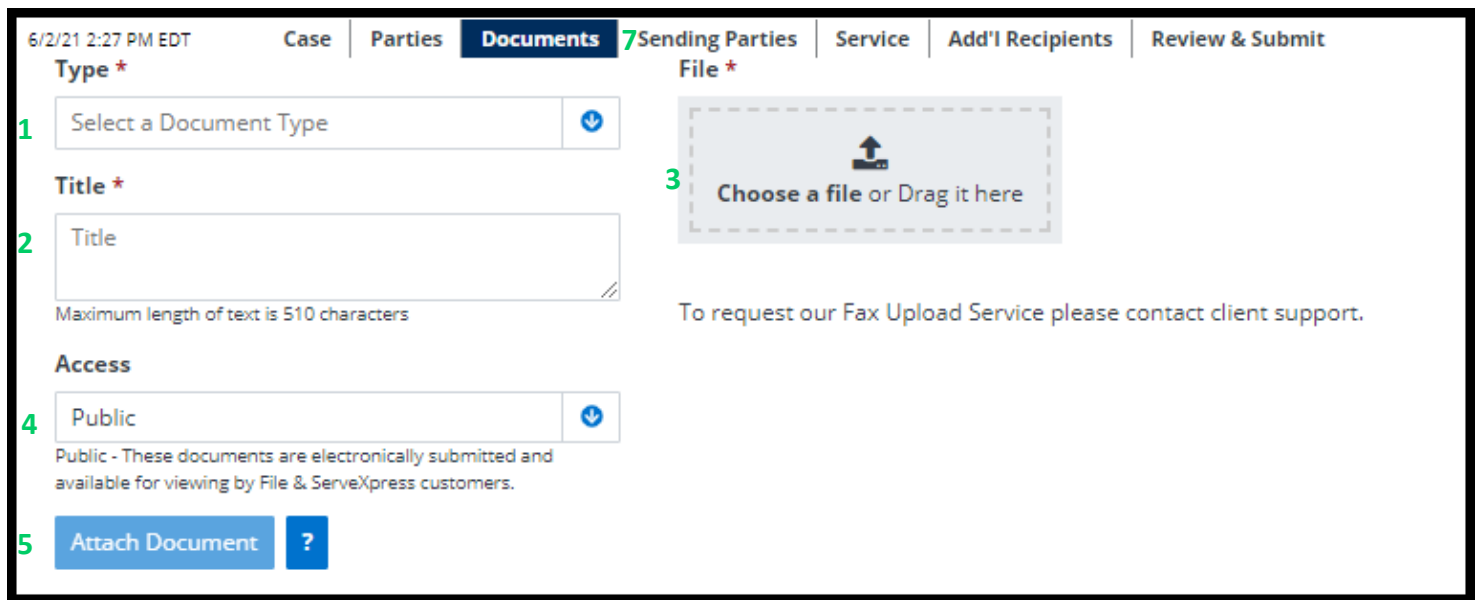
Attorney Type **10** Attorney in ↓

11 Save Party ?

- 12. You may add as many initiating parties as you would like by repeating steps 1-11.
- 13. Click the "Documents" tab to move to the next screen.

STEP 6 - How to Attach Documents to Your Filing

1. Select your document type from the drop down.
2. Enter a title in the text box.
3. Click the gray box labeled, "Choose a file or Drag it here" to open your computer's hard drive. Find your document and double-click on it to select the document.
4. Select the appropriate access type using the drop down.
5. Click the "Attach Document" button.
6. To attach additional documents, repeat steps 1-5.
7. Click the "Sending Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.



STEP 7 – Selecting Sending Parties

1. Select the check box to the left of the party that you are filing on behalf of.
2. Click on the “Service” tab on the top of the page next to “Sending Parties” to move to the next screen.

2

6/2/21 2:35 PM EDT Case Parties Documents **Sending Parties** Service Add'l Recipients Review & Submit

Select Sending Parties Transaction ID: 66650847 Cancel Save & Close

2019CV2045 Tom White vs Greg Brown Mock Tribal Court

Search Custom Groups ?

Show 50 results per page

Parties with Representation Available for Selection 1 through 1 of 1

<input type="checkbox"/>	Party	Party Type	Party Status	Attorney	Firm
<input checked="" type="checkbox"/>	White, Tom	Petitioner	Pending	Powers, Max	Mock Appeals Firm B-Demo

1

STEP 8 – Selecting Service Recipients

1. Select the check box to the left of the party or parties that you would like to eServe.
2. Click on the “Review & Submit” tab on the top of the page to move to the next screen.

6/2/21 2:38 PM EDT Case Parties Documents Sending Parties **Service** Add'l Recipients Review & Submit 2

Select Recipients Transaction ID: 66650847 Cancel Save & Close

2019CV2045 Tom White vs Greg Brown Mock Tribal Court

Search Custom Groups ?

Select a delivery option for each party you want to add. "Service" is official legal service of the document upon the selected party. To remove a selected party, deselect service.

Parties Available for Selection 1 through 1 of 1 Show 50 results per page

YOUR ORGANIZATION WILL INCUR ADDITIONAL POSTAGE AND COPYING FEES FOR SERVING PARTIES DESIGNATED FOR SERVICE VIA US MAIL OR FAX. CHECK THE ADDITIONAL SERVICES PRICING SHEET IN THE RESOURCE CENTER FOR COMPLETE COSTS.

Service	Party	Party Type	Party Status	Attorney	Firm	Method
<input type="checkbox"/>	Brown, Greg	Respondent	Pending	Payne, Justin	Mock Appeals Firm A-Demo	E-Service

STEP 9 - How to Review & Submit Your Filing

1. Select an “Authorizing Attorney”.

5/4/21 1:54 PM EDT Case Documents Case Parties **Review & Submit**

Authorize Transaction

Select an attorney to authorize this transaction.

Authorizing Attorney: Select an authorizing attorney 1

2. Under the heading “Delivery Options,” select the “File with the court and Serve selected parties” button.

Delivery Options: What do you want to do with this transaction? (pick one)

2 File with the court and Serve selected parties
 Serve Only - Private (available only to sending firm and served firms)
 Serve Only - Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

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

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

3 Authorize and file now
 Authorize and file on
 / / at : AM (mm/dd/yyyy) at (hh:mm) ET

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

[Next](#) 4

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



5/4/21 1:59 PM EDT Case Documents Case Parties **Review & Submit** Transaction ID: 66535630 Cancel Save & Close

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

File & ServeXpress Transaction ID: 66535630
 Submitted by: Max Powers, Mock Appeals Firm B-Demo
 Authorized by: Max Powers, Mock Appeals Firm B-Demo [Edit](#)

Court: Mock Tribal Court
 Case Class: Probate
 Case Type: Probate
 Case Name: IMO Johnson, Todd (DOD 1/22/2021)

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

[Documents List](#) [Edit](#)

2 Document(s)

Document Type	Access	Statutory Fee:	Linked:
Originating Document, 1 Pages Document title: Deam Certificate	Public	\$0.00	PDF Format Original Format
Attached Document, 2 Pages Document title: Notice to Show Cause Order	Public	\$0.00	PDF Format Original Format

Close All

Sending Parties (1) [Edit](#)

Party	Attorney	Firm
Johnson, Nancy (pending)	Powers, Max	Mock Appeals Firm B-Demo

Case Parties [Edit](#)

Party	Attorney	Firm
Johnson, Nancy (pending)	Powers, Max	Mock Appeals Firm B-Demo
Johnson, Todd (pending)	No Answer on File	Firm TBD

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

[Submit Transaction](#)