

CASE INITIATION

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 a New Case” button.
4. Select your court from the drop down.
5. Click the “Find” button.

6. Click the small blue icon with a white arrow in it below “Court List” to select your case class.

7. Select your Case Type from the drop down.
8. Enter a “Case Name” in the text box.
9. Click the “Submit” button. This will take you to the documents tab.

STEP 3 - 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 "Case Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.

5/4/21 1:38 PM EDT Case Documents 7 Case Parties Review & Submit

1 Type *
Select a Document Type

2 Title *
Title
Maximum length of text is 510 characters

3 File *
Choose a file or Drag it here

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

5 Attach Document ?

To request our Fax Upload Service please contact client support.

STEP 4 - Adding Initiating Parties (i.e. Plaintiff, Petitioner, etc.)

1. Select the "Initiating Party" button.

5/4/21 1:43 PM EDT Case Documents Case Parties Review & Submit

Add Case Parties Transaction ID: 66535630 Cancel Save & Close

IMO Johnson, Todd (DOD 1/22/2021) Mock Tribal Court

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

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

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 Step 5.

The screenshot shows a form with the following sections and numbered callouts:

- Party ***: A dropdown menu with the text "Select a Party Type" and a blue arrow icon. Callout 2 points to this dropdown.
- Entity ***: A dropdown menu with the text "Individual" and a blue arrow icon. Callout 3 points to this dropdown.
- 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 dropdown.
- Attorney Type ***: A dropdown menu with the text "Select a type" and a blue arrow icon. Callout 6 points to this dropdown.
- 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 Additional Parties (i.e. Defendant, Respondent, etc.)

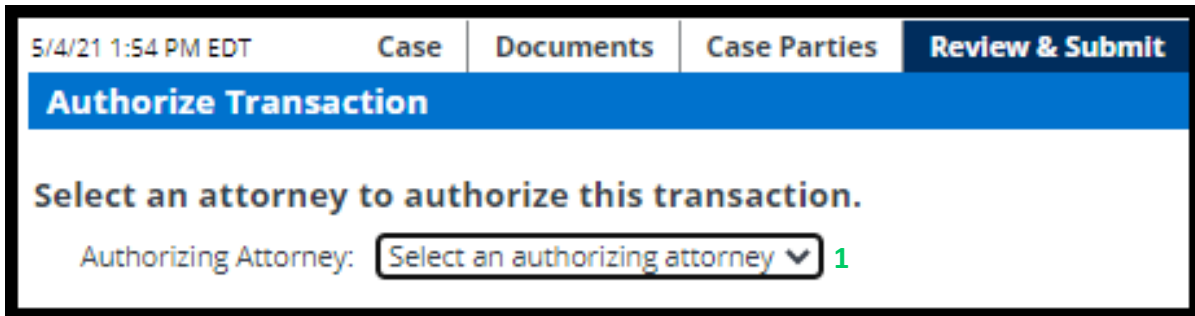
1. Select the “Additional Party” button.
2. Under “Party”, select the correct Party Type.
3. Under “Entity”, select the correct Entity Type.
4. Enter the “Party Name” in the First/Middle/Last name fields.
5. Click the “Save Party” button.
6. You may add as many initiating parties as you would like by repeating steps 1-7.
7. Click the ‘Review & Submit’ tab to move to the next screen.

The screenshot shows a form with the following sections and numbered callouts:

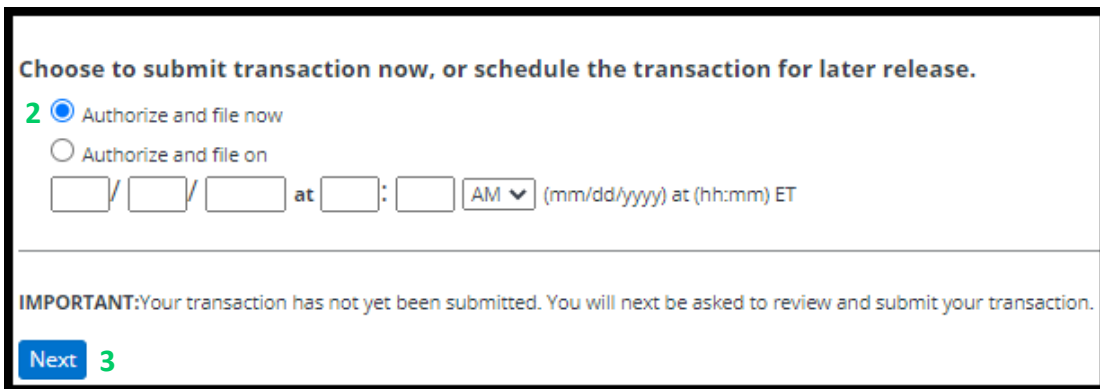
- Party Type Selection**: Two radio buttons. The first is "Initiating Party (e.g. plaintiff, petitioner)" and the second is "Additional Party (e.g. defendant, respondent)". Callout 1 points to the "Additional Party" radio button.
- Party ***: A dropdown menu with the text "Select a Party Type" and a blue arrow icon. Callout 2 points to this dropdown.
- Entity ***: A dropdown menu with the text "Individual" and a blue arrow icon. Callout 3 points to this dropdown.
- Party Name ***: Four input fields labeled "First Name", "Middle Name", "Last Name", and "Suffix". Callout 4 points to the "First Name" field.
- Buttons**: A blue "Save Party" button and a blue button with a question mark. Callout 5 points to the "Save Party" button.

STEP 6 - How to Review & Submit Your Filing

1. Select an “Authorizing Attorney”.



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



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

