File & Serve Xpress

SUBSEQUENTFILINGS

STEP 1 - Log into FSX

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

File & Serve Xpress						
Sign In to File &	Serve <i>Xpress</i> ™					
Max Powers						
3 Sign	ı İn					
Register	Forgot Password					
Need more help? Call Customer Support at 1-88	38-529-7587					

STEP 2 - How to Start a Transaction

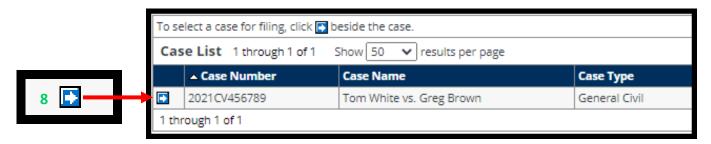
- 1. On the Home Page, hover over "Filing & Service".
- 2. Select "Start a Transaction" from the drop down. This will take you to a new screen.

HOME	1 FILING & SERVI	CE ALE	RTS	SEARCH				
	2 Start A Transactio	n						
► Quick Sta	Quick Sta Saved Transactions							
State	Scheduled Transa	•						
Court	Court							
CaseNumbe	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 your state from the State drop down.
- 5. Select your 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. 2021CV101010).
- 7. Click the "Find" button.

Select	Court and/or Case for Filing			Cancel
	3 OFile and/or Serve in an Existing Case	OFile a New Case	OFile and/or Serve in Multiple Cases	
Enter info	rmation in one or more boxes and click Find. Selection of a Cou	irt is required		
State:	Select a State V 4		Case Name:	i
Court:	Select a Court	✓ 5	6 Case Number:	i
		Find Advanced Search ?		

8. Click the small blue icon with a white arrow in it below "Court List" to select your case. 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 "Sending Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.

5/	5/21 3:51 PM EDT	Documents	Sending Parties	Service	Add'l Recipients	Review & Submit		
1	Attach Document	s						
Fo	or each document, co	omplete each f	field and click Attac	h Docume	ent.			
	Type *							File *
1	Select a Documen	it Type				•	9	•
	Title *							Choose a file or Drag it here
2	Title							L
							1	
	Maximum length of text	is 510 characters						To request our Fax Upload Service please contact client support.
	Access							
4	Public					•	9	
	Public - These document	ts are electronicall	ly submitted and availab	le for viewing	g by File & ServeXpress o	ustomers.		
5	Attach Document	?						

STEP 4 – Selecting Sending Parties

- 1. Select the check box to the left of the party that you are filing on behalf of.
- 2. Under the column titled "Attorney Type" select "Attorney in Charge" in the dropdown menu. *Note: if* you have already filed in this case and selected this sending party in a past transaction, you will already show as representing the party and will not be required to do this again.
- 3. Click on the "Service" tab on the top of the page next to "Sending Parties" to move to the next screen.

5/5/21	4:02 PM EDT	ocuments Send	ling Parties 3Servi	ce Add'l Recipients	Review & Submit			
Select Sending Parties Transaction ID: 66574775 Cancel Save & Close								
Search Custom Groups ? Create Custom Group Show 50 v results per page								
Any	Parties without Representation Available for Selection Any attorney additions to cases will remain in Pending status until the Court accepts your transaction. 1 through 1 of 1 Please include your attorney type representation when making an initial appearance.							
	▲ Party	Party Type	Party Status	Attorney Type		Attorney	Firm	
	Brown, Greg	Respondent	Active	Attorney in Charge	∽ 2	No Answer on File	Firm TBD	

File & Serve Xpress

STEP 5 – 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 next to "Add'l Recipients" to move to the next screen.

5/5/21 4:10 PM EDT	Documents Send	ing Parties Servic	e Add'l Reci	pients 2 Review & Subm	it			
Select Recipie	nts			Transaction ID: 66	574775 Cancel	Save & Close		
: Search Custom Groups ? Select a delivery option (service or notice) for each party you want to add. "Service" is official legal service of the document upon the selected party. "Notice" provides an online notification that the document has been filed. To remove a selected party, deselect the delivery option.								
	ble for Selection 1 thro							
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 Notice	⊾ Party	Party Type	Party Status	Attorney	Firm	Method		
E	Brown, Greg	Respondent	Active	No Answer on File	Firm TBD			
1 🗹 🛛 🗸	Vhite, Tom	Petitioner	Active	Powers, Max	Mock Appeals Firm B-	Demo E-Service		

STEP 6 - How to Review & Submit Your Filing

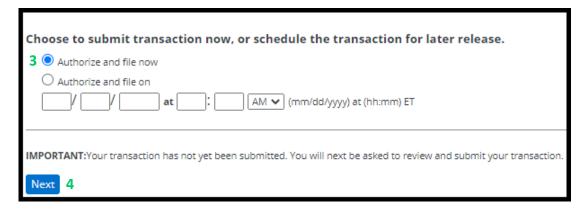
1. Select an "Authorizing Attorney".

5/4/21 1:54 PM EDT	Case	Documents	Case Parties	Review & Submit
Authorize Transa	ction			
Select an attorney Authorizing Attorney				

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						
O Serve Only - Private (available only to sending firm and served firms)						
O 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.



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					
	Review and 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: Submitted by: Authorized by:		Appeals Firm B-Demo 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: Billing Reference:	Originating Event Edit					
	Documents List Edit						
5 Submit Transaction	2 Document(s)						
5 Submit Transaction	Originating Document, 1 Pages			PDF Format Original Forma			
	Document Type: Death Certificate	Access: Public	Statutory Fee: \$0.00	Linked:			
	Document title: Death Certificate						
	Attached Document, 2 Pages			PDF Format Original Forma			
	Document Type: Notice to Show Cause Order	Access: Public	Statutory Fee: \$0.00	Linked:			
	Document title: Notice to Show Cause						
	Close All						
	Sending Parties (1) Edit Party Attorney Firm Johnson, Nancy (pending) Powers, Max Mock Appeals Firm	B-Demo					
	Case Parties Edit	Bioenio					
	Party Attorney Fin Johnson, Nancy (pending) Powers, Max Mock Appeals Johnson, Todd (pending) No Answer on File Firm TBD						
N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	IMPORTANT: Your transaction has not yet been su						
	When you have finished reviewing, select Submit T	ransaction below.					
	Submit Transaction						