

SUBSEQUENT FILINGS

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

Scheduled Transactions

State



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 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.

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.

To select a case for filing, click  beside the case.		
Case List 1 through 1 of 1 Show 50 results per page		
Case Number	Case Name	Case Type
 2021CV456789	Tom White vs. Greg Brown	General Civil

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.

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.

Party	Party Type	Party Status	Attorney Type	Attorney	Firm
<input checked="" type="checkbox"/> Brown, Greg	Respondent	Active	Attorney in Charge	No Answer on File	Firm TBD

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 Sending Parties Service Add'l Recipients **2 Review & Submit**

Select Recipients Transaction ID: 66574775 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.

Parties Available for Selection 1 through 2 of 2 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.

Create Custom Group

Service	Notice	Party	Party Type	Party Status	Attorney	Firm	Method
<input type="checkbox"/>	<input type="checkbox"/>	Brown, Greg	Respondent	Active	No Answer on File	Firm TBD	
1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	White, 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 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 : (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.

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.



9/21/21 1:59 PM EDT Case Documents Case Parties **Review & Submit** Transaction ID: 66535630 Cancel Save & Close

Review and Submit

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)

Originating Document, 1 Pages			PDF Format Original Format
Document Type: Death Certificate	Access: Public	Statutory Fee: \$0.00	Linked:
Document title: Death Certificate			
Attached Document, 2 Pages			PDF Format Original Format
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](#)

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.