



# File & Serve California™

**USER GUIDE**  
**eService Inbox**

# What's Inside

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File & Serve *California* (FSCA) has many resources available to you in order to address your questions and concerns:

- **FSCA Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587. They are available 24/7/365.
- The **FSCA** website ([www.fileandservecalifornia.com](http://www.fileandservecalifornia.com)) contains helpful information for using the FSCA system. The website houses our training registration information, user guides, pricing, and more.

## Logging in to FSCA

File & Serve *California*™

\* Required field.

Email \*

Password \*

Login

[Forgot Password](#) | [Register Now](#)

This FSCA User Guide provides a convenient source of information to help you manage your eService notifications in case matters.

### Before You Begin

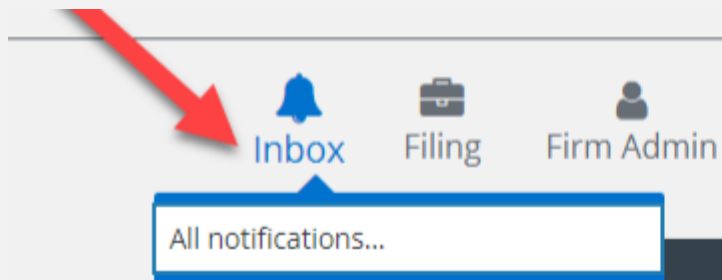
1. Refer to the appropriate court rules on electronic filing prior to using FSCA to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements for using FSCA.
3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to assist 24/7/365.

1. Open Chrome, Safari, or Firefox go to [www.fileandservealifornia.com](http://www.fileandservealifornia.com)
2. Enter your Username and Password and click **Login**.
3. **If you do not have a Username/Password, please contact your Firm Administrator.**

Overview: Users can view eService notifications for which they are served when they log into the application and continue to view them while in the system. The pre-requisites for receiving these notifications are:

1. The user should be a registered user of an EFSP and the user should have at least one submitted filing accepted by the court.
2. They must be a service recipient on the case to receive eService notifications.

A menu item *Inbox* will be available at the top of the application. This icon will display a number indicator for the count of notifications which have been unread by the user.



# ESERVICE INBOX (continued)

A drop-down menu will display showing each of the unread notifications by case name. An *All Notifications* menu item will always display at the bottom of the drop-down menu.

Select an unread notification in the drop-down to be directed to the filing details including a link to the document. **Note:** Viewing a line item will also mark the notification as read and it will decrease the count of unread notifications.

Select *All Notifications* to view a paginated list of both read and unread notifications. Screenshots are on the next slides.

The screenshot shows the EService Inbox interface. On the left, there is a navigation bar with 'Inbox' and 'Filing' buttons. The 'Inbox' button has a notification bell icon with a red '15' badge. A dropdown menu is open below the 'Inbox' button, listing several case notifications. The first notification is 'DFG DFGDFG VS. FDGDFG FDGDFG', followed by 'SMITH GEORGE VS. SMITH GREG' (repeated three times), 'CAROLCAROLCAROLCAR VS. EVELYN EVELYN EVEL', and 'CAROLCAROLCAROLCAR VS. EVELYN EVELYN EVEL'. The 'All notifications...' option is at the bottom of the dropdown. A red box highlights the 'Inbox' button and the 'All notifications...' option. A red arrow points from the 'Inbox' button to the dropdown menu, and another red arrow points from the first notification in the dropdown to the case detail view on the right.

The case detail view on the right shows the following information:

- Case Number: 20181625492
- Jurisdiction: Cook County - Municipal Civil - District 1 - Chicago
- Case Category: Civil
- Case Type: Administrative Review - Parking Violation
- Attorney: User Thomas
- Case Title: DFG DFGDFG VS. FDGDFG FDGDFG
- Served Date: 10/02/2018 03:54 PM
- Filing Code: Alias Citation - Issued And Returnable
- Description: to test service
- Document: Summary Filing test space.pdf
- Recipient: User Thomas
- Firm Name: Law Firm Illinois 09-25-2018
- Submitter: Admin Jeffery
- Firm Name: Law Firm Illinois 05-31-2018

Parties: 2

Party Type	Name	Address
Defendant	FDGDFG FDGDFG	STREET NOT PROVIDED, CITY NOT PROVIDED, IL, 60601-1
Plaintiff	DFG DFGDFG	STREET NOT PROVIDED, CITY NOT PROVIDED, IL, 60601-1

# ESERVICE INBOX (continued)

Show 10 notifications per page 1 Search

Envelope Id	Case Name	Case Number	Jurisdiction	Date	Recipient	Document	Action
85004	Azam Vaziri v. USA Athletic Club LLC	18-L-000005	Kane County	09/27/2018	User Thomas	sample.pdf <span style="color: red;">3</span>	
85004	Azam Vaziri v. USA Athletic Club LLC	18-L-000005	Kane County	09/27/2018	User Thomas	20180927150410853_11499_TESTINGDOCUMENT.pdf	<span style="color: red;">4</span>
84892	BUTTREY FOODS VS. CUNNINGHAM LINDA	2018L005814	Cook County - Law - District 1 - Chicago	09/26/2018	User Thomas	20180926115235554_11491_RTF with white space in between File1.pdf	<span style="color: red;">5</span>
85080	CAROLCAROLCAROL CAR VS. EVELYN EVELYN EVEL	20181102225	Cook County - Municipal Civil - District 1 - Chicago	09/28/2018	User Thomas	test.pdf	
85080	CAROLCAROLCAROL CAR VS. EVELYN EVELYN EVEL	20181102225	Cook County - Municipal Civil - District 1 - Chicago	09/28/2018	User Thomas	gre_research_validity_data.pdf	
85080	CAROLCAROLCAROL CAR VS. EVELYN EVELYN EVEL	20181102225	Cook County - Municipal Civil - District 1 - Chicago	09/28/2018	User Thomas	SampleDOCFile_500kb.pdf	

Showing 10 Notification(s) of 18 6 Previous **1** 2 Next

Please refer to next slide for outline and instructions.

A paginated list of *All Notifications* will default to be sorted by date. All columns are searchable using the *Search* field and sortable except the document and action columns using the column headers.

1. All column headers are searchable using the *Search* field.
2. All columns are sortable using the column headers.
3. Click the document title to view the pdf.
4. Click the *eyeball* icon to view the filing details.
5. Click the + icon to start a subsequent filing into the case.
6. Use *Previous*, the page numbers, and *Next* to move through the pages of notifications.