File & Serve *California*™

USER GUIDE
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File & Serve *California*™

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FILE & SERVE CALIFORNIA RESOURCES

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) contains helpful information for using the FSCA system. The website houses our training registration information, user guides, pricing, and more.

FILE & SERVE CALIFORNIA OVERVIEW

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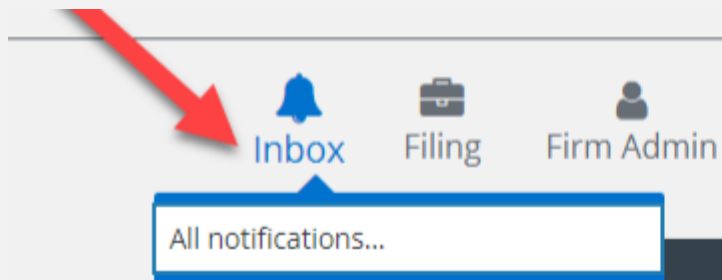
Before You Begin

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.

Logging in to FSCA

File & Serve *California*™

* Required field.

Email *

Password *

Login

Forgot Password | Register Now

1. Open Chrome, Safari, or Firefox go to **www.fileandservecalifornia.com**

2. Enter your Username and Password and click **Login**.

3. **If you do not have a Username/Password, please contact your Firm Administrator.**

ESERVICE INBOX

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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.

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.