File & ServeXpress™

The Perfect eService Checklist

File & ServeXpress is built to provide fast, reliable eFiling and eService to our users. Ensure you're getting the most out of FSX's eService by following our simple eService checklist.

Perfect eService for Your Organization:

☐ **My law firm or organization is registered with a File & ServeXpress Account**

The first step to eService is registering your law firm with a File & ServeXpress account. If you are filing pro se, you can simply register as a Self-Represented litigant and move to the next step.

How do I register my law firm?
View Our Registration Guide

☐ **The attorney I am filing on behalf of and I both have File & ServeXpress accounts**

Once your firm has a registered FSX account, attorneys, paralegals, and support staff can be added as users to the firm's account. Any attorneys, or paralegals and administrative staff filing on an attorney's behalf, will need an FSX account and UserID to send and receive service.

How do I register individual accounts?
View Our Registration Guide

☐ **My File & ServeXpress Inbox is configured with my preferred settings**

Your FSX Inbox has settings that make eService even easier. Take the extra step to ensure all parties receive a copy of the service by configuring your sharing preferences accordingly. Add support staff like paralegals to your service delivery list so they receive a complimentary email notification of all eService.

How do I add people to my service recipient list?
View Page 14 of our Filing and Serving User Guide

How do I configure my notification options?
View Pages 9 and 10 of our My Profile User Guide

Perfect eService on Opposing Counsel:

☐ **All parties on the opposing counsel have been added to the service recipient list**

Make sure that the attorney and any relevant parties on the opposing counsel have been added to your service recipient list.

How do I add additional people to my service recipient list?

[View Page 16 of our Filing and Serving User Guide](#)

What if the person I am serving doesn't have an FSX account?

In that case, we will service that person by US Mail by default. You can still send a courtesy notification of service to their email inbox by adding them as an Additional Recipient.

☐ **I've selected "read status" on my recipients.**

This allows you to view when opposing counsel has opened the document, giving you total transparency in the eService process as well as verifiable proof of service.

☐ **I've selected the appropriate Delivery Option**

File & ServeXpress provides multiple options for eService delivery. Select the option that best suits your needs:

- File with the Court and eServe – Select this option to both eFile and eServe your documents to all appropriate parties

- EServe Only – In cases of discovery and other instances where you don't need to file with the court, select "eServe Only" to skip filing and deliver service directly to your selected parties. Note: This option may not be available in your Court or jurisdiction. Visit your Court's website for specific rules and procedures regarding eService.

☐ **I'm using the On Demand Transaction Report to Verify Proof of Service**

Check the status of your eService by running a Transaction Report with "Read Status" on. The complete report will include comprehensive details about your service, including the time of delivery and if opposing counsel has viewed it.

How do I run a Transaction Report?

1. **Find your case by searching by Transaction ID and selecting your case**

2. **Click "Transaction Report" in the top right corner of your dashboard**

3. **Check the "Read Status" box**

4. **View your report!**

Still have questions?

We're here to help! Contact our Support Center for 24/7/365 support via phone, chat, or email

Need eService now? Ask your Account Manager about our complimentary Concierge eFiling and eService.