

# FSX Payment Portal



The following fields are **required** to pay Online using the FSX Payment Portal, Account ID, Invoice number and Firm Name. For your convenience, we have provided examples of each of our invoice types and marked the information you will need from your invoice with red boxes.

If you use **File & ServeXpress**, you will receive the following invoice format:

<b>Firm Name</b> Client ID: 6134567801 Invoice No: 202006134567801	<b>File &amp; ServeXpress™</b>		
<p><b>Please detach this portion and return it with your payment made payable to:</b>                  File &amp; ServeXpress                  P.O. Box 679058                  Dallas, TX 75267-9058</p>	<p><b>Please Send Correspondence</b>                  File &amp; ServeXpress                  Attn: Accounts Receivable                  500 E. John Carpenter Fwy Suite 250                  Irving, TX 75062</p>		
<p><b>Firm Name</b>                  Attn: Billing Contact                  12352 Main Street, Suite 123                  City, ST 12345</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Amount Due (USD):</b></td> <td style="text-align: right;"><b>\$3,150.50</b></td> </tr> </table> <p><b>Invoice Date:</b> 01-Jul-2020  <b>Billing Period:</b> 202006  <span style="border: 2px solid red; padding: 2px;"><b>Invoice No:</b> 202006134567801</span>  <span style="border: 2px solid red; padding: 2px;"><b>Customer ID:</b> 6134567801</span>  <b>Terms:</b> Payments by check due net 10 days from date of receipt</p>	<b>Amount Due (USD):</b>	<b>\$3,150.50</b>
<b>Amount Due (USD):</b>	<b>\$3,150.50</b>		

If you use **CaseFileXpress**, you will receive the following invoice format:

<p><b>Please send your payment to:</b>                  File &amp; ServeXpress                  PO BOX 679058                  DALLAS TX 75267-9058</p>		<p><b>Firm Name</b>                  12352 Main Street, Suite 123                  City, ST, 12345                  Phone: 306-123-654 Contact Person: Billing Contact                  Contact email: AdamAttorney@gmail.com                  Jurisdiction: D.C. Superior Court                  Monthly Billing period of 6/1/2020 through 6/30/2020</p>	<p><b>Client ID:</b> 02-712345  <span style="border: 2px solid red; padding: 2px;"><b>Invoice #:</b> 12345DC</span>  <b>Date:</b> 7/7/2020  <b>Terms:</b> Net 10  <b>Invoice Total:</b> \$120.85</p>								
Attorney	Trace No	Submitted Date	Charged Date	Court	Case Number	Client Matter	Status	CFX Fee	NIC Fee	Court Fee	Total Amount

If you use **File & Serve California, File & Serve Maryland, File & Serve Texas, or File & Serve Illinois**, you will receive the following invoice format:

File & Serve Xpress™

Firm Name  
01-1236548

Please send your payment to:  
File & ServeXpress  
PO BOX 679058  
DALLAS TX 75267-9058

**Firm Name**  
12352 Main Street, Suite 123  
City, ST 12345  
Phone: 306-123-654 Contact Person: Billing Contact  
Contact Email: AdamAttorney@gmail.com  
Monthly Billing period of 6/1/2020 through 6/30/2020 for eFile IL

**Client ID:** 01-1236548  
**Invoice #:** IL2006123654801  
**Date:** 7/10/2020  
**Terms:** Net 10  
**Invoice Total:** \$3,750.12

---

## Invoice

### Have a Question?

Contact our Client Support at (888) 529-7587 or email us at [support@fileandserve.com](mailto:support@fileandserve.com)