

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:

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

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

<p>Please send your payment to: File & ServeXpress PO BOX 679058 DALLAS TX 75267-9058</p>		<p>Firm Name 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>Client ID: 02-712345 Invoice #: 12345DC Date: 7/7/2020 Terms: Net 10 Invoice Total: \$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 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