

### Understanding Your Invoice

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 the File & Serve application, you will receive the following invoice format:

<b>The Demonstration Group P.C.</b> <b>Client ID:</b> 000000000000 <b>Invoice No:</b> 20230000000000		<b>File &amp; Serve<sup>xpress</sup>™</b>	
<b>Pay online using the Pay My Invoice feature on your File &amp; Serve<sup>xpress</sup> homepage, or send payment to:</b>  File & Serve <sup>xpress</sup> , LLC Dept. 2016 PO Box 122016 Dallas, TX 75312-2016		<b>Please Send Correspondence to:</b>  File & Serve <sup>xpress</sup> Attn: Accounts Receivable 4347 W. Northwest Hwy, Ste 130 - 280 Dallas, TX 75220	
<b>The Demonstration Group P.C.</b> Attn: Billing Contact 12345 Main Street, Suite 123 City, ST 12345		<b>Amount Due (USD):</b> <b>\$264.97</b>	
		<b>Invoice Date:</b> 01-Mar-2023 <b>Billing Period:</b> 202302 <b>Invoice No:</b> 20230000000000 <b>Customer ID:</b> 0000000000 <b>Terms:</b> Payments by check due net 10 days from date of receipt	

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

<b>File &amp; Serve<sup>xpress</sup></b>		<b>The Demonstration Group, P.C.</b> 12345 Main Street, Suite 123 City, ST 12345 Phone : 202-555-5555 Contact Person : Betty Donovan Contact email : accountspayable@example.com Monthly Billing for the period 9/1/2022 through 9/30/2022		<b>Client ID:</b> 02-0000000 <b>Invoice #:</b> 000000DC <b>Date:</b> 10/7/2022 <b>Terms:</b> Net 10 <b>Invoice Total:</b> \$50.00																									
<b>Please send your payment to:</b> File & Serve <sup>xpress</sup> P.O. Box 4458 Dept #231 Houston, TX 77210-4458																													
<table border="1"> <thead> <tr> <th>Attorney</th> <th>Trace No</th> <th>Submitted Date</th> <th>Charged Date</th> <th>Jurisdiction</th> <th>Case Number</th> <th>Client Matter</th> <th>Status</th> <th>CFX Fee</th> <th>NIC Fee</th> <th>Court Fee</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td colspan="11"></td> <td align="right"> <b>Invoice Subtotal:</b> \$0.00  <b>Monthly Maintenance Fee:</b> \$50.00  <b>Invoice Total:</b> \$50.00         </td> </tr> </tbody> </table>						Attorney	Trace No	Submitted Date	Charged Date	Jurisdiction	Case Number	Client Matter	Status	CFX Fee	NIC Fee	Court Fee	Total Amount												<b>Invoice Subtotal:</b> \$0.00 <b>Monthly Maintenance Fee:</b> \$50.00 <b>Invoice Total:</b> \$50.00
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<b>Please Send Correspondence to:</b> File & Serve <sup>xpress</sup> Attn: Accounts Receivable 500 E. John Carpenter Freeway / Ste 250 Irving, TX 75062 Phone: 1-877-433-4533 Fax: 1-972-893-0099																													

If you use File & Serve Delaware, you will receive the following invoice format:

<b>The Demonstration Group, P.C.</b> Client ID: FSDE000000 Invoice No: 202112FSDE000000		<b>File &amp; Serve Delaware™</b>
Please detach this portion and return it with your payment made payable to: File & ServeXpress LLC P.O. BOX 4458 Dept # 231 Houston, TX 77210-4458		Please Send Correspondence to: File & ServeXpress Attn: Accounts Receivable 500 E. John Carpenter Freeway Suite 250 Irving, TX 75062 P: 888-247-2051
<b>The Demonstration Group, P.C.</b> Attn: Betty Donovan 12345 Main Street, Suite 123 City, ST 12345		<b>Amount Due (USD): \$209.25</b>
<b>Invoice Date:</b> 12/31/2021 12:00:00 AM <b>Billing Period:</b> 202112 <b>Invoice No:</b> FSDE000000 <b>Customer ID:</b> Payments by check due <b>Terms:</b> net 10 days from date of receipt		

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

<b>File &amp; Serve<sup>express</sup></b>		<b>The Demonstration Group, P.C.</b> 03-800000																													
Please send your payment to: File & ServeXpress Dept. 2016 PO Box 122016 Dallas, TX 75312-2016		<b>The Demonstration Group, P.C.</b> 12345 Main Street, Suite 123 City, ST 12345 Phone: 202-555-5555 Contact Person: Betty Donovan Contact Email: acctspayable@example.com Monthly Billing period of 8/1/2022 through 8/31/2022 for eFile TX																													
		<b>Client ID:</b> 03-8000000 <b>Invoice #:</b> TX2200000000000 <b>Date:</b> 9/16/2022 <b>Terms:</b> Net 10 <b>Invoice Total:</b> \$363.37																													
<h3>Invoice</h3>																															
<b>Attorney:</b> Betty Donovan <b>Order ID:</b> 00000000 <b>Filing Type:</b> File Only <b>Filed by:</b> Betty Donovan <b>Jurisdiction:</b> Dallas District County <b>Case:</b> Darla Vs. Musk <b>Client Matter:</b> 1000.001 <b>Document(s):</b> Plaintiffs' Original Petition	<b>Filed Date:</b> 8/3/2022 12:00:00 AM <b>Accepted Date:</b> 8/9/2022 12:00:00 AM <b>Status:</b> Accepted																														
66941899 Total Austin R. Nimocks Total 202208 TX Invoice Total	<table border="1"> <thead> <tr> <th>Filing Fee</th> <th>eService Fee</th> <th>Sales Tax</th> <th>Court Fee</th> <th>Service Fee</th> <th>Convenience Fee</th> <th>Total Fees</th> </tr> </thead> <tbody> <tr> <td>\$3.00</td> <td>\$0.00</td> <td>\$0.25</td> <td>\$350.00</td> <td>\$0.00</td> <td>\$10.12</td> <td>\$363.37</td> </tr> <tr> <td>\$3.00</td> <td>\$0.00</td> <td>\$0.25</td> <td>\$350.00</td> <td>\$0.00</td> <td>\$10.12</td> <td>\$363.37</td> </tr> <tr> <td>\$3.00</td> <td>\$0.00</td> <td>\$0.25</td> <td>\$350.00</td> <td>\$0.00</td> <td>\$10.12</td> <td>\$363.37</td> </tr> </tbody> </table>	Filing Fee	eService Fee	Sales Tax	Court Fee	Service Fee	Convenience Fee	Total Fees	\$3.00	\$0.00	\$0.25	\$350.00	\$0.00	\$10.12	\$363.37	\$3.00	\$0.00	\$0.25	\$350.00	\$0.00	\$10.12	\$363.37	\$3.00	\$0.00	\$0.25	\$350.00	\$0.00	\$10.12	\$363.37		
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### Invoice Items and Descriptions

Below is a list of possible items on invoice and their descriptions:

Item Name	Item Description
Alerts	Monthly fee for an active Alert.
Court Cost Recovery Fee	Fee charged by CNMI Courts in the Northern Marianas Islands to cover their eFiling costs.
Court Courtesy Copies	Fee for delivering Courtesy Copies to the Court.
Credit Card Processing Fee	Fee for processing Credit Card transactions.
Document Fee	Per document fee for eFiling documents with the Court.
Filing	Per transaction fee for eFiling documents with the Court.
Filing – Additional Cases	Per transaction fee for eFiling in multiple cases (Multi-Case Filing).
Fixed Rate Fee	Fee for processing Credit Card transactions (Fulton County, GA Only).
Message Board	Fee for participation in a Message Board for a case on the FSX system.
My Firm's Cases Document Fee	Fee for downloading documents on a case your firm is involved in that were not served to you (Delaware Only).
Online Notification of Transaction	Per transaction fee for documents sent to an additional recipient (only charged when no eService is selected on the filing).
Online Service	Per transaction fee for eService of documents to parties on the service list.
Paper Invoice Fee	Fee for delivery of a paper invoice to your firm's mailing address.
Paper Initiation Fee	Fee charged to the firm submitting a party's first filing on a case.
Party Transaction Fee	Fee charged to the firm submitting a filing for a party starting with the party's 11th filing on a case.
Postage & Delivery	Fees for sending documents by mail through File & ServeExpress.
Printing, Copying, & Handling	Fee for service of documents via U.S. Mail.
Read Status	Fee for choosing to purchase Read Status of eService on a transaction (selection made during submission of eService).
Report – Case History	Fee for a search completed on the 'Case History' tab.
Report – Cases	Fee for a search completed on the 'Case Search' tab.
Report – Daily Docket	Fee for a search completed on the 'Daily Docket' tab.
Report – Transaction Status	Fee for a search completed on the 'Transaction Status' tab.
Repository Licensing Fee	Cases with voluminous service lists require additional management and clean up. This fee is charged to every firm involved in one of these voluminous cases. The fee may be a one-time charge and/or a recurring \$5 charge.
Statutory Filing Fee	Court's fee for the type of document filed. This fee is charged when the Court Clerk accepts the document.
Subscription Fee	Flat rate agreed between your firm and File & ServeExpress for service specified on the invoice
Transaction Report	Fee for ordering a Transaction Report for a submitted filing.
View Calendared Events	Fee for viewing Calendar events.

## Accessing Your Billing History

You can access your billing history via the Billing Information link under Track & Manage on the File & Serve application homepage. To access the full billing history for a specific case, select “Include all billing history” and enter the court and case number before viewing your report:

The screenshot shows the 'Billing Information Search' page. At the top, there is a navigation bar with links: HOME, FILING & SERVICE, ALERTS, and SEARCH. Below this, a breadcrumb trail reads 'Home > Billing Information Search'. The main heading is 'Billing Information Report' with a subtext: 'Use this report to view charges your firm has incurred.' Below this, a section titled 'Define your report: (\* indicates a required field.)' contains five numbered instructions: 1. Select a Format (with options: Invoice, Report, Email Billing Information), 2. Pick a Month and Year, 3. Optionally fill in search criteria for the Report format, 4. Click View, and 5. Note: Billing data may not represent all recent activity, including credits for current month report. The form fields are: \* Format: Report - All Fees (dropdown), \* Organization: Demo Law Firm B, \* Month and Year: May (dropdown) and 2023 (dropdown), and an option 'Or [checked] Include all billing history (Requires court selection and exact case number)'. Under 'Report Search Criteria:', there are fields for Authorizer/Purchaser (All Users), Court Name (All Courts), Case Name (XXXXXXX), and Case Number (XXXXXXX), each with an information icon. At the bottom are 'View' and 'Clear' buttons.

HOME FILING & SERVICE ALERTS SEARCH

Home > Billing Information Search

**Billing Information Report**  
Use this report to view charges your firm has incurred.

**Define your report:** (\* indicates a required field.)

1. Select a *Format*.
  - o **Invoice** - displays in the same format as your monthly invoice. Search criteria are unavailable.
  - o **Report**(all types) - displays in a list of transactions which you can narrow down with search criteria.
  - o **Email Billing Information** - emails a comma separated data file to the email you provide. Search criteria are unavailable.
2. Pick a *Month and Year*.
3. Optionally fill in search criteria for the **Report** format.
4. Click **View**.
5. **Note:** Billing data may not represent all recent activity, including credits for current month report.

\* Format: Report - All Fees

\* Organization: Demo Law Firm B

\* Month and Year: May 2023

Or ☒ Include all billing history (Requires court selection and exact case number)

**Report Search Criteria:**

Authorizer/Purchaser: All Users

Court Name: All Courts

Case Name: XXXXXXXX

Case Number: XXXXXXXX

View Clear

### Frequently Asked Questions:

#### What payment options does FSX offer?

File & ServeXpress accepts American Express, Visa, and MasterCard credit cards, debit cards, and pre-paid debit cards. You can pay your invoice with a credit card using the Pay My Invoice feature on the File & Serve application.

If you don't see the invoice you need to pay on the File & Serve application, you can use our manual Payment Portal to settle your invoice.

File & ServeXpress also offers monthly billing for firms/agencies with credit approval. Please contact customer support to request our credit application: [support@fileandserve.com](mailto:support@fileandserve.com).

#### Can I view an invoice in my account?

Yes. Monthly invoices can be found in the Billing Information link under Track & Manage on the File & Serve application homepage. You can also view your most recent invoice on the Pay My Invoice tab on the top right of your File & Serve homepage.

#### How do I set up monthly automatic payments?

To set up monthly automatic payments, complete the [Payment Authorization Form](#). Select "Reoccurring Monthly Transaction" on the form. Send the completed form to [invoicing@fileandserve.com](mailto:invoicing@fileandserve.com).

#### Where can I find a copy of the File & ServeXpress W9?

[Click here to access the File & ServeXpress W9.](#)