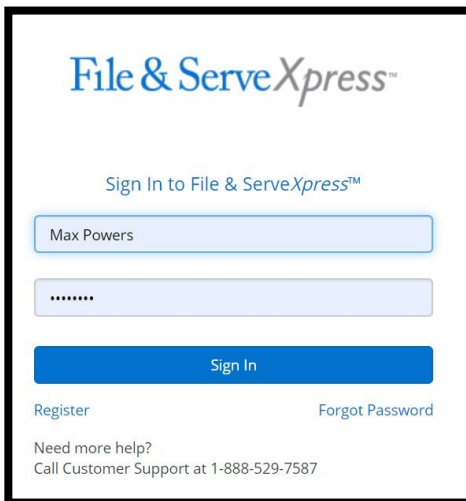


### STEP 1: Log into FSX

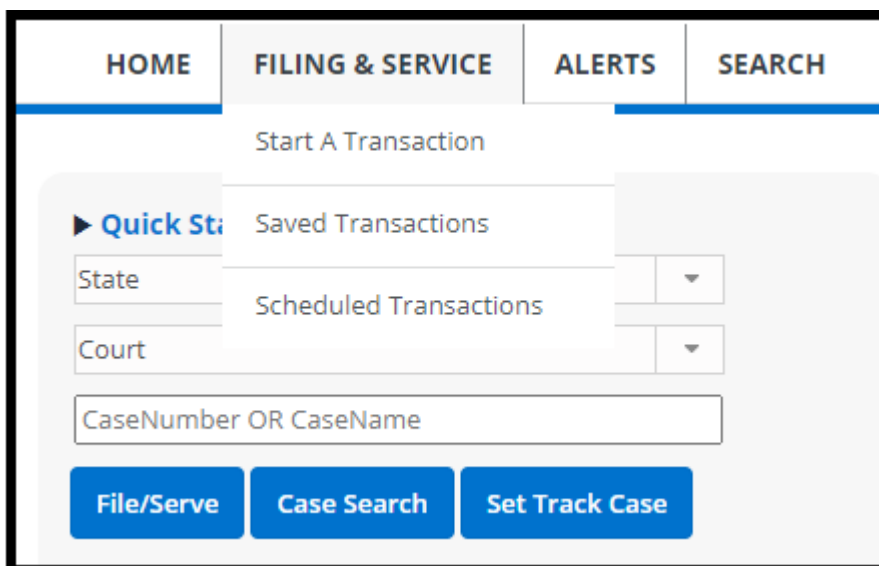
1. Log into FSX @ <https://secure.fileandserve.com/login/login.aspx>
2. Type in your User ID and password
3. Click "Sign In"



The screenshot shows the login interface for File & Serve Xpress. At the top is the logo. Below it is the text "Sign In to File & Serve Xpress™". There are two input fields: the first contains the text "Max Powers" and the second contains a masked password "\*\*\*\*\*". A blue "Sign In" button is positioned below the password field. At the bottom left, there are links for "Register" and "Forgot Password". At the bottom center, there is a link for "Need more help?" and the text "Call Customer Support at 1-888-529-7587".

### STEP 2: How to Start a Transaction

1. On the Home Page, hover over "Filing & Service".
2. Select "Start a Transaction" from the drop down. This will take you to a new screen.



The screenshot shows the navigation menu with "FILING & SERVICE" selected. A dropdown menu is open, showing "Start A Transaction" as the first option. Below it are "Quick Start" (with a right-pointing triangle), "Saved Transactions", and "Scheduled Transactions". There are two dropdown menus for "State" and "Court". Below these is a search input field labeled "CaseNumber OR CaseName". At the bottom are three blue buttons: "File/Serve", "Case Search", and "Set Track Case".

3. Under the blue “Select Court and/or Case for Filing” banner, select the “File and/or Serve in an Existing Case” button.
4. Select your state from the State drop down.
5. Select your court from the drop down.
6. Type an existing case number in the “Case Number” field on the right side of the screen (e.g. 2021CV101010).
7. Click the “Find” button.

8. Click the small blue icon with a white arrow in it below “Case List” to select your case. This will take you to the Documents Tab.

Case Number	Case Name	Case Type
2021CV456789	Tom White vs. Greg Brown	General Civil

### STEP 3: How to Attach Documents to Your Filing

1. Select your document type from the drop down.
2. Enter a title in the text box.
3. Click the gray box labeled, “Choose a file or Drag it here” to open your computer’s hard drive. Find your document and double-click on it to select the document.
4. Select the appropriate access type using the drop down.
5. Click the “Attach Document” button.
6. To attach additional documents, repeat steps 1-5.
7. Click “Continue” to move to the next screen.

5/5/21 3:51 PM EDT Documents Sending Parties Service Add'l Recipients Review & Submit

### Attach Documents

For each document, complete each field and click **Attach Document**.

**Type \***

**Title \***  
  
Maximum length of text is 510 characters

**Access**  
   
Public - These documents are electronically submitted and available for viewing by File & ServeXpress customers.

**File \***  
  
 Choose a file or Drag it here

To request our Fax Upload Service please contact client support.

**Attach Document**

## STEP 4: Selecting Sending Parties

1. Select the check box to the left of the party that you are filing on behalf of.
2. Under the column titled "Attorney Type" select "Attorney in Charge" in the dropdown menu. **Note: if you have already filed in this case and selected this sending party in a past transaction, you will already show as representing the party and will not be required to do this again.**
3. Click "Continue" to move to the next screen.

5/5/21 4:02 PM EDT Documents **Sending Parties** Service Add'l Recipients Review & Submit

**Select Sending Parties** Transaction ID: 66574775 Cancel Save & Close

Search Custom Groups

Create Custom Group  Show 50 results per page

**Parties without Representation Available for Selection**  
 Any attorney additions to cases will remain in Pending status until the Court accepts your transaction. 1 through 1 of 1  
 Please include your attorney type representation when making an initial appearance.

<input type="checkbox"/>	Party	Party Type	Party Status	Attorney Type	Attorney	Firm
<input checked="" type="checkbox"/>	Brown, Greg	Respondent	Active	Attorney in Charge	No Answer on File	Firm TBD

## STEP 5: Selecting Service Recipients

1. Select the check box to the left of the party or parties that you would like to eServe.
2. Click "Continue" to move to the next screen.
3. If you have additional persons you'd like to receive the documents, you can add their names & email addresses on the Additional Recipients tab. Click "Continue" to move to Review & Submit.

5/5/21 4:10 PM EDT Documents Sending Parties **Service** Add'l Recipients Review & Submit

**Select Recipients** Transaction ID: 66574775 Cancel Save & Close

Search Custom Groups ?

Select a delivery option (service or notice) for each party you want to add. "Service" is official legal service of the document upon the selected party. "Notice" provides an online notification that the document has been filed. To remove a selected party, deselect the delivery option.

**Parties Available for Selection** 1 through 2 of 2 Show 50 results per page

**YOUR ORGANIZATION WILL INCUR ADDITIONAL POSTAGE AND COPYING FEES FOR SERVING PARTIES DESIGNATED FOR SERVICE VIA US MAIL OR FAX. CHECK THE ADDITIONAL SERVICES PRICING SHEET IN THE RESOURCE CENTER FOR COMPLETE COSTS.**

Create Custom Group

Service	Notice	Party	Party Type	Party Status	Attorney	Firm	Method
<input type="checkbox"/>	<input type="checkbox"/>	Brown, Greg	Respondent	Active	No Answer on File	Firm TBD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	White, Tom	Petitioner	Active	Powers, Max	Mock Appeals Firm B-Demo	E-Service

## STEP 6: How to Review & Submit Your Filing

1. Select an "Authorizing Attorney".

5/4/21 1:54 PM EDT Case Documents Case Parties **Review & Submit**

**Authorize Transaction**

Select an attorney to authorize this transaction.

Authorizing Attorney:

2. Under the heading "Delivery Options," select the appropriate "Serve Only" button

**Delivery Options: What do you want to do with this transaction? (pick one)**

File with the court and Serve selected parties

I am sending these documents as "Court-Appointed Counsel/ADR".

**Serve Only - Private** (available only to sending firm and served firms)

Serve Only - Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

3. Scroll to the bottom of the page and select the "Authorize and file now" button.
4. Click the "next" button to move to the next screen.

Choose to submit transaction now, or schedule the transaction for later release.

Authorize and file now  
 Authorize and file on

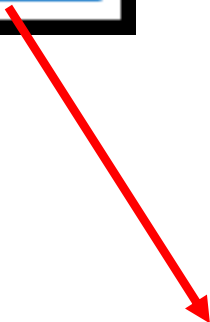
/  /  at  :   AM (mm/dd/yyyy) at (hh:mm) ET

---

**IMPORTANT:**Your transaction has not yet been submitted. You will next be asked to review and submit your transaction.

[Next](#)

5. Scroll down the page to review your filing information. Once you have reviewed your information, click the "Submit Filing" button to complete your filing.



5/4/21 1:59 PM EDT Case Documents Case Parties **Review & Submit** Transaction ID: 66535630 [Cancel](#) [Save & Close](#)

**Review and Submit**

**IMPORTANT: Your transaction has not yet been submitted. When you have finished reviewing, select Submit Transaction below.**

File & ServeExpress Transaction ID: 66535630  
 Submitted by: Max Powers, Mock Appeals Firm B-Demo  
 Authorized by: Max Powers, Mock Appeals Firm B-Demo [Edit](#)

---

Court: Mock Tribal Court  
 Case Class: Probate  
 Case Type: Probate  
 Case Name: IMO Johnson, Todd (DOD 1/22/2021)

---

Transaction Option: Originating Event  
 Billing Reference: [Edit](#)

---

[Documents List](#) [Edit](#)

**2 Document(s)**

Originating Document, 1 Pages				<a href="#">PDF Format</a>	<a href="#">Original Format</a>
Document Type:	Death Certificate	Access:	Public	Statutory Fee:	\$0.00
Document title:	Death Certificate				
Attached Document, 2 Pages				<a href="#">PDF Format</a>	<a href="#">Original Format</a>
Document Type:	Notice to Show Cause Order	Access:	Public	Statutory Fee:	\$0.00
Document title:	Notice to Show Cause				

[Close All](#)

[Sending Parties \(1\)](#) [Edit](#)

Party	Attorney	Firm
Johnson, Nancy (pending)	Powers, Max	Mock Appeals Firm B-Demo

[Case Parties](#) [Edit](#)

Party	Attorney	Firm
Johnson, Nancy (pending)	Powers, Max	Mock Appeals Firm B-Demo
Johnson, Todd (pending)	No Answer on File	Firm TBD

**IMPORTANT: Your transaction has not yet been submitted. When you have finished reviewing, select Submit Transaction below.**

[Submit Transaction](#)