

CASE INITIATION

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".

File & Serve Xpress™

Sign In to File & Serve Xpress™

2 Lawyer, Linda

3

Sign In

Register Forgot Password

Need more help?
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.

HOME 1 FILING & SERVICE ALERTS SEARCH

2 Start A Transaction

▶ Quick Start

Saved Transactions

State

Scheduled Transactions

Court

CaseNumber OR CaseName

File/Serve Case Search Set Track Case

3. Under the blue “Select Court and/or Case for Filing” banner, select the “File a New Case” button.
4. Select your court from the drop down.
5. Click the “Find” button.

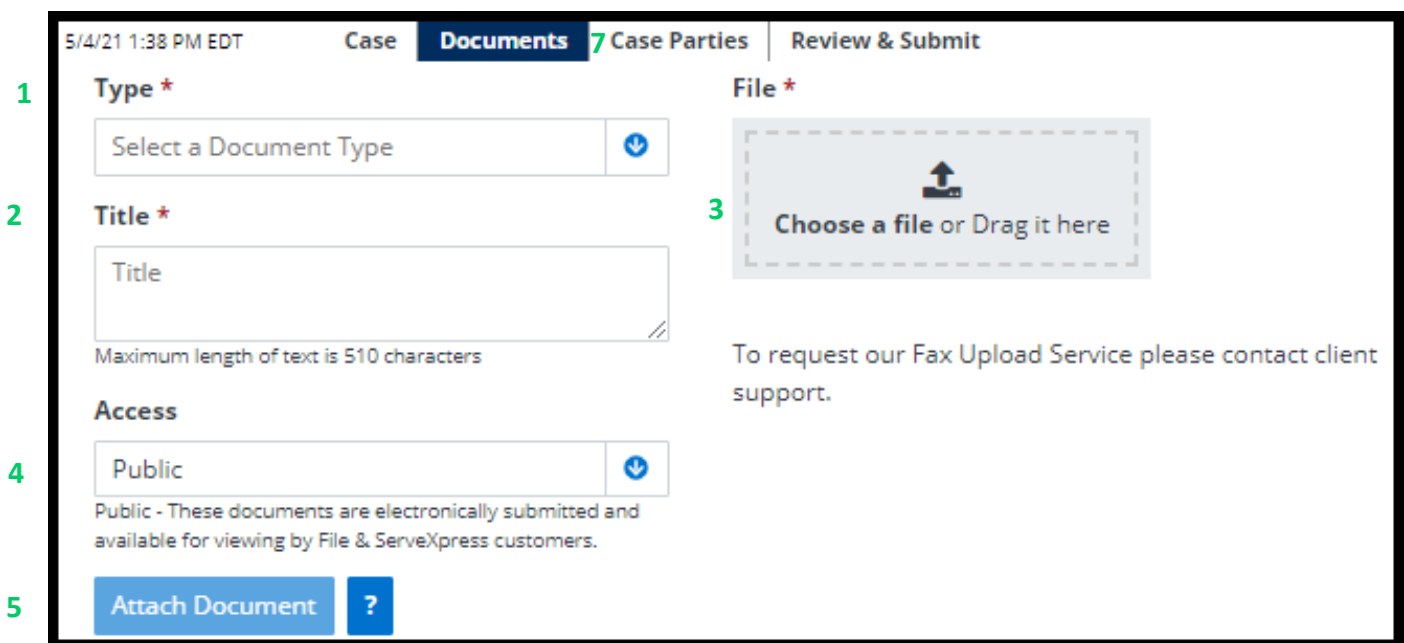
6. Click the small blue icon with a white arrow in it below “Court List” to select your case class.

Court Name	Case Class
WV Supreme Court of Appeals of West Virginia	Civil-Appeals

7. Select your Case Type from the drop down.
8. Enter a “Case Name” in the text box.
9. Click the “Submit” button. This will take you to the documents tab.

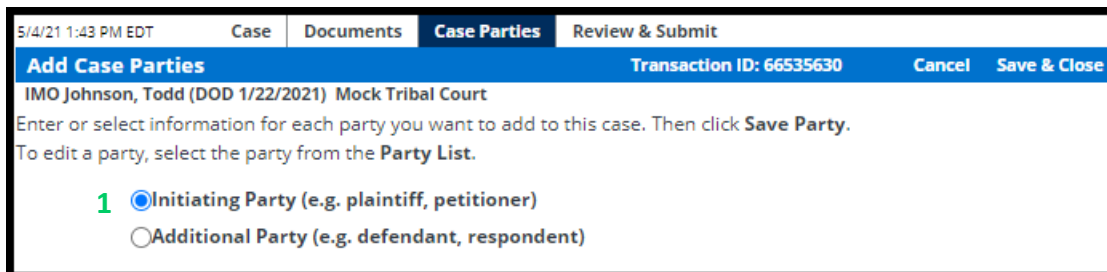
STEP 3 - How to Attach Documents to Your Filing

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 the "Case Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.



STEP 4 - Adding Initiating Parties (i.e. Plaintiff, Petitioner, etc.)

1. Select the "Initiating Party" button.



Note: all fields designated with a red asterisk are mandatory fields.

2. Under "Party", select the correct Party Type.
3. Under "Entity", select the correct Entity Type.
4. Enter the "Party Name" in the First/Middle/Last name fields.
5. Enter the "Phone" number.
6. Enter the "Address".
7. Enter the "Email" address.
8. Select an "Attorney" from the drop down.
9. Under "Attorney Type", select the correct Type.
10. Click the "Save Party" button.
11. You may add as many initiating parties as you would like by repeating steps 1-10.
12. Remain on this screen and move to Step 5.

Party * **Entity ***

Petitioner Individual

Party Name *

First Name Middle Name Last Name Suffix

The First Name field is required. The Last Name field is required.

Phone * **Ext.**

Phone Ext.

The Phone Number field is required.

Address *

Address line 1

The Address field is required.

Address line 2

City * **State *** **Zip ***

City Select a State Zip

The City field is required. The State field is required. The Zip Code field is required.

Email *

Email

The Email field is required.

Attorney * **Attorney Type ***

The Attorney field is required. The Attorney Type field is required.

STEP 5 - Adding Additional Parties (i.e. Defendant, Respondent, etc.)

Note: all fields designated with a red asterisk are mandatory fields.

1. Select the "Additional Party" button.
2. Under "Party", select the correct Party Type.
3. Under "Entity", select the correct Entity Type.
4. Enter the "Party Name" in the First/Middle/Last name fields.
5. Enter the "Phone" number.
6. Enter the "Address".
7. Enter the "Email" address.
8. Next to "Attorney", click the "Search" button to search for a registered attorney, if the party is unrepresented or the attorney is not registered, skip to step 11.
9. In the new window, enter the attorney's name and click "Search".
10. In the new window, select the attorney's name.
11. Under "Attorney Type", select the correct Type.
12. Click the "Save Party" button.
13. You may add as many initiating parties as you would like by repeating steps 1-12.

Search Results	
To select an attorney, click the attorney's name.	
Name	Firm
Attorney, Arthur	WV Firm B

STEP 6 - How to Select Service Recipients

Note: if you did not add an attorney or attorneys on the Parties Tab, skip to Step 7- Review & Submit..

1. Check the box next to the Party or Parties you would like to eServe.

Select a delivery option for each party you want to add. "Service" is official legal service of the document upon the selected party. To remove a selected party, deselect service.

Parties Available for Selection 1 through 1 of 1 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	Party	Party Type	Party Status	Attorney	Firm	Method
<input checked="" type="checkbox"/>	White, Fred	Respondent	Pending	Attorney, Arthur	WV Firm B	E-Service

Purchase read status for e-service documents (optional) \$

Track when the e-served recipients open this transaction. This feature is not available for tracking any US Mail or fax recipients, any courtesy email notifications, nor the Read Status of court personnel. Additional charges apply.

STEP 7 - 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: 1

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

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

2 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 3

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



5/2/21 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 & ServeXpress 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 [PDF Format](#) | [Original Format](#)

Document Type:	Access:	Statutory Fee:	Linked:
Death Certificate	Public	\$0.00	
Document title: Death Certificate			

Attached Document, 2 Pages [PDF Format](#) | [Original Format](#)

Document Type:	Access:	Statutory Fee:	Linked:
Notice to Show Cause Order	Public	\$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](#)