

## SUBSEQUENT FILINGS

### 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™

Max Powers

.....

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 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 “Court 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 the "Sending Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.

5/5/21 3:51 PM EDT Documents **7** Sending Parties Service Add'l Recipients Review & Submit

**Attach Documents**

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

**Type \***  
 1 Select a Document Type

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

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

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

To request our Fax Upload Service please contact client support.

5 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 on the "Service" tab on the top of the page next to "Sending Parties" to move to the next screen.

5/5/21 4:02 PM EDT Documents **3** 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.

Party	Party Type	Party Status	Attorney Type	Attorney	Firm
1 <input checked="" type="checkbox"/> Brown, Greg	Respondent	Active	Attorney in Charge 2	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 on the “Review & Submit” tab on the top of the page next to “Add'l Recipients” to move to the next screen.

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”.

2. Under the heading “Delivery Options,” select the “File with the court and Serve selected parties” button.

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.**

3  Authorize and file now  
 Authorize and file on

/  /  at  :   (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.

4

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.



9/21/21 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: Death Certificate	Access: Public	Statutory Fee: \$0.00	Linked:
Document title: Death Certificate			
Attached Document, 2 Pages		PDF Format	Original Format
Document Type: Notice to Show Cause Order	Access: Public	Statutory Fee: \$0.00	Linked:
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.