

File & Serve *Xpress*[™]

Home Page

User Guide



Home Page

TABLE OF CONTENTS

File & ServeXpress Resources	3
Home Page Orientation	4
Home Page Features	5

File & ServeXpress has many resources available to you in order to address your questions and concerns.

- » **File & ServeXpress 24/7 Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 1-888-529-7587.
- » **File & ServeXpress Resource Center** is available within File & ServeXpress by clicking on the Resource Center link at the bottom of your screen. The Resource Center contains our training registration information, jurisdiction specific rule & procedures, user guides, best practices, pricing and much more!
- » **File & ServeXpress Login Page** is where you can find password help, what's new and any important information like scheduled maintenance or system changes. Click [here](#) to access the login page.
- » **File & ServeXpress Notices** is an information page that is available on the top, right-hand side of the File & ServeXpress Home tab, once you sign into File & ServeXpress. This page will provide you with any critical information, such as system maintenance or downtime, changes in fees, legal notices, litigation launches and much more.

File & ServeXpress Resources

Home Page Orientation

MailBox

Inbox
Sent Items
Rejected Items
Saved Transactions

Quick Start

Colorado

CO Mock County District Court

2011CV126

File/Serve **Case Search** **Set Track Case**

Track & Manage

Transaction ID

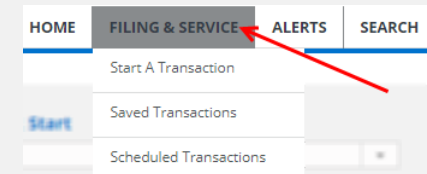
GO

Alerts
Tracked Items
Edit Tracked Items
Calendar

Message Boards
My Attorneys
Case View
Document Upload
Case & Party Management
Billing Information
Custom Document Lists

Navigation:

1. Links to Preferences and the File & Serve Notices page are located at the top, right-hand side of all screens within File & ServeXpress.
2. Access the Filing & Service, Multi-Case Filing, Saved Transactions, Saved Batch Transactions, Alerts and Search Screens by hovering over the text at the top, center of the Home Page and making the appropriate selection.



3. The Link to the Resource Center is now located at the bottom, center of each screen within File & ServeXpress, along with FAQs, our Terms & Conditions and Privacy Policies.
4. Client Support's contact information is located at the bottom, right hand side of the Home Page. You can reach Client Support by phone, email and chat.

Home Page Features

MailBox

Inbox
Sent Items
Rejected Items
Saved Transactions

Quick Start

Colorado
CO Mock County District Court
2011CV126

[File/Serve](#) [Case Search](#) [Set Track Case](#)

Track & Manage

Transaction ID
 [GO](#)

Alerts

Tracked Items
Edit Tracked Items
Calendar

Message Boards

My Attorneys
Case View
Document Upload
Case & Party Management
Billing Information
Custom Document Lists

Mailbox:

- ✓ **Inbox** – Official e-Service or Forward Notifications of e-Service submitted through File & ServeXpress are stored in your File & ServeXpress Inbox.
- ✓ **Sent Items** – Quickly access any transactions submitted by you or your firm through File & ServeXpress within the past 21 days.
- ✓ **Rejected Items** – Any transaction that a Court rejects or returns for correction will be contained in this folder.
- ✓ **Saved Transactions** – This folder contains any transaction that has been started by you (or by someone sharing saved transactions with you) but that has not yet been submitted through File & ServeXpress.

Client Support

☎ 1-888-529-7587
✉ support@fileandserve.com
💬 [Chat Online](#)

► MailBox

Inbox
Sent Items
Rejected Items
Saved Transactions

► Quick Start

Colorado

CO Mock County District Court

2011CV126

[File/Serve](#) [Case Search](#) [Set Track Case](#)

► Track & Manage

Transaction ID [GO](#)

Alerts
Tracked Items
Edit Tracked Items
Calendar

Message Boards
My Attorneys
Case View
Document Upload
Case & Party Management
Billing Information
Custom Document Lists

Client Support

1-888-529-7587
support@fileandserve.com
Chat Online

Find More information:

- ✓ File & ServeXpress User Guides (located on the Resource Center) provide step-by-step walk-throughs with screenshots and tips & tricks on each feature.

Quick Start:

- ✓ Quickly locate your case by entering the state, court and case number into the Quick Start search field.
- ✓ You can e-File/e-Serve, retrieve case information or track your case with one click.

Track & Manage:

- ✓ Search for Transaction Receipt pages by entering the Transaction ID Number in the search field and clicking Go.
- ✓ Manage your workflow by viewing and editing your Alerts, Tracked Items, Calendar, Message Boards, and My Attorneys lists.
- ✓ Manage your cases by accessing Case & Party Management and uploading documents or creating Custom Document Lists.
- ✓ Manage your account by accessing your firm's Billing Information Reports and invoices in the Billing Information link.