



File & Serve *Xpress*[™]

Public Access Terminal (PAT)- How to Search

User Guide

Public Access Terminal

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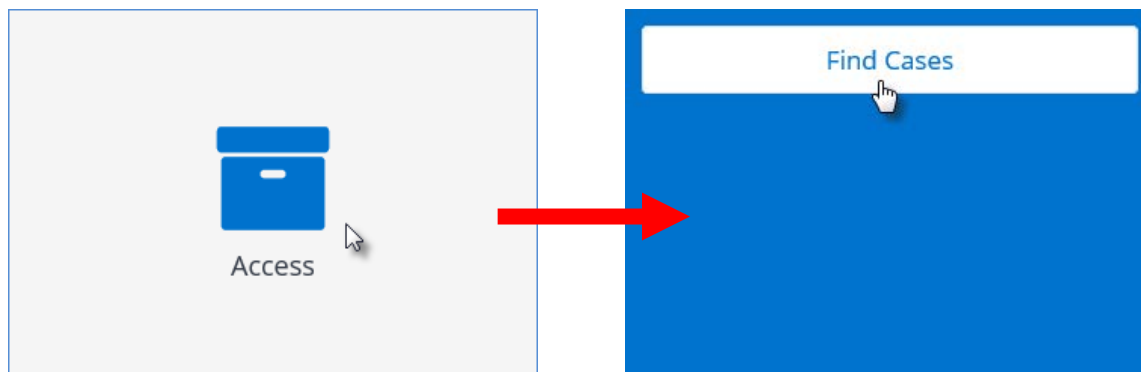
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Searching for Documents and Cases a Public Access Terminal (PAT) Overview

File & ServeXpress provides Public Access Terminals (PATs) at Courthouses in many jurisdictions where Courts utilize File & ServeXpress for eFiling Purposes. Clients can use PATs to file transactions to the Court and can also view, print or download documents from cases as well. Use of the PATs are free of charge.

Using Access on to the Public Access Terminal

1. To search the File & ServeXpress database by utilizing the public access terminal (PAT) at the Clerk's office, the non-subscriber will be directed to the PAT assigned workstation at the courthouse.
2. At the PAT Welcome screen, the user will hover over Access and click on the Find Cases hyperlink:



Public Access Terminal Tips:

- ✓ Public Access Terminals are commonly referred to as PAT's.
- ✓ Public Access Terminals are conveniently located in the lobby of many of the Courts who use File & ServeXpress for eFiling purposes.
- ✓ While File & ServeXpress does not charge for the use of PAT terminals, the Court where the PAT is located may charge for printing or downloading costs. Check with the Court Clerk regarding pricing prior to downloading or printing documents.
- ✓ PATs may not be available in all jurisdictions that use File & ServeXpress' eFiling capabilities. Call the Court Clerk in the jurisdiction where you need to file to inquire about whether that Court has a PAT.

How to Search using the File & ServeXpress Public Access Terminal

1. Click the **Access** tab
2. Enter your search criteria. You can search by the following criteria:
 - » **Case Name** – enter the full or partial case name in the Case Name field
 - » **Case Number** – enter the full or partial case number in the Case Number field
 - » **Party Name** – enter the full or partial name of the party (either individual or organization) you are looking for.
3. If you are unsure of how the case is listed within File & ServeXpress, enter a partial case number or name. If you enter the name or number incorrectly, you may get fewer results than you expect.
4. Click the **Find Cases** button.

To view transactions and documents in a case:

1. Enter case name or case number

2. Click **Find Cases***

Court Name Mock Court-Filing & Serving

Case Name ⓘ

Case Number 2014 ⓘ

Organization/Last Name

Party Name

First Name

For example: "Smith, John" or "John Smith Enterprises"

Find Cases



How to Search using the File & ServeXpress Public Access Terminal

5. The Search Results will appear on the next screen.
6. Click the radio button next to the case number of the case that you would like to view.
7. Click the **View** button.

Cases found in **Mock Court-Filing & Serving** containing **2014** in the case number.

To view the transactions and documents:

1. Select the case

2. Click the **View*** button

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	Case Number	Case Name
<input type="radio"/>	20140319-devtest1	20140319-devtest1
<input type="radio"/>	001C-2014	EM vs USM
<input type="radio"/>	00101011-2014	Plain, Tiff VS. Defen, Dant

[Start a new search](#)
[View](#)
[View](#) [Back](#)

8. Once you have selected your case, and clicked the View button, the document list for that case will be provided on the following screen.

How to Search using the File & ServeXpress Public Access Terminal

- 9. To view a document click the **Document Title**, the document will then open in Adobe PDF Format.
- 10. To view more information about the filing click on the **Transaction ID** number.
- 11. To sort the results list, click on the **Column Heading**. This will sort the list numerically or alphabetically. Click the header again to sort reverse-numerically or reverse-alphabetically.

You selected case **001C-2014 , EM vs USM**.
To view a document click the document title.
To view more information about a **transaction** or document, click the **Transaction ID**. [Start a new search](#)

Documents Submitted By Case Report
Report Created: 1/19/2018, 11:59:56 AM [Back](#)

Court: Mock Court-Filing & Serving **Judge:** Judge Jerry **File & ServeXpress Live Date:** 6/16/2014 4:49:28 AM
Division: **Case Number:** 001C-2014 **Document(s) Submitted:** 2
Case Type: Non-Arbitration **Case Name:** EM vs USM **Date Range:** All

1 through 2 of 2 [Click for Master Case Documents submitted](#)

Authorized Date	Authorizer	Organization	Document Title	Document Type	Transaction Option	Transaction ID	Judicial Action
8/14/2014 8:34:27 PM	Matthew R Fields	Danna McKittrick PC	test	Answer	File Only	52421616	N/A
6/16/2014 4:49:27 AM	Amy Attorney	Mock Firm A-Bellevue	DOCS	Complaint	File Only	52407297	N/A

1 through 2 of 2 [Click for Master Case Documents submitted](#)

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12. For any additional questions please contact Client Support at: **1-888-529-7587**.