

File & Serve *Xpress*<sup>™</sup>

# Case View

Quick Guide



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# FILE & SERVEEXPRESS RESOURCES



- File & ServeXpress has many resources available to you in order to address your questions and concerns:
- **File & ServeXpress Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587, or [support@fileandservexpress.com](mailto:support@fileandservexpress.com).
- **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 rules and procedures, user guides, pricing, and more. Click [here](#) to access the Resource Center.
- **File & ServeXpress Login Page** is where you can find password help, what's new, and 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 Page, 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 more.

# CASE VIEW OVERVIEW



Logging in to File & ServeXpress

A screenshot of the File & Serve Xpress login page. The page has a white background with a blue header containing the logo. Below the logo, there is a section titled "Sign In to File & ServeXpress™". This section contains two input fields: "User ID" and "Password". Below these fields is a blue "Sign In" button. At the bottom of the sign-in section, there are links for "Register" and "Forgot Password". Below the sign-in section, there is a small text block that says "Need more help? Call Customer Support at 1-888-529-7587".

1. Before using File & ServeXpress, you must have an ID and Password. If you do not have these, contact Client Support.
2. Open your internet browser and click [here](#) to access the login page.
3. Enter your assigned ID and password and click **Sign in**.

This File & ServeXpress User Guide provides a convenient source of information to help you efficiently use the Case View feature.

## Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using Case View to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements to be sure your computer is correctly configured for using File & ServeXpress.
3. If you need assistance, call our Client Support line at 1-888-529-7587.

# CASE VIEW

From the home page Tool Box, select Case View.

## ► MailBox

Inbox  
Sent Items  
Rejected Items  
Saved Transactions

## ► Quick Start

State  ▼

Court  ▼

CaseNumber OR CaseName

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

# CASE VIEW

OR - We can default your File & ServeXpress landing page to the Case View page.



## Case View

[Inbox](#) | [Sent Items](#) | [Rejected Items](#) | [Saved Transactions](#) | [Custom Document Lists](#)

### Tracked Personnel

Add Users

Powers, Max

Remove

Show 25 entries

Case Search

Actions	Case Name	Case Number	Court Name
	Mock Collections Agency vs Johnny, Jimmy	2011CV126	CO Mock County District Court
	Mock Collections Agency vs Reynolds, Tom	2011CV2211	CO Mock County District Court
	Mock Collections Agency vs Trenton, James	2011CV2711	CO Mock County District Court
	Mock Collections Agency vs Jordan, Holly	2010CV21211	CO Mock County District Court
	JAMES, JOHN and JAMES, KELLY	2011DR21611	CO Mock County District Court
	Nathanson, Harry vs Nathanson, Jennifer	2011CV222	CO Mock County District Court
	Mock Collections Agency vs Gregory, Thomas	2011CV27112	CO Mock County District Court
	Stevens, Richard vs. Mahoney, Kenneth	2011c34567	Colorado Mock County Court
	Mock Collections Agency vs Ridley, Thomas	2011cv0405	CO Mock County District Court
	Mock Collections Agency vs Gregory, Jonathan	2011cv407	CO Mock County District Court
	Mock Collections Agency vs Turner, Rodney	2011cv42511	CO Mock County District Court
	Mock Collections Agency vs Brown, Timothy	2011CV5211	CO Mock County District Court
	Mock Collections Agency vs. Smith Thomas	2011CV511	CO Mock County District Court

# CASE VIEW

Home Page options are still available on the Case View landing page.

File & Serve Xpress™

Powers, Max | Mock Appeals Firm B-Demo | Preferences | Sign Out | File & Serve Xpress Notices

HOME | FILING & SERVICE | ALERTS | SEARCH

Case View

Inbox | Sent Items | Rejected Items | Saved Transactions | Custom Document Lists

Tracked Personnel Add Users

☐ Powers, Max Remove

Show 25 entries Case Search

Actions	Case Name	Case Number	Court Name
  	Mock Collections Agency vs Johnny, Jimmy	2011CV126	CO Mock County District Court
  	Mock Collections Agency vs Reynolds, Tom	2011CV2211	CO Mock County District Court
  	Mock Collections Agency vs Trenton, James	2011CV2711	CO Mock County District Court
  	Mock Collections Agency vs Jordan, Holly	2010CV21211	CO Mock County District Court
  	JAMES, JOHN and JAMES, KELLY	2011DR21611	CO Mock County District Court
  	Nathanson, Harry vs Nathanson, Jennifer	2011CV222	CO Mock County District Court
  	Mock Collections Agency vs Gregory, Thomas	2011CV27112	CO Mock County District Court
  	Stevens, Richard vs. Mahoney, Kenneth	2011c34567	Colorado Mock County Court
  	Mock Collections Agency vs Ridley, Thomas	2011cv0405	CO Mock County District Court
  	Mock Collections Agency vs Gregory, Jonathan	2011cv407	CO Mock County District Court
  	Mock Collections Agency vs Turner, Rodney	2011Cv42511	CO Mock County District Court
  	Mock Collections Agency vs Brown, Timothy	2011CV5211	CO Mock County District Court
  	Mock Collections Agency vs. Smith Thomas	2011CV511	CO Mock County District Court

# CASE VIEW

Search for your cases by name or case number.

## Case View

[Inbox](#) | [Sent Items](#) | [Rejected Items](#) | [Saved Transactions](#) | [Custom Document Lists](#)

### Tracked Personnel

Add Users

Powers, Max

Remove

Show 25 entries

Case Search

Actions	Case Name	Case Number	Court Name
	Mock Collections Agency vs Johnny, Jimmy	2011CV126	CO Mock County District Court
	Mock Collections Agency vs Reynolds, Tom	2011CV2211	CO Mock County District Court
	Mock Collections Agency vs Trenton, James	2011CV2711	CO Mock County District Court
	Mock Collections Agency vs Jordan, Holly	2010CV21211	CO Mock County District Court
	JAMES, JOHN and JAMES, KELLY	2011DR21611	CO Mock County District Court
	Nathanson, Harry vs Nathanson, Jennifer	2011CV222	CO Mock County District Court
	Mock Collections Agency vs Gregory, Thomas	2011CV27112	CO Mock County District Court
	Stevens, Richard vs. Mahoney, Kenneth	2011c34567	Colorado Mock County Court
	Mock Collections Agency vs Ridley, Thomas	2011cv0405	CO Mock County District Court
	Mock Collections Agency vs Gregory, Jonathan	2011cv407	CO Mock County District Court
	Mock Collections Agency vs Turner, Rodney	2011Cv42511	CO Mock County District Court
	Mock Collections Agency vs Brown, Timothy	2011CV5211	CO Mock County District Court
	Mock Collections Agency vs. Smith Thomas	2011CV511	CO Mock County District Court



# CASE VIEW

Organize search results by any of the column headings.

## Case View

Inbox | Sent Items | Rejected Items | Saved Transactions | Custom Document Lists

### Tracked Personnel

Add Users

Powers, Max

Remove

Show 25 entries

Case Search

Actions	Case Name	Case Number	Court Name
	Mock Collections Agency vs Johnny, Jimmy	2011CV126	CO Mock County District Court
	Mock Collections Agency vs Reynolds, Tom	2011CV2211	CO Mock County District Court
	Mock Collections Agency vs Trenton, James	2011CV2711	CO Mock County District Court

# CASE VIEW

Action keys allow you to quickly move on to your next task.

Tracked Personnel		
 Powers, Max		<a href="#">Remove</a>
Show <input type="text" value="25"/> entries		
Actions	Case Name	Case Number
  	Mock Collections Agency vs Johnny, Jimmy	2011CV126
  	Mock Collections Agency vs Reynolds, Tom	2011CV2211
  	Mock Collections Agency vs Trenton, James	2011CV2711

 File &/or Serve- Will Land User directly on the Documents tab

 View- Will allow user to pick either of the following options

- Case History Date/Time DESC
- Case History Document Type ASC

 Message Board- Will allow user to view and post to the message board

-  Unread
-  Read
-  No Message Boards

# CASE VIEW

You determine the number of result to view on each page.

**Tracked Personnel** Add Users

**Powers, Max** Remove

Show 25 entries Case Search

Case Name	Case Number	Court Name
Mock Collections Agency vs Johnny, Jimmy	2011CV126	CO Mock County District Court
Mock Collections Agency vs Reynolds, Tom	2011CV2211	CO Mock County District Court
Mock Collections Agency vs Trenton, James	2011CV2711	CO Mock County District Court
Mock Collections Agency vs Jordan, Holly	2010CV21211	CO Mock County District Court
JAMES, JOHN and JAMES, KELLY	2011DR21611	CO Mock County District Court
Nathanson, Harry vs Nathanson, Jennifer	2011CV222	CO Mock County District Court
Mock Collections Agency vs Gregory, Thomas	2011CV27112	CO Mock County District Court
Stevens, Richard vs. Mahoney, Kenneth	2011c34567	Colorado Mock County Court
Mock Collections Agency vs Ridley, Thomas	2011cv0405	CO Mock County District Court
Mock Collections Agency vs Gregory, Jonathan	2011cv407	CO Mock County District Court
Mock Collections Agency vs Turner, Rodney	2011Cv42511	CO Mock County District Court
Mock Collections Agency vs Brown, Timothy	2011CV5211	CO Mock County District Court
Mock Collections Agency vs. Smith Thomas	2011CV511	CO Mock County District Court
Mock Collections Agency vs. Rogers, Ben	2011c123	CO Mock County District Court
Mock Collections Agency vs Grimby, Florence	2011CV816	CO Mock County District Court
Mock Collections Agency vs. Synder, Tim	2011CV1041	CO Mock County District Court
Mock Collections Agency vs Jones, Timothy	2011CV1027	CO Mock County District Court
Western State Bank vs Johnson, Elizabeth	2011CV1031	CO Mock County District Court
Mock Collections Agency vs Rivers, Tina	2011CV1212	CO Mock County District Court
Mock Collections Agency vs. Sawyer, Jerry	2011cv5623	CO Mock County District Court
Mock Collections Agency vs Rodgers, Toby	2012CV30512	CO Mock County District Court
Mock Collections Agency vs Frank Seppa	2012CV32812	CO Mock County District Court
Rental Palace vs John Gregory	2012CV999999	CO Mock County District Court
Mock Collections Agency vs Rogers, Timothy	2012CV3444448	CO Mock County District Court
Mock Collections Agency vs Arnold, Terry	2012CV9191919	CO Mock County District Court

Showing 1 to 25 of 172 entries First Previous 1 2 3 4 5 6 7 Next Last

# CUSTOM DOCUMENT LISTS

Create custom folders to hold document types that you define.

Select the transaction(s) and click Add to Custom Document List.

File & Serve Xpress™ Preferences | Sign Out  
Powers, Max | Mock Appeals Firm B-Demo

HOME | FILING & SERVICE | ALERTS | **SEARCH**

Case History | **Cases Search** | Daily Docket | Transaction Status | Advanced Search

Case History Search > Select: Case > Results Printable Version

Submitted By:    **Case History Search** Search Created: 12/18/2017 13:48:23 GMT-0600 (Central Standard Time)

**Court:** CO Mock County District Court **Judge:** District, Judge **File & ServeXpress Live Date:** 1/22/2009  
**Division:** 1 - Division 1 **Case Number:** 2009CV12209 **Document(s) Filed:** 39  
**Case Type:** Money **Case Name:** Melissa Miller vs. Pine Tree HOA **Date Range:** All  
**Linked Case(s):** Unknown, click link to view [View Case History]

Choose an action:   Show 1000 records

Transaction	Option	Case Number Case Name	Authorizer Organization	Document Type	Document Title	Review Status	Size
<input checked="" type="checkbox"/> 61363022	Send to TimeMap	2009CV12209 Melissa Miller vs. Pine Tree HOA	Max Powers, Mock Appeals Firm B-Demo	<input checked="" type="checkbox"/> Answer	Answer [view]	N/A	0.1MB
				<input checked="" type="checkbox"/> Motion	Motion [view]	N/A	0.1MB
<input checked="" type="checkbox"/> 61222910	10/10/2017 9:34 AM MDT Serve Only - Public	2009CV12209 Melissa Miller vs. Pine Tree HOA	Adam Attorney, Mock Firm A-Bellevue	<input checked="" type="checkbox"/> Letter	Letter to Opposing Counsel [view]	N/A	0.2MB
				<input checked="" type="checkbox"/> Discovery - General (serve only)	Request for Production of Documents Set One [view]	N/A	0.2MB
<input checked="" type="checkbox"/> 38235349	6/20/2011 12:17 PM MDT File And Serve	2009CV12209 Melissa Miller vs. Pine Tree HOA	Lisa Lawyer, Mock Appeals Firm B-Demo	<input checked="" type="checkbox"/> Motion to Dismiss	Motion to Dismiss [view] • Linked from (1)	Accepted	0.1MB
<input checked="" type="checkbox"/> 36632543	3/23/2011 10:18 AM MDT File And Serve	2009CV12209 Melissa Miller vs. Pine Tree HOA	Judge District, CO Mock County District Court	<input checked="" type="checkbox"/> Order	Granted (Proposed Order Denying Motion to Preclude Expert Testimony) [view] • Linked to (1) • Linked from (1)	Accepted	0.1MB
<input checked="" type="checkbox"/> 34691882	12/6/2010 12:27 PM MST File And Serve	2009CV12209 Melissa Miller vs. Pine Tree HOA	Amy Attorney, Mock Appeals Firm A-Demo	<input checked="" type="checkbox"/> Response	Response to Motion to Preclude Expert Testimony [view] • Linked to (1) • Linked from (2)	Accepted	0.1MB
				<input checked="" type="checkbox"/> Proposed Order	Proposed Order Denying Motion to Preclude Expert Testimony [view] • Linked from (4)	Accepted	0.1MB

1-12 of 12 transactions <<Prev Page 1 of 1 Next>>

# CUSTOM DOCUMENT LISTS

You can choose to add the documents to an existing list:

## Save Custom Document List

Add these documents to an existing Custom Document List.

Create a new Custom Document List.

Next

### Selected Documents

Show  records

1-4 of 4 Selected Documents

Transaction	Event Date/Time	Case Number	Case Name	Authorizer	Organization	Document Type	Document Title
61406301		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Answer	Answer for Ron Ronalds
61406309		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Answer	Rene Ronalds
61406583		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Notice Filed	Notice of Appearance for Ron Ronalds
61406590		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Notice Filed	Notice of Appearance for Rene Ronalds

1-4 of 4 Selected Documents

Cancel

# CUSTOM DOCUMENT LISTS

Select the existing list with the dropdown and click *Next*:

## Save Custom Document List

Add to Custom Document List: 09CV04809 ▼

Next

### Selected Documents

Show All ▼ records

1-4 of 4 Selected Documents

Transaction	Event Date/Time	Case Number	Case Name	Authorizer	Organization	Document Type	Document Title
61406301		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Answer	Answer for Ron Ronalds
61406309		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Answer	Rene Ronalds
61406583		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Notice Filed	Notice of Appearance for Ron Ronalds
61406590		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Notice Filed	Notice of Appearance for Rene Ronalds

1-4 of 4 Selected Documents

Cancel

# CUSTOM DOCUMENT LISTS

You can choose to create a new Custom Documents list:

## Save Custom Document List

Add these documents to an existing Custom Document List.

Create a new Custom Document List.

Next

### Selected Documents

Show  records

1-4 of 4 Selected Documents

Transaction	Event Date/Time	Case Number	Case Name	Authorizer	Organization	Document Type	Document Title
61406301		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Answer	Answer for Ron Ronalds
61406309		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Answer	Rene Ronalds
61406583		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Notice Filed	Notice of Appearance for Ron Ronalds
61406590		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Notice Filed	Notice of Appearance for Rene Ronalds

1-4 of 4 Selected Documents

Cancel

# CUSTOM DOCUMENT LISTS

Name your custom list and click *Next* to save it.

## Save Custom Document List

\* Name:

Notes (optional):

Required information is marked with an asterisk (\*).

Next

## Selected Documents

Show  records

1-4 of 4 Selected Documents

Transaction	Event Date/Time	Case Number	Case Name	Authorizer	Organization	Document Type	Document Title
61406301		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Justin Payne	Mock Appeals Firm A-Demo	Answer	Answer for Ron Ronalds
61406309		2017C456789	Mock Collections Agency vs Ron Ronalds et. al.	Lori Adams	Mock Appeals Firm A-Demo	Answer	Rene Ronalds

# CUSTOM DOCUMENT LISTS

Access your Custom Documents Lists from the Tool Box on your home page.

The screenshot shows the File & Serve Xpress home page. At the top left is the logo. At the top right are links for 'Preferences', 'Sign Out', 'Powers, Max', 'Mock Appeals Firm B-Demo', and 'File & ServeXpress Notices'. Below the logo is a navigation bar with 'HOME', 'FILING & SERVICE', 'ALERTS', and 'SEARCH'. The main content area is divided into three sections: 'MailBox' with links for 'Inbox', 'Sent Items', 'Rejected Items', and 'Saved Transactions'; 'Quick Start' with dropdown menus for 'State' and 'Court', a text input for 'CaseNumber OR CaseName', and buttons for 'File/Serve', 'Case Search', and 'Set Track Case'; and 'Track & Manage' with a 'Transaction ID' input and 'GO' button, followed by 'Alerts' (Tracked Items, Edit Tracked Items, Calendar) and 'Message Boards' (My Attorneys, Case View, Document Upload, Case & Party Management, Billing Information, and Custom Document Lists). The 'Custom Document Lists' link is circled in red with an arrow pointing to it.

# CUSTOM DOCUMENT LISTS

View, Edit and Delete your Custom Document Lists.

File & Serve Xpress™

Powers, Max | Mock Appeals Firm B-Demo

Preferences | Sign Out

HOME | FILING & SERVICE | ALERTS | SEARCH

Home > Custom Document Lists

Custom Document Lists Show 50 records

Date Created	Name	View	Edit	Delete
4/16/2009 4:47:52 PM	Max Powers Opposing Counsel Review	[View]	[Edit]	[Delete]
4/14/2010 10:05:20 PM	Test Weld Doc Purchase List	[View]	[Edit]	[Delete]
3/7/2011 8:28:08 PM	2011 Swain - Sample Docs	[View]	[Edit]	[Delete]
3/8/2011 5:15:37 PM	2011CV222- Discovery	[View]	[Edit]	[Delete]
3/8/2011 7:28:00 PM	2011CV27112- Discovery	[View]	[Edit]	[Delete]
3/11/2011 8:41:30 PM	Swain - Custom Docs	[View]	[Edit]	[Delete]
4/26/2011 4:31:32 PM	Max Powers Test	[View]	[Edit]	[Delete]
5/18/2011 7:52:34 PM	Max Powers Test	[View]	[Edit]	[Delete]
5/27/2011 3:55:30 PM	Rothgerber Test	[View]	[Edit]	[Delete]
6/28/2011 7:29:40 PM	Swain - Custom Documents	[View]	[Edit]	[Delete]
7/12/2011 8:29:02 PM	Test July 12 Advanced training	[View]	[Edit]	[Delete]
7/22/2011 7:27:38 PM	Silverman Test	[View]	[Edit]	[Delete]
7/29/2011 4:17:47 PM	Test 7.29.11	[View]	[Edit]	[Delete]
8/17/2011 9:40:50 PM	Test 8.17.2011	[View]	[Edit]	[Delete]
8/25/2011 4:29:15 PM	Test 8.25.11	[View]	[Edit]	[Delete]