# File & Serve Xpress **Case View** Quick Guide

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# **FILE & SERVEXPRESS 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 <a href="mailto:support@fileandservexpress.com">support@fileandservexpress.com</a>.
- 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.

### Logging in to File & ServeXpress



- 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 <u>here</u> to access the login page.
- 3. Enter your assigned ID and password and click **Sign in.**

# **CASE VIEW OVERVIEW**



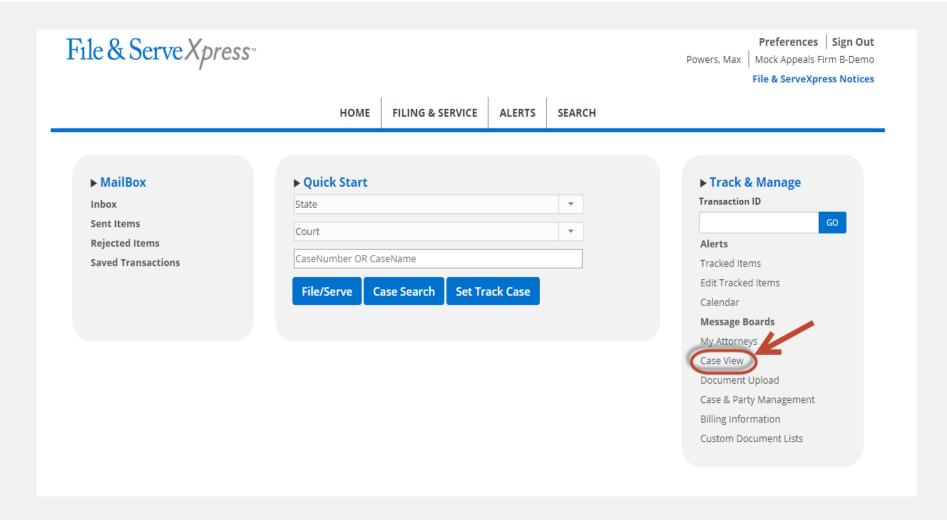
This File & ServeXpress User Guide provides a convenient source of information to help you efficiently use the Case View feature.

### **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.
- 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.

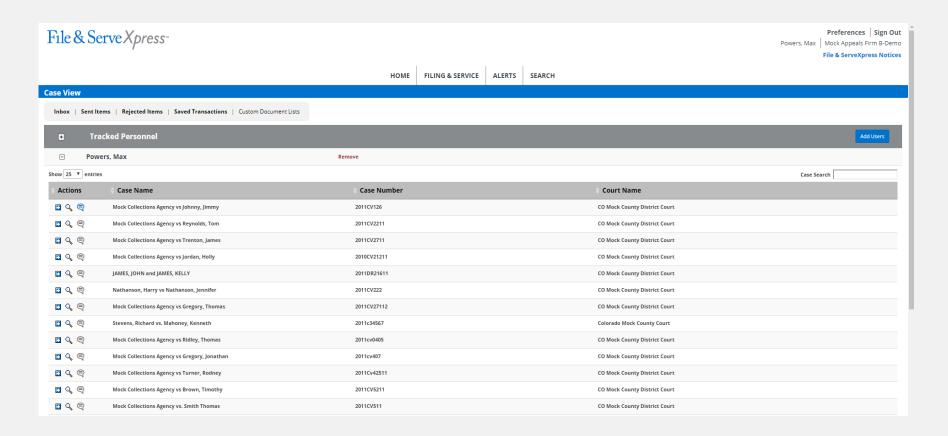
From the home page Tool Box, select Case View.





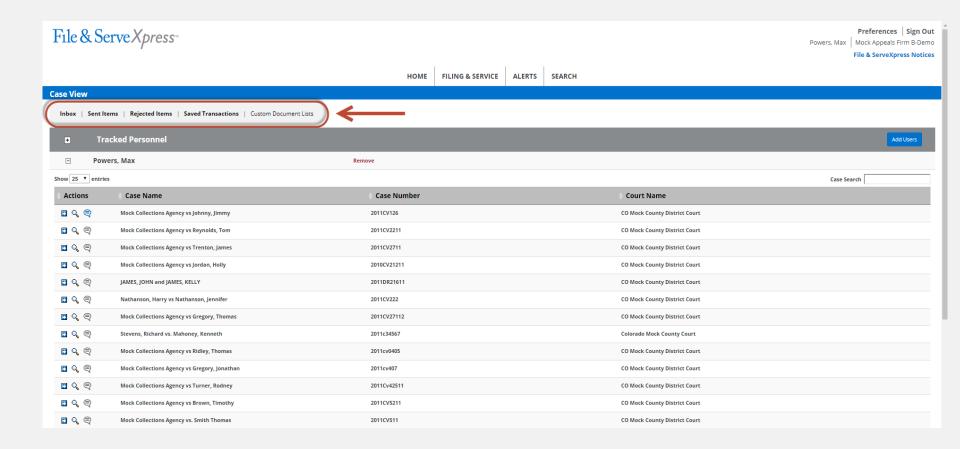


OR - We can default your File & ServeXpress landing page to the Case View page.



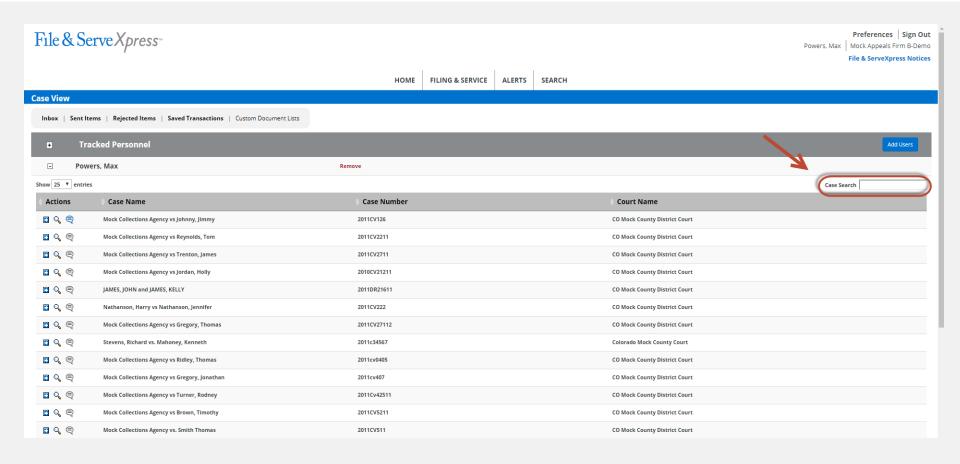


Home Page options are still available on the Case View landing page.



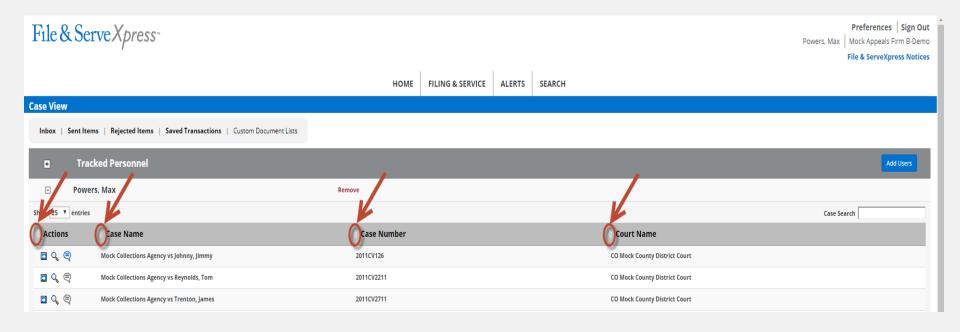
Search for your cases by name or case number.





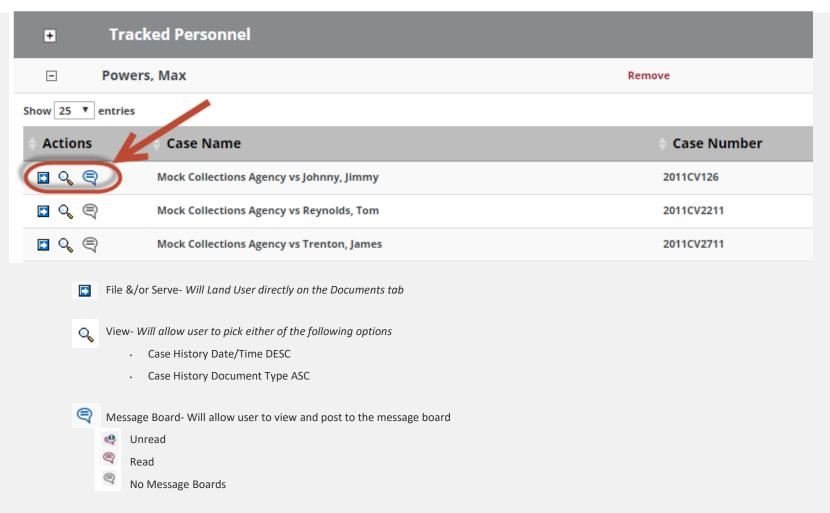
File & Serve Xpress

Organize search results by any of the column headings.



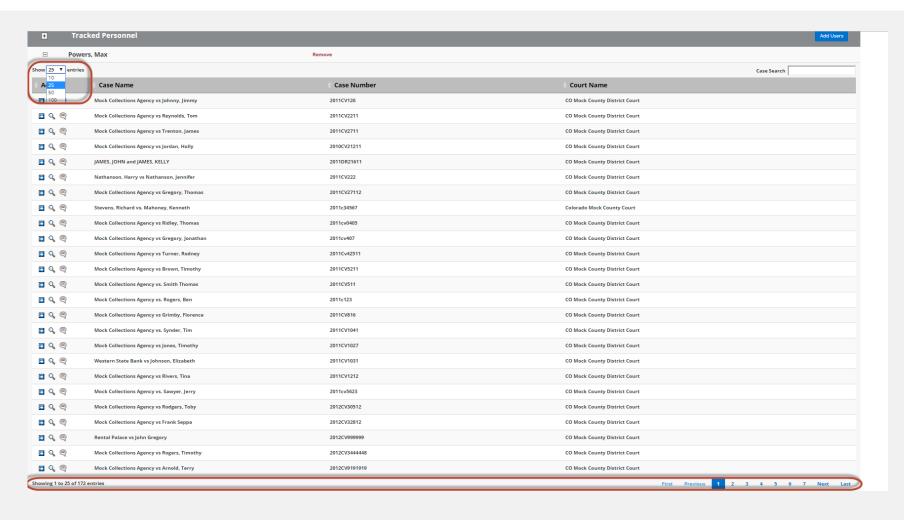


Action keys allow you to quickly move on to your next task.



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

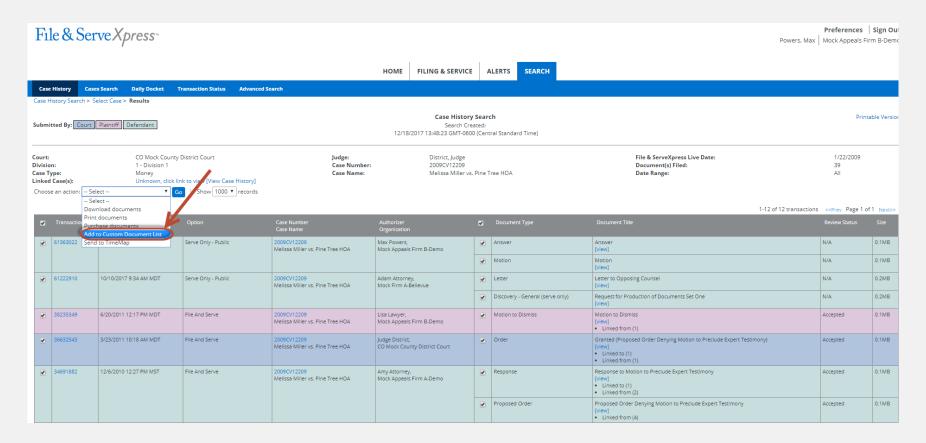






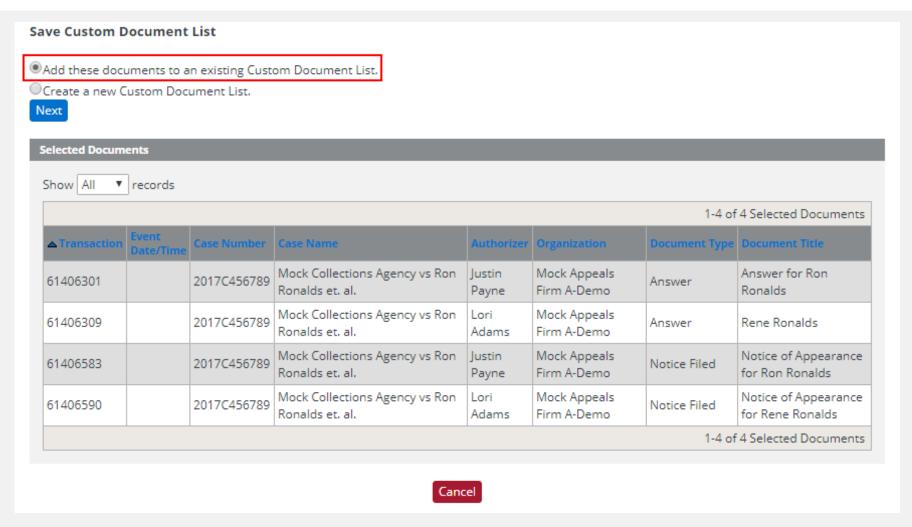
Create custom folders to hold document types that you define.

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



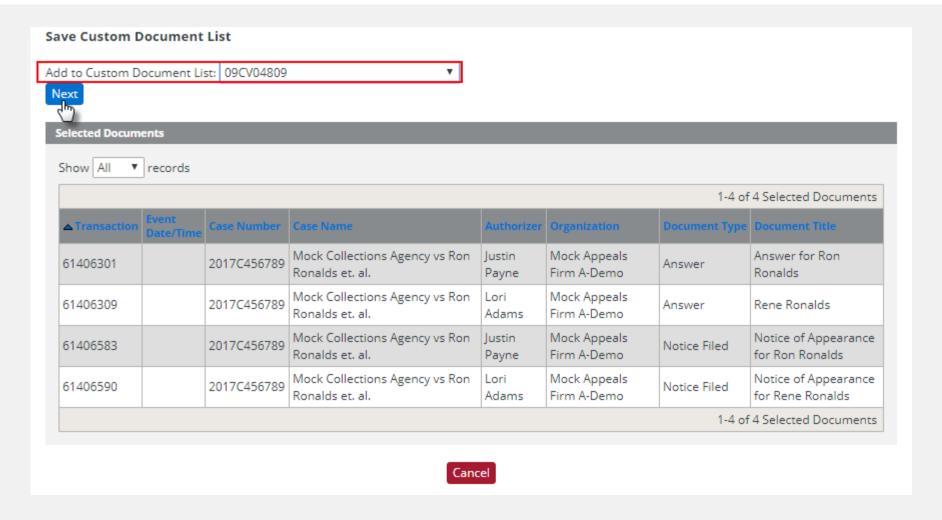


You can choose to add the documents to an existing list:



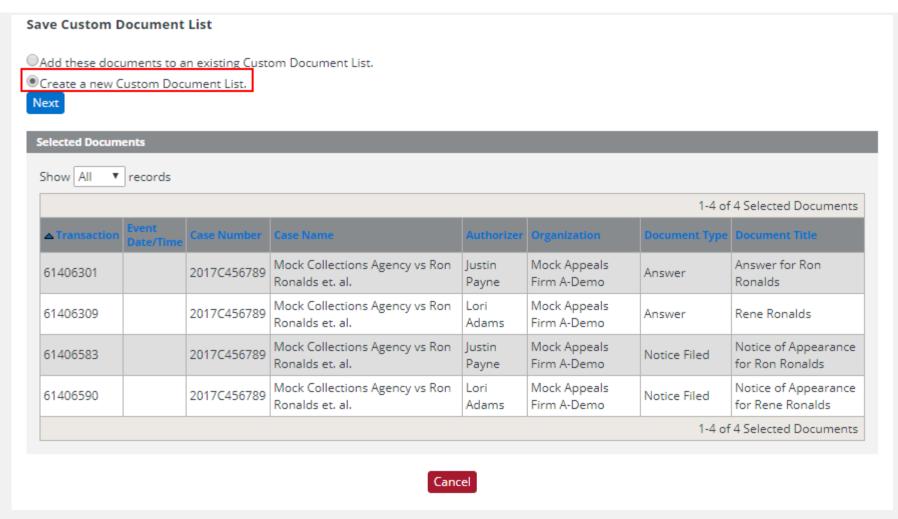


Select the existing list with the dropdown and click *Next*:



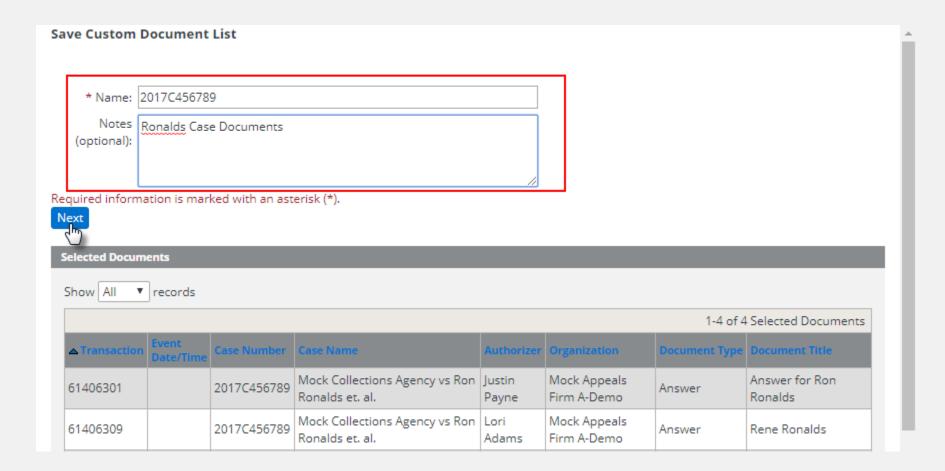


You can choose to create a new Custom Documents list:





Name your custom list and click Next to save it.





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

