

# CASEINITIATION

## STEP 1 - Log into FSX

- 1. Log into FSX @ <u>https://secure.fileandserve.com/login/login.aspx</u>.
- 2. Type in your User ID and Password.
- 3. Click "Sign In".

File & Se	erveXpress
Sign In to File	e & Serve <i>Xpress</i> ™
Max Powers	
2	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 & SERVIO	CE ALE	RTS	SEARCH					
	2 Start A Transactio	'n							
► Quick St	Saved Transaction	าร							
State	Scheduled Transa		*						
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 a New Case" button.
- 4. Select your court from the drop down.
- 5. Click the "Find" button.

Select Court a	nd/or Case for Filing	
	OFile and/or Serve in an Existing Case	3 OFile a New Case
To narrow the list b	elow, select a court and/or enter the county and click Find.	
Court:	VA Fairfax Circuit Court	✓ 4
		5 Find ?

6. Click the small blue icon with a white arrow in it below "Court List" to select your case class.

	Click 💽 beside a court to select the court for your case.								
	Court List 1 through 1 of 1 Show 1000 ♥ results per page								
	▲ Court Name	Case Class (							
6 💽 —————	VA Fairfax Circuit Court	Civil							
	1 through 1 of 1								

- 7. Select your Case Type from the drop down.
- 8. Enter a "Case Name" in the text box.
- 9. Click the "Submit" button. This will take you to the documents tab.

Add New Case	e							
Enter a case name and select a case type. Then click <b>Submit</b> .								
	Court VA Fairfax Circuit Court Case Class Civil							
	Case Type							
7	Please select a Case Type	•						
	Case Name *							
8	(First Plaintiff vs First Defendant)	6						
	Maximum length of text is 200 characters							
9	Submit ?							

### 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 "Case Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.

	5/4/21 1:38 PM EDT Case Docu	ments 7 Case Parties	Review & Submit						
1	Type *	Fi	File *						
	Select a Document Type	٢	<b>▲</b>						
2	Title *	3	Choose a file or Drag it here						
	Title		d						
	Maximum length of text is 510 characters		request our Fax Upload Service please contact client pport.						
4	Public	•							
	Public - These documents are electronically available for viewing by File & ServeXpress								
5	Attach Document ?								

STEP 4 - Adding Initiating Parties (i.e. Plaintiff, Petitioner, etc.)

1. Select the "Initiating Party" button.

5/4/21 1:43 PM EDT	Case	Documents	Case Parties	Review & Submit						
Add Case Parties				Cancel	Save & Close					
IMO Johnson, Todd (D	OD 1/22/2	2021) Mock Trib	al Court							
	Enter or select information for each party you want to add to this case. Then click <b>Save Party</b> . To edit a party, select the party from the <b>Party List</b> .									
1 Initiating Party (e.g. plaintiff, petitioner) Additional Party (e.g. defendant, respondent)										

- 2. Under "Party", select the correct Party Type.
- 3. Under "Entity", select the correct Entity Type.
- 4. Enter the "Party Name" in the First/Middle/Last name fields.
- 5. Select an "Attorney" from the drop down.
- 6. Under "Attorney Type", select the correct Type.
- 7. Click the "Save Party" button.
- 8. You may add as many initiating parties as you would like by repeating steps 1-7.
- 9. Remain on this screen and move to Step 5.

Party *				I	Entity *			
Select a Party Type			٥	3	Individ	ual		٢
Party Name *								
First Name	Middle Name	Last Nan	ne		:	Suffix		
First Name	Middle Name	Last Na	me			Suffix		
Attorney *					Attorne	y Type *		
	0		e	5	Select a	a type	٥	
Save Party ?								
	Select a Party Type Party Name * First Name First Name Attorney *	Select a Party Type Party Name * First Name First Name Middle Name Attorney *	Select a Party Type Party Name * First Name Middle Name Last Nam First Name Middle Name Last Nam Attorney *	Select a Party Type       Image: Constraint of the second se	Select a Party Type Image: Select a Party Type   Party Name *   First Name   Middle Name   Last Name   Attorney *   Image: Select a Party Type     Image:	Select a Party Type Individual   Party Name *   First Name   Middle Name   Last Name     Attorney *   Image: Select a	Select a Party Type Individual   Party Name *   First Name   Middle Name   Last Name   Suffix   First Name   Middle Name   Last Name   Suffix   Attorney *   Select a type	Select a Party Type Individual   Party Name *   First Name   Middle Name   Last Name   Suffix     Attorney *   Image: Select a type     Select a type

STEP 5 - Adding Additional Parties (i.e. Defendant, Respondent, etc.)

- 1. Select the "Additional Party" button.
- 2. Under "Party", select the correct Party Type.
- 3. Under "Entity", select the correct Entity Type.
- 4. Enter the "Party Name" in the First/Middle/Last name fields.
- 5. Click the "Save Party" button.
- 6. You may add as many initiating parties as you would like by repeating steps 1-7.
- 7. Click the 'Review & Submit" tab to move to the next screen.

1	<ul> <li>Initiating Party (e.g. plaintiff, petitioner)</li> <li>Additional Party (e.g. defendant, respondent)</li> </ul>									
	Party *				E	intity *				
2	Select a Party Type			۷	3	Individual	٢			
	Party Name * First Name	Middle Name	Last Nam	ne		Suffix				
4	First Name	Middle Name	Last Nar	ne		Suffix				
5	Save Party ?									

### STEP 6 - How to Review & Submit Your Filing

1. Select an "Authorizing Attorney".



- 2. Scroll to the bottom of the page and select the "Authorize and file now" button.
- 3. Click the "next" button to move to the next screen.

Choose to submit transaction now, or schedule the transaction for later release.
2 O Authorize and file now
O Authorize and file on
IMPORTANT:Your transaction has not yet been submitted. You will next be asked to review and submit your transaction.          Next       3

4. Scroll down the page to review your filing information. Once you have reviewed your information, click the "Submit Filing" button to complete your filing.

	5/4/21 1:59 PM EDT Case	Documents	Case Parties	Review & Submit			
	Review and Submit				Transaction ID: 66535630	Cancel	Save & Close
	IMPORTANT: Your transac When you have finished re						
	File & ServeXpress Transaction I Submitted by: Authorized by:	D:			ck Appeals Firm B-Demo ck Appeals Firm B-Demo Edit		
	Court: Case Class: Case Type: Case Name:			Mock Tribal Cou Probate Probate IMO Johnson, To	rt dd (DOD 1/22/2021)		
	Transaction Option: Billing Reference:			Originating Even Edit	t		
	Documents List Edit						
Submit Transaction	2 Document(s)						
	Originating Document, 1 Pages Document Type:			Access:	Statutory Fee:	PDF Fori	mat   Original Format
	Death Certificate			Public	\$0.00	Linke	
	Document title: Death Certificate						
	Attached Document, 2 Pages						mat   Original Format
	Document Type: Notice to Show Cause Order			Access: Public	Statutory Fee: \$0.00	Linke	d:
	Document title: Notice to Show Cause						
	Close All						
	Sending Parties (1) Edit     Party     Johnson, Nancy (pending) F	Attorney Powers, Max Mock	Firm Appeals Firm B	-Demo			
	Case Parties Edit Party Johnson, Nancy (pending) Johnson, Todd (pending)	Attorney Powers, Max	Firm Nock Appeals F	1			
×	IMPORTANT: Your transac When you have finished re						
	Submit Transaction	, in the second s					
E Contraction of the second seco							