

FOLLOW THESE STEPS TO CLERK REVIEW A SUBSEQUENT FILING...

STEP 1 - Log into FSX

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

2 Clerk, Carl

3 Sign In

Register Forgot Password

Need more help?
Call Customer Support at 1-888-529-7587

STEP 2 - How to Enter into a Transaction

1. On the Home Page, in the Mailbox section, click "Items for Clerk Review".

► MailBox

1 Items for Clerk Review

Batches for Clerk Review

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 & Party Management

ACH Payments

Attorneys/Users in Firm

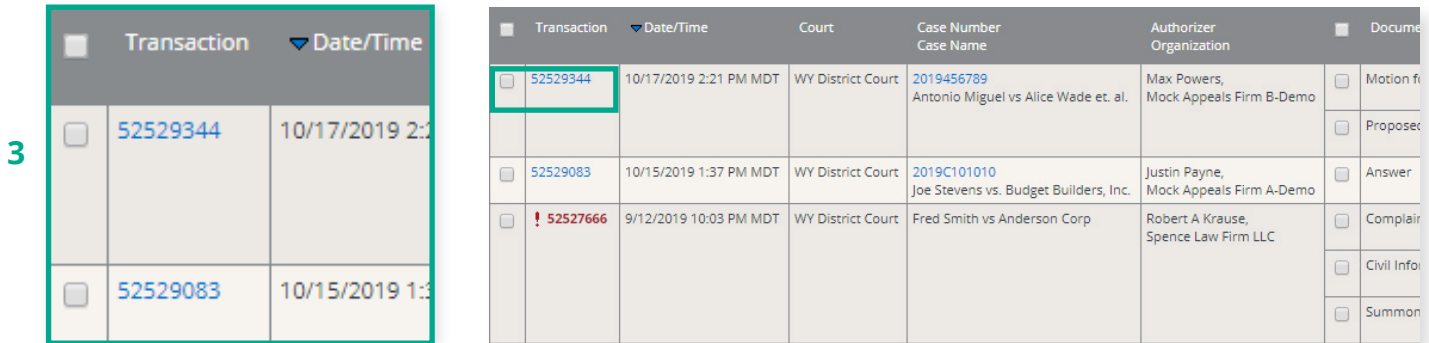
People Search

Billing Information

Requests to Add Party/Attorney

Custom Document Lists

2. This will take you to the Clerk Review queue.
3. Find the transaction that you would like to review from the list and click on the Transaction Identification Number (TID).



4. This will take you to the transaction details screen.

STEP 3 - How to Review Documents

1. Click on the hyperlink for either the PDF or Original format of each document to open it and review it for accuracy.
2. Use the "Send to judge for review" dropdown to select a Judge to route any documents that need to go to Judge Review for Judicial Action.
3. Use the "Clerk review status/action" dropdown to select accepted or rejected individually for each document.
4. Alternately, you can use the "Accept All" or "Reject All" buttons in the grey banner at the top of the documents list to accept or reject all the documents.
5. If you reject a document, you can use the "Select a reason for change" dropdown and select a reason from a pre-defined list created by the court.
6. Alternately, you can type in the "Comments" field to manually enter a reason.
7. Once you have reviewed and updated the status on each document, click on the "Submit" button below the documents list.

The screenshot displays a web interface for reviewing documents. At the top, there is a header for 'Document List (2)' with 'Accept All' and 'Reject All' buttons, and a 'Total Statutory Fees: \$1.00' indicator. Below this, two document entries are shown. The first entry is for 'Main Document, 3 pages ID: 67265918' with a 'Document History' link and options for 'PDF Format' and 'Original Format'. The review details for this document include: 'Document type: Motion for Summary Judgment', 'Clerk review status/action: Pending' (with a dropdown arrow), 'Security: Public', 'Clerk review stamp: WY District Stamp' (with a 'preview' link and an 'Apply Stamp to All Pages' checkbox), 'Statutory fee: \$0.50' (with a 'Zero Fee' button), 'Date reviewed: N/A', 'Document title: Motion for Summary Judgment', 'Select a reason for change: Select a reason...' (with a dropdown arrow), and a 'Comments' field. The second entry is for 'Main Document, 1 page ID: 67265919' with similar 'Document History' and format options. Its review details include: 'Document type: Proposed Order', 'Clerk review status/action: Pending', 'Security: Public', 'Clerk review stamp: WY District Stamp' (with 'preview' and 'Apply Stamp to All Pages' options), 'Statutory fee: \$0.50' (with 'Zero Fee' button), 'Date reviewed: N/A', 'Send to judge for review: Benchwick, Judge' (with a dropdown arrow), 'Send on: 10/17/2019' (with a date picker), and the note 'This document will be Judge Reviewed.'. At the bottom right of the interface is a 'Submit' button.

8. This will take you to the Clerk Review completion confirmation page.
9. You can review additional filings either by clicking on the “Items for Clerk Review” link on the upper left side of the screen or by clicking on the “Next Transaction” link on the upper right side of the screen.

