

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".

File & Serve Xpress™

Sign In to File & Serve Xpress™

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[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 **FILING & SERVICE** ALERTS SEARCH

2 Start A Transaction

► Quick Start

State

Court

CaseNumber OR CaseName

3. Under the blue "Select Court and/or Case for Filing" banner, select the "File and/or Serve in an Existing Case" button.
4. Select "Wyoming" from the State dropdown.
5. Select "WY District Court" from Court the dropdown.
6. Type an existing case number in the "Case Number" field on the right side of the screen (e.g. 2019C101010).
7. Click the "Find" button.

10/16/19 8:25 AM MDT

Select Court and/or Case for Filing

File and/or Serve in an Existing Case File a New Case File and/or Serve in Multiple Cases

Enter information in one or more boxes and click **Find**. Selection of a Court is required

4 State: Wyoming

5 Court: WY District Court

6 Case Name:

6 Case Number: 2019C101010

7 Find Advanced Search ?

8. Click the small blue icon with a white arrow in it below "Case List".
9. This will take you to the documents tab.

To select a case for filing, click  beside the case.

Case List 1 through 1 of 1 Show 50 results per page

	▲ Case Number	Case Name
	2019C101010	Joe Stevens vs. Bud

1 through 1 of 1



STEP 3 - How to Attach Documents to Your Filing

1. Under Category, select "Answers" from the drop down.
2. Select the document Type, "Answer".
3. Enter a "Title" for the document.
4. Click the gray box labeled, "Choose a file" to open your computer's hard drive. Find your document and double-click on it to select the document.
5. Select Access type "Public".
6. Click the "Attach Document" button.
7. To attach additional documents repeat steps 1-6. **Note:** Be sure to attach a proposed order so it can be routed to Judge Review.
8. Click the "Sending Parties" tab on the top of the page next to the "Documents" tab to move to the next screen.

10/16/19 8:27 AM MDT

Documents
8
Sending Parties
Service
Add'l Recipients
Review & Submit

Attach Documents

2019C101010 Joe Stevens vs. Budget Builders, Inc. WY District Court

For each document, complete each field and click **Attach Document**.

Category *

1 ↓

Type *

2 ↓ ✖

Title *

3 //

Maximum length of text is 510 characters

Access

5 ↓

Public - These documents are electronically submitted and available for viewing by File & ServeXpress customers.

6 Attach Document ?

File *

✖

FSX Website.docx

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To request our Fax Upload S

STEP 4 - Selecting Sending Parties

1. Select the check box to the left of the party that you are filing on behalf of.
2. Under the column titled "Attorney Type" select "Attorney in Charge" from the dropdown menu. **Note:** if you have already filed in this case and selected this sending party in a past transaction, you will already appear as representing the party and will not be required to complete this step again.
3. Click on the "Service" tab on the top of the page next to the "Sending Parties" tab to move to the next screen.

10/15/19 12:25 PM MDT Documents **Sending Parties** Service Add'l Recipients Review & Submit

Select Sending Parties

2019C101010 Joe Stevens vs. Budget Builders, Inc. WY District Court

Search Custom Groups Add Party/Attorney ?

Create Custom Group Show 50 results per page

Parties without Representation Available for Selection
Any attorney additions to cases will remain in Pending status until the Court accepts your transaction. 1 through 1 of 1
Please include your attorney type representation when making an initial appearance.

Party	Party Type	Party Status	Attorney Type
<input checked="" type="checkbox"/> Budget Builders, Inc.	Defendant	Active	Attorney in Charge

STEP 5 - Selecting Service Recipients

1. Select the check box to the left of the party or parties that you would like to eServe. **Note:** If eService is the preferred form of service ensure it has been selected under the "method" column.
2. Click on the "Review & Submit" tab on the top of the page next to "Add'l Recipients" to move to the next screen.

10/16/19 8:29 AM MDT Documents Sending Parties **Service** Add'l Recipients Review & Submit

Select Recipients

2019C101010 Joe Stevens vs. Budget Builders, Inc. WY District Court

Search Custom Groups Add Party/Attorney ?

Select a delivery option for each party you want to add. "Service" is official legal service of the document upon the selected party. To r

Parties Available for Selection 1 through 1 of 1 Show 50 results per page

YOUR ORGANIZATION WILL INCUR ADDITIONAL POSTAGE AND COPYING FEES FOR SERVING PARTIES. CONTACT THE SERVICE RESOURCE CENTER FOR COMPLETE COSTS.

Create Custom Group

Service	Party	Party Type	Party Status
<input checked="" type="checkbox"/>	Budget Builders, Inc.	Defendant	Active

Firm	Method
Firm TBD	E-Service

STEP 6 - How to Review & Submit Your Filing

1. Select an "Authorizing Attorney".
2. Under the heading "Delivery Options," select the "File with the court and Serve selected parties" button.
3. Scroll to the bottom of the page and select the "Authorize and file now" button.
4. Click the "Next" button to move to the next screen.

10/16/19 8:31 AM MDT
Documents
Sending Parties
Service
Add'l Recipients
Review & Submit

Authorize Transaction

2019C101010 Joe Stevens vs. Budget Builders, Inc. WY District Court

Select an attorney to authorize this transaction.

Authorizing Attorney: Lawyer, Lisa 1

Delivery Options: What do you want to do with this transaction? (pick one)

2 File with the court and Serve selected parties

- I am sending these documents as "Court-Appointed Counsel/ADR".
- Serve Only - Private (available only to sending firm and served firms)
- Serve Only - Public (available to anyone to purchase from File & ServeXpress, except in e-service only jurisdictions and subject to case security policies).

Add billing reference. This reference will appear on your invoice.

Purchase read status for e-service documents (optional) \$

Track when the e-served recipients open this transaction. This feature is not available for tracking any US Mail or fax recipients, any courtesy email notifications,

No users are currently selected for e-service. To view read status you must serve recipients electronically.

Note to Clerk (optional):

If you wish to send a note to the court along with your transaction, please enter it in the space provided. Please note that this field is not to be used as an official method of communication with the court. This field will only be viewable by you and the court users.

Maximum length of text is 500 characters

Choose to submit transaction now, or schedule the transaction for later release.

3 Authorize and file now

Authorize and file on

 / / at : AM ▼ (mm/dd/yyyy) at (hh:mm) MT

IMPORTANT:Your transaction has not yet been submitted. You will next be asked to review and submit your transaction.

Next 4

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

10/16/19 8:32 AM MDT
Documents | Sending Parties | Service | Add'l Recipients | **Review & Submit**

Review and Submit
Transaction ID: 52529322

2019C101010 Joe Stevens vs. Budget Builders, Inc. WY District Court
IMPORTANT: Your transaction has not yet been submitted.
When you have finished reviewing, select Submit Transaction below.

File & ServeXpress Transaction ID: 52529322
 Submitted by: Max Powers, Mock Appeals Firm B-Demo
 Authorized by: Lisa Lawyer, Mock Appeals Firm B-Demo [Edit](#)

Court: WY District Court
 Division/Courtroom: N/A
 Case Class: Civil Action
 Case Type: Breach of Contract
 Case Number: 2019C101010
 Case Name: Joe Stevens vs. Budget Builders, Inc.

Transaction Option: File Only [Edit](#)
[Edit](#)
 N/A

Billing Reference:
 Read Status for e-service:

[Documents List](#) [Edit](#)

1 Document(s)

Attached Document, 2 Pages

Document Type: Answer	Access: Public	Statutory Fee: \$0.50
Document title: Answer		

Expand All

Sending Parties (1) [Edit](#)

Party	Party Type	Attorney	Firm	Attorney Type
Stevens, Joe	Plaintiff	Powers, Max	Mock Appeals Firm B-Demo	Attorney in Charge

Recipients (0)

Service List (0) [Edit](#)

Delivery Option	Party	Party Type	Attorney	Firm	Attorney Type	Method
No selections made.						

Additional Recipients (0) [Edit](#)

Case Parties

IMPORTANT: Your transaction has not yet been submitted.
When you have finished reviewing, select Submit Transaction below.

Submit Transaction

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