

File & ServeXpress™

Registration Information

Registration

If your firm does not have a File & ServeXpress™ account, you will need to create an account before adding users. Your firm must designate an administrator who will create the account and add the users. The administrator should follow the “*Instructions for New Subscribers*” in Section A below.

If your firm already has a File & ServeXpress™ account, contact your account administrator to obtain a user ID and password for yourself and anyone else who will need to e-file, e-serve, receive e-service or access documents in the cases. The administrator should follow the “*Instructions for Existing Subscribers*” in Section B below.

If you don't know whether your firm has a File & ServeXpress™ account, or if you don't know the name of your account administrator, please call Client Support at 888.529.7587.

Section A: Instructions for New Subscribers (Administrator creates account and adds users)

1. Go to <http://fileandservexpress.com> and click Register.
2. Under File & Serve Registration, click Law Firms.
3. For Account Type, select Law Firm and click Get Started.
4. Add your firm's information and click Next.
5. Add the user information for your firm's account administrator. Check the box next to Primary Contact. If applicable, check the box next to Billing Contact as well. Click Submit.
6. Add the user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
7. Review system requirements and click Next.
8. Select an Authorized Representative from your firm (if it is not yourself) who has given you permission to accept the terms of the File & ServeXpress™ Agreement on his/her behalf. Click I Accept.
9. An automated e-mail with ID and password information will be sent to each user who you have added to your firm's account.

Section B: Instructions for Existing Subscribers (Administrator adds new users)

1. Go to <http://fileandservexpress.com> and click Log In.
2. Click File & Serve. Enter your ID and password. Click Sign In.
3. Click on File & ServeXpress Preferences in the upper-right hand corner of the screen.
4. Under My Organization Profile, click Add User.
5. Add the user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
6. An automated e-mail with ID and password information will be sent to each user who you have added to your firm's account.

If you have questions, please contact File & ServeXpress™ Client Support at 888.529.7587, which is available 24 hours a day, 7 days a week.