



File & Serve*Xpress*

PUBLIC ACCESS TERMINAL (PAT)

How to Search

User Guide

File & Serve*Xpress*[™]

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How to Search

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File & Serve Resources

File & ServeXpress has many resources available to you in order to address your questions and concerns.

- **File & ServeXpress 24/7 Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 1-888-529-7587.
- **File & Serve Resource Center** is available within File & Serve by clicking on the Resource Center link at the top, right hand side of your screen. The Resource Center contains our training registration information, jurisdiction specific rule & procedures, user guides, best practices, pricing and much more!
- **File & Serve Login Page** www.fileandservexpress.com is where you can find password help, what's new and any important information like scheduled maintenance or system changes.
- **File & Serve Notices** is an information page that is available on the bottom, left-hand side of the File & Serve Home tab, once you sign into File & Serve. This page will provide you with any critical information, such as system maintenance or downtime, changes in fees, legal notices, litigation launches and much more.

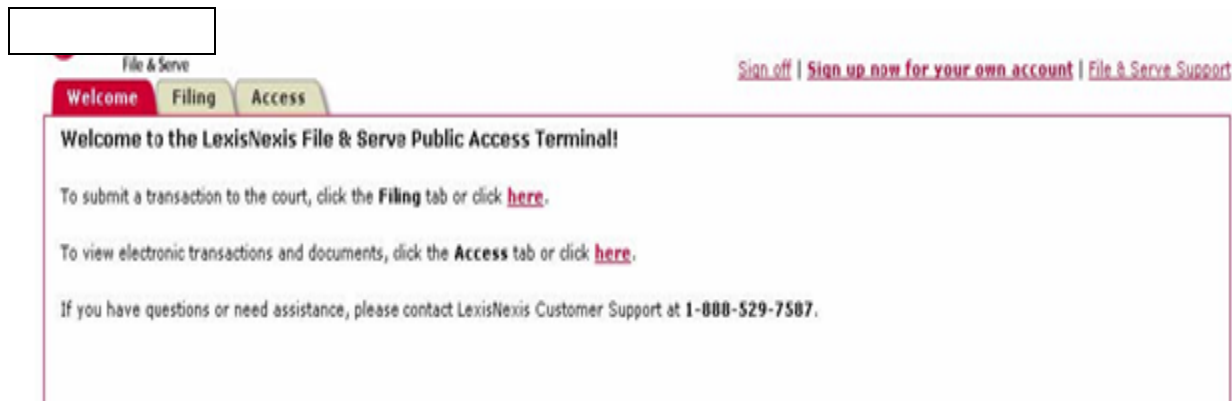
Searching for Documents and Cases a Public Access Terminal (PAT) Overview

File & Serve provides Public Access Terminals (PATs) at Courthouses in many jurisdictions where Courts utilize File & Serve for eFiling Purposes. Clients can use PATs to file transactions to the Court and can also view, print or download documents from cases as well. Use of the PATs are free of charge.

Logging on to the Public Access Terminal

To search the File & Serve database by utilizing the public access terminal (PAT) at the Clerk's office, the non-subscriber must first obtain a one-time User ID and Password from the clerk.

At the PAT Welcome screen, the user will click on the Access tab or the Access red link.



Public Access Terminal Tips

- ✓ Public Access Terminals are commonly referred to as PAT's.
- ✓ Public Access Terminals are conveniently located in the lobby of many of the Courts who use File & Serve for eFiling purposes.
- ✓ While File & Serve does not charge for the use of PAT terminals, the Court where the PAT is located may charge for printing or downloading costs. Check with the Court Clerk regarding pricing prior to downloading or printing documents.
- ✓ PATs may not be available in all jurisdictions that use File & Serve's eFiling capabilities. Call the Court Clerk in the jurisdiction where you need to file to inquire about whether that Court has a PAT.
- ✓ File & Serve Client Support's phone number is 1-888-529-7587.
- ✓ File & Serve Client Support is available 24 hours per day

How to Search using the File & Serve Public Access Terminal

1. Click the “**Access**” tab
2. Enter your search criteria. You can search by the following criteria:
 - Case Name – enter the full or partial case name in the Case Name field
 - Case Number – enter the full or partial case number in the Case Number field
 - Party Name – enter the full or partial name of the party (either individual or organization) you are looking for.
3. If you are unsure of how the case is listed within File & Serve, enter a partial case number or name. If you enter the name or number incorrectly, you may get fewer results than you expect.
4. Click the “**Find Cases**” button

The screenshot shows the 'Access' tab selected in the top navigation bar. Below the navigation bar, there is a header with 'Welcome', 'Filing', and 'Access' tabs, and a link to 'Sign up now for your own account | File & Serve Support'. The main content area is titled 'To view transactions and documents in a case:' and contains a list of instructions: '1. Enter case name or case number' and '2. Click **Find Cases***'. Below these instructions are several input fields: 'Court Name' (pre-filled with 'Baltimore City Circuit Court'), 'Case Name' (empty), 'Case Number' (empty), 'Organization/Last Name' (empty), 'First Name' (empty), and 'Party Name' (empty). There are also example text strings for each field: 'For example: "Smith" or "Conglomerates" for "Smith, James v. Associated Conglomerates"' for Case Name, 'For example: "CV123" or "2004CV123" for "2004CV123"' for Case Number, and 'For example: "Smith, John" or "John Smith Enterprises"' for Party Name. A 'Find Cases' button is located at the bottom of the form.

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5. The Search Results will appear on the next screen.
6. Click the radio button next to the case number of the case that you would like to view
7. Click the **“View”** button.

Welcome Filing **Access** [Sign up now for your own account](#) | [File & Serve Support](#)

Cases found in **Baltimore City Circuit Court** containing **Vent** in the case name.

To view the transactions and documents: [Start a new search](#)

1. Select the case

2. Click the **View*** button **View**

1 through 7 of 7

Case Number	Case Name
<input type="radio"/> 24X01001837	Avent, Herbert L vs A C and S Inc et al
<input type="radio"/> 24X90274561	Diventi et al vs Eagle Picher Industries Inc et al
<input type="radio"/> 24X91184506	Diventi et al vs Owens Corning Fiberglas Corp
<input type="radio"/> 24X02000273	Diventi, Norma Deceased et ux vs A C and S Inc et al
<input checked="" type="radio"/> 24x04000078	Vent, Jo Ann et al vs A C and S Inc et al
<input type="radio"/> 24X03000780	Vent, JoAnn Holt et al vs Owens Illinois Glass Co et al
<input type="radio"/> 24x05000757	Ventimiglia, Lawrence Deceased vs John Crane Houdaille Inc et al

View **Back**

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8. Once you have selected your case, and clicked the View button, the document list for that case will be provided on the following screen.
9. To view a document click the **Document Title**, the document will then open in Adobe PDF Format.
10. To view more information about the filing click on the **Transaction ID** number
11. To sort the results list, click on the Column Heading. This will sort the list numerically or alphabetically. Click the header again to sort reverse-numerically or reverse-alphabetically.

Welcome

Filing

Access

Sign up now for your own account | File & Serve Support

You selected case **24x04000078, Vent, Jo Ann et al vs A C and S Inc et al.**

To view a document click the document title.

To view more information about a **transaction** or document, click the **Transaction ID**.

Start a new search

Documents Submitted By Case Report

Report Created: Monday, February 09, 2009 3:07:55 PM

Back

Court: Baltimore City Circuit Court

Judge: Baltimore Judge

File & Serve Live Date: 1/28/2004

Division: Not applicable

Case Number: 24x04000078

Document(s) Submitted: 1405

Case Type: Personal Injury-Asbestos

Case Name: Vent, Jo Ann et al vs A C and S Inc et al

Date Range: All

1 through 50 of 1405 [More>>](#)

Authorized Date	Authorizer	Organization	Document Title	Document Type	Transaction Option	Transaction ID	Judicial Action
11/21/2005 3:10:33 PM	Armand J Volta	Angelos, Peter G PC-Baltimore	Plaintiffs' Amendment by Interlineation adding Defendant Garlock Sealing Technologies, LLC	Amended Complaint	File And Serve	7482001	N/A
8/11/2005 10:22:52 AM	Theodore M Flerlage	Angelos, Peter G PC-Baltimore	Letter to Bea, Court of Special Appeals 08-10-05 with enclosure (Kaiser, Winkler)	Letter	File And Serve	6463908	N/A
7/22/2005 8:47:03 AM	Theodore M Flerlage	Angelos, Peter G PC-Baltimore	Second Notice of Appeal (Kaiser, Winkler)	Notice of Appeal	File And Serve	6258616	N/A
7/21/2005 2:57:26 PM	Theodore M Flerlage	Angelos, Peter G PC-Baltimore	Notice of Withdrawal of Plaintiffs' Second Motion and Memorandum in Support of Motion for New Trial (Kaiser, Winkler)	Notice	File And Serve	6253727	N/A
7/21/2005 11:54:53 AM	M Brooke Murdock	Baltimore City Circuit Court	Order Denying Defendant Crane's Motion to Strike Plaintiff's Motion for New Trial, Plaintiff's Motion for New Trial, and Defendant Scapa and Crane's Motion to Vacate Final Judgment	Order	File And Serve	6251179	N/A
7/20/2005 3:06:18 PM	Laura M Mayes	Robinson Woolson PA	Substituted Exhibit 1	Exhibits	File And Serve	6244861	N/A

12. For any additional questions please contact Client Support at: **1-888-529-7587**.

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