



## Opening Attachments for Service

### Highlight an Email

The body of the email appears in the space below the mailbox

**Attachments** – Click the hyperlink “[Service.pdf](#)” to open the document that needs served.

The screenshot displays the WVClerks Attachments interface. At the top, it shows 'Clerk Review: 19 new items' and 'Clerk E-mails: 159 new items'. Below this is a navigation bar with options like 'My Clerk', 'File', 'Search', 'Vault', 'Reports', 'Accounting', and 'Account'. A search bar is visible on the right with the text 'Enter case #' and a 'Go' button, along with the name 'Justin Tucker'. On the left, there is a 'Search Options' panel with fields for 'County' (set to '60; Marion - CORE'), 'From', 'To', and 'Status' (set to 'Outstanding'), and a 'Search' button. The main area contains a table of email entries. The first row is highlighted in yellow and has a red arrow pointing to the 'Subject' column. The email details below the table show the following information: 'From: WV E-File Notice', 'To: "CLERK"<clerk@courtswva.com>', 'Date: Tuesday, December 27, 2016 3:49:16 PM', 'Subject: Notice of Order - Case Filing - CC-60-2016-B-17 - back to non final', and 'Attachments: [Service.pdf](#)'. A red arrow points to the 'Service.pdf' attachment link. Below the attachments, the email body text reads: 'CC-60-2016-B-17', 'State of West Virginia v. Oswald R', and 'FILED ON 12/27/2016 3:49:05 PM'.

#	Subject	Case Number	Filer	Date
1	Notice of Order - Case Filing - CC-60-2016-B-17 - back to non final	CC-60-2016-B-17	Joshua Taylor	12/27/2016 3:49:16 P
2	Notice of Complaint Filing - CC-60-2016-C-115	CC-60-2016-C-115	Josh Taylor	12/27/2016 3:22:4
3	Notice of Complaint Filing - CC-60-2016-C-114	CC-60-2016-C-114	Josh Taylor	12/27/2016 1:51:0
4	Notice of Order - Case - Final Filing - CC-60-2016-B-17 - Making second final order	CC-60-2016-B-17	Joshua Taylor	12/27/2016 1:28:3
5	Notice of Order - Case - Final Filing - CC-60-2016-B-17 - Skipping to final order	CC-60-2016-B-17	Joshua Taylor	12/27/2016 12:19:
6	Notice of Order - Case Filing - CC-60-2016-B-17 - Setting bond	CC-60-2016-B-17	Joshua Taylor	12/27/2016 11:22:
7	Notice of Order - Case Filing - CC-60-2016-B-17 - desc	CC-60-2016-B-17	Joshua Taylor	12/27/2016 11:09:
8	Notice of Third Party Complaint Filing - CC-60-2016-B-17	CC-60-2016-B-17	Josh Taylor	12/27/2016 11:00:

From: WV E-File Notice  
To: "CLERK"<clerk@courtswva.com>  
Date: Tuesday, December 27, 2016 3:49:16 PM  
Subject: Notice of Order - Case Filing - CC-60-2016-B-17 - back to non final  
Attachments: [Service.pdf](#)  
CC-60-2016-B-17  
State of West Virginia v. Oswald R  
FILED ON 12/27/2016 3:49:05 PM



## Printing Attachments

The attachments will include the correct number of copies that will need printed, prefaced by the Transmittal – indicating the name and address where the document is to be sent.

The screenshot shows a web browser window with the address bar displaying 'ViewAttachment.aspx'. The page content includes the West Virginia Supreme Court of Appeals seal, the title 'West Virginia E-Filing Notice', and the case details: 'CC-60-2016-B-17' and 'Judge: Kathy Griffin'. The recipient information is listed as 'To: First Last, 888 Address, Town, WV 88888'. A prominent 'Print' button is visible on the right side of the document area. Below the main title, a section titled 'NOTICE OF ELECTRONIC FILING' is centered, followed by the text: 'IN THE CIRCUIT OF MARION - CORE, WEST VIRGINIA, Division I, State of West Virginia v. Oswald R, CC-60-2016-B-17'. At the bottom, it states 'The following order - case was FILED on 12/27/2016 3:49:05 PM'. A red arrow points to a print icon in the browser's top right corner.