



This document will show you how to upload and file Correspondence

## Correspondence

A letter to the attorney on the case from the Judge's or Clerk's office.

**Search Options** – Fill in the County, Case Type, Year, and Case Number for the appropriate case. All fields are required. The Case Number, Judge Name, and Style will show up on the right if entered correctly. Click the Clear button to start over.

**Correspondence** – Click the Browse button here to find the Correspondence letter itself on your machine (must be a PDF). Click the Upload button when found. If the preview that will show up on the right side of the screen looks correct, click the File button to finish.

The screenshot displays the WVClerks web application interface. At the top, there are navigation tabs: "My Clerk", "My Judge", "File", "Search", "Vault", "Reports", "Accounting", "Conversion", "Administration", and "Account". A search bar contains "Enter case #", a "Go" button, and the text "Joshua Taylor Acting on behalf of Kathy Grif". Below the navigation, a header bar shows "Case Number: CC-60-2017-B-2", "Judge Name: Kathy Griffin", and "Style: State of West Virginia v. Tim Tracker". A "View PDF" link is visible. On the left, the "Search Options" panel includes dropdown menus for "County" (50; Marion - CORE), "Case Type" (B; Boundover), and "Year" (2017), along with a text input for "Case Number" (2) and "Search" and "Clear" buttons. Below this is the "Correspondence" panel with a "File:" field containing a "Browse..." button, a "Description:" text area, and "Upload" and "File" buttons. Red arrows point from the "Search" and "File" buttons in the "Correspondence" panel to the "View PDF" link and the PDF icon respectively. The PDF icon is a red Adobe logo on a white background with a red bar at the bottom containing the text "PDF". Below the icon, the text "Must be a PDF" is written in red.