



WVClerks - Manage BCSE as a third party

This document will show you how to manage BCSE as a third party.

The Bureau for Child Support Enforcement (BCSE)

The Bureau for Child Support Enforcement (BCSE) is charged with broad authority to BCSE to seek modification or enforcement of a support order pursuant to W.Va. Code § 48-18-101 et seq. With regard to the confidentiality of domestic relations court files, W.Va. Code 48-1-303(d) provides that “any other person who has standing to seek modification or enforcement of a support order has the right to examine and copy any document in a confidential court file that has not been sealed by court order.” The Circuit Clerk Manual at Section 4.8.2 recognizes that BCSE is a party who should have access to family court case files. Additionally, BCSE is required to maintain a statewide registry of support orders under W.Va. Code § 48-18-122. Being able to automatically receive those orders through the e-filing system is a very efficient method to assist BCSE in complying with that statutory obligation, and the agency has existing internal methods in place to filter out the notifications they receive of other filings in domestic cases involving children.

Accordingly, in order for BCSE to fulfill their statutory obligations the Circuit Clerk must add BCSE as a third party to each Domestic case involving children at the time of filing.

New Cases.

New Cases will populate to e-filed items. When children are involved in a case enter the case to add a party.

The screenshot displays the WVClerks software interface. On the left, there is a 'Search Options' panel with the following fields: County (60; Marion - CORE), Judge (J-1016; Harry Shum), Filer State User ID, Filing Type, Filing Status, Filing Date From (5/19/2017), and Filing Date To (5/19/2017). Below these fields are 'Search' and 'Clear' buttons. The main interface shows a navigation menu with options like My Clerk, My Judge, File, Search, Vault, Reports, Accounting, Conversion, Administration, and Account. Below the menu, there are 'Refresh' and 'View Filing Log' buttons. A table titled 'Drag a column header here to group by that column' is displayed with the following data:

	Filing Type	Description	County	Filer	Filing Date
View	Petition (Domestic Relations)		60 - Marion - CORE	Unverified Pro Se/Clerk	5/19/2017 12:29:26 PM



Involving Children

Add BCSE to Cases Involving Children

Edit Delete Case Refresh Create Order Merge Cases Unmerge Cases Quick Views

Court: **Family** County: **98 - Test - SOHO** Case Number: **FC-98-2017-D-4**
 Judge: **Test Judge** Created Date: **3/31/2017** Status: **Open**
 Case Type: **Domestic Relations** Case Sub-Type: **Divorce with Children** Security Level: **Confidential - Low**
 Style: **In Re the Marriage/Children of Jo Jo and Mary Jo**

Case Information Parties Attorneys Financials Docket Entries Documents Hearings Audit Trail Notes

Party	Name
P-001	Joseph Jo
D-001	Mary Jo
C-001	Victor Jo

Party Information

Refresh

Party: **C-001** Party Class: **C - Child** Party Type: **I - Individual**
 Name: **Victor Jo**
 Notes:
 Address 1: Address 2:
 City: State: Confidential: **No**
 Phone #: SSN: ZIP:
 Date of Birth: Race: **White** Gender: **Male**
 Special accom.: **No** Mail Notif.: **No** Service Notif.: **No**
 Status: **Active**



Adding As A Third Party

BCSE shall be added as a third Party by selecting the add option.

Receives mail and service notifications default with the third party class. Mail notifications are sent to the email account of the attorney of all documents filed in the case; service notifications allow parties to serve BCSE documents through the efile interface.

Add/Edit Party [X]

Party | **Address**

Party Class:

Party Type:

Party Status:

Name:

Notes:

Special Accommodation

Receives Mail Notifications

Receives Service Notifications

OK Cancel



Adding As A Thrid Party cont.

Click the OK button to add the party; BCSE will receive all notifications including orders in their email account associated with efile website. The clerk will not need to mail or deliver orders by paper.

The screenshot shows a dialog box titled "Add/Edit Party" with a close button (X) in the top right corner. The dialog has two tabs: "Party" and "Address", with "Address" currently selected. The form contains the following fields and options:

- Address Info:** Radio buttons for "Available" (selected) and "Not Available".
- Address in other country
- Address:** Text box containing "118 S High St"
- Address 2:** Empty text box
- City:** Text box containing "Morgantown"
- State:** Dropdown menu showing "WV"
- ZIP:** Text box containing "26501"
- Phone:** Text box containing "(304) 285-3218"
- Confidential

At the bottom right of the dialog are "OK" and "Cancel" buttons.