



This document will show you how to manage the email function of the Clerks Desktop

Queue of all documents requiring service to be completed by the Clerk

Search Options – Filter Emails by Date Range and Status (Outstanding or Completed)

Sort – Click on a Heading to sort emails by Subject, Case Number, Filer, or Date

Search Options

County: X ▾

From: X ▾

To: X ▾

Status: ▾

Refresh | Mark Completed

#		Subject	Case Number	Filer
<input type="checkbox"/>		Notice of Order - Case - Final Filing - CC-60-2016-C-101 - test Final Order	CC-60-2016-C-101	Joshua T
<input type="checkbox"/>		Notice of Order - Case Filing - CC-60-2016-C-101 - Order Description Goes Here	CC-60-2016-C-101	Joshua T
<input type="checkbox"/>		Notice of Judge Reassignment - CC-60-2016-C-37	CC-60-2016-C-37	Justin Tl
<input type="checkbox"/>		Notice of Motion Hearing - CC-60-2016-C-37	CC-60-2016-C-37	James W
<input type="checkbox"/>		Notice of Order - Case Filing - CC-60-2016-C-101 - test	CC-60-2016-C-101	Joshua T
<input type="checkbox"/>		Notice of Order - Motion Filing - CC-60-2016-C-37 - TEST	CC-60-2016-C-37	Justin Tl
<input type="checkbox"/>		Notice of Complaint Filing - CC-60-2016-C-101	CC-60-2016-C-101	Unverific Se/Clerk
<input type="checkbox"/>		Notice of Order - Case Filing - CC-60-2016-C-100 - last test. Order button from	CC-60-2016-C-100	Joshua T

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Possible E-mail Items

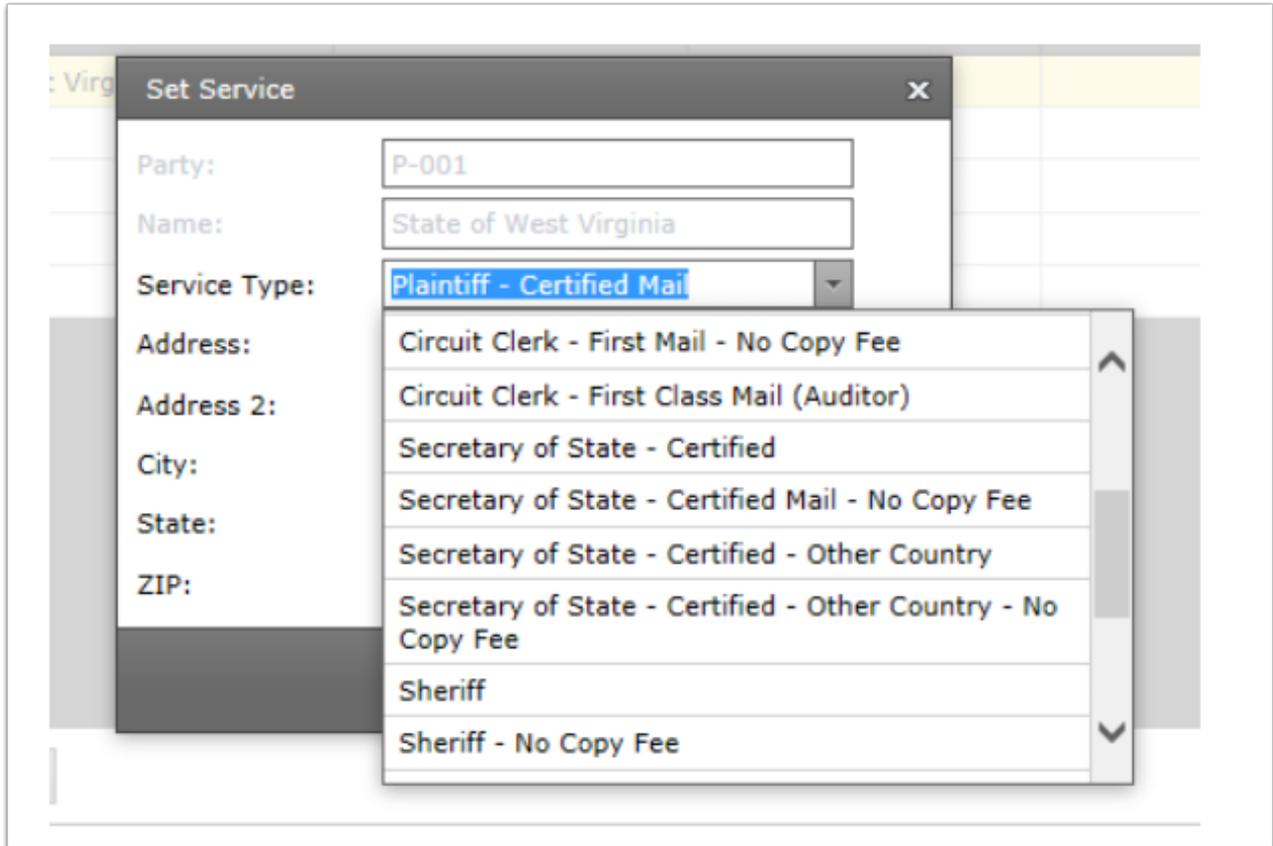
If a filer selects any of the Circuit Clerk, Sheriff, or Secretary of State options as a Service Type when initiating a case, it will show up in My Clerk > E-Mails.

The screenshot shows a web form titled "Add/Edit Defendant" with a close button (X) in the top right corner. The form contains several fields: Party Class (set to Defendant), Party Type (set to Individual), Service Type (empty), First Name, Middle Name, Last Name, Suffix, Notes, Address Info, Address, and Address 2. A dropdown menu is open over the Service Type field, displaying a list of options: Plaintiff - Order of Publication, Plaintiff - Out of State Sheriff, Circuit Clerk - Certified Mail, Circuit Clerk - Certified Mail - No Copy Fee, Circuit Clerk - First Mail, Circuit Clerk - First Mail - No Copy Fee, Circuit Clerk - First Class Mail (Auditor), Secretary of State - Certified, and Secretary of State - Certified Mail - No Copy Fee.



These Service Types

can also be selected when Filing a Notice of Contempt, a Petition for Modification, or a Petition for Expedited Modification, as seen here.



These and other e-mails that can show up in this list include the following:

- Notice of Judge Reassignment
- Notice of Correspondence Filing
- Notice of Motion Filing
- Notice of Order - Motion Filing
- Notice of Motion Hearing
- Notice of Order - Case Filing
- Notice of Suggestee Execution Filing
- Notice of Subpoena Filing



WVClerks - Manage Clerks Desktop (Emails)

- Notice of Complaint Filing
- Notice of Boundover Filing
- Notices of Accepted Contempt Hearing Filing
- Notice of Reissue/Additional Summons Filing
- Notice of Reissue of Subpoena
- Notice of Reissue of Suggestion of Personal Property
- Notice of Reissue of Suggestee Execution
- Notice of Juvenile Delinquency Filing
- Notice of Writ of Execution Filing
- Notice of Petition for Divorce/Annulment/Separation Filing
- Notice of Third Party Complaint Filing
- Notice of Petition Filing
- Notice of Criminal – Indictment Filing