



WV Notice of Re-Assignment of Judge Change

This document will show you how to create a Notice of Re-Assignment of Judge Change.

To change what judge is assigned to a case

Type in the case in the top search bar and click Go. Click on the case to go to the case details screen.



A search bar containing the text "17-D-23" and a "Go" button.

Select Edit

On the case details screen, and select Edit in the top left hand corner.



A screenshot of a case details screen. At the top, there are two buttons: "Edit" (with a pencil icon) and "Delete Case" (with a green minus icon). Below the buttons, the following information is displayed:

Court:	Family
Judge:	Bob Iger
Case Type:	Domestic Re
Style:	In Re the Ma



Select The New Judge

Select the new Judge for the case from the drop down menu. Click OK at the bottom of the Edit Case Information window to confirm. Any attorney attached to the case will get a notification e-mail about the change. If no attorney has been added to the case, then the filing clerk will receive the notification e-mail to be sent to pro-se parties notifying them of the change.

The screenshot shows the 'Edit Case Information' window with the 'Trial' tab selected. The 'Judge' dropdown menu is open, displaying a list of judges. The judge 'J-1999; Bob Iger' is highlighted in yellow. The 'Needs Judge Update (E-file)' checkbox is checked.

Active	State User ID	Name
<input checked="" type="checkbox"/>	J-7	Karl Hall
<input checked="" type="checkbox"/>		John Hedges
<input checked="" type="checkbox"/>	J-5001	Tony Hoffman
<input checked="" type="checkbox"/>	J-1999	Bob Iger
<input checked="" type="checkbox"/>	J-2	Robert Irons
<input checked="" type="checkbox"/>	J-1	David Janes
<input checked="" type="checkbox"/>	J-2	David Janes
<input type="checkbox"/>		Joe Jones