



WVClerks - Pending Pleadings

This document will show you how to process Pending Pleadings

Filings sent to the Clerk’s office for Review or Approval.

This includes Letters to the Clerk, Subpoenas, Affidavits of Indigency, and Post Judgment.

Search Options – Search by Case Type, Case Number, Party, Filing Type and Date Range.

Sort – Click on any of the headings to sort by Filing Type, Description, County, Filer, Filing Date, Case Number, Style, Judge, and Hardship (Affidavit of Indigency).

Clerk Review: No new items Clerk E-mails: **30 new items** Justin Tucker

My Clerk File Search Vault Reports Accounting Account

Search Options

All Cases Case Type

Search Type:
 Quick Case # Full Case #
 Party

County:

Filing Type:

Filing Date From:

Filing Date To:

	Filing Type	Description	County	Filer	Filing Date
<input type="button" value="View"/>	Abstract of Judgment	Abstract of Judgment	14 - Hampshire	Circuit Clerk	6/6/2016 3:15
<input type="button" value="View"/>	Complaint		14 - Hampshire	Circuit Clerk	5/6/2016 10:13
<input type="button" value="View"/>	Suggestee Execution	Suggestee of Execution	14 - Hampshire	Circuit Clerk	3/21/2016 3:4
<input type="button" value="View"/>	Subpoena	State of WV v. John Doe	14 - Hampshire	Circuit Clerk	3/4/2016 10:2
<input type="button" value="View"/>	Letter to Clerk	Letter to Clerk regarding exhibits for Order	14 - Hampshire	Circuit Clerk	1/19/2016 9:13

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Viewing a Document

Click on the arrows to view the associated documents. Click the View button to open the PDF.

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Search Options

All Cases Case Type

Search Type: Quick Case # Full Case #
 Party

County:

Filing Type:

Filing Date From:

Filing Date To:

		Filing Type	Description	County	Filer	Filing Date
>	View	Abstract of Judgment	Abstract of Judgment	14 - Hampshire	Circuit Clerk	6/6/2016 3:15
▼	View	Complaint		14 - Hampshire	Circuit Clerk	5/6/2016 10:3
		Document Type	Description			
	View	Complaint	Test			
	View	Affidavit of Indigency	Test			
>	View	Suggestee Execution	Suggestee of Execution	14 - Hampshire	Circuit Clerk	3/21/2016 3:4
>	View	Subpoena	State of WV v. John Doe	14 - Hampshire	Circuit Clerk	3/4/2016 10:2
>	View	Letter to Clerk	Letter to Clerk regarding exhibits for Order	14 - Hampshire	Circuit Clerk	1/19/2016 9:3

Page size: 100



Accept or Reject a Filing

Highlight a filing to view the available options: Accept, Reject, or Remove from Queue.

Clerk Review: No new items Clerk E-mails: 30 new items Enter case # Go

My Clerk File Search Vault Reports Accounting Account

Refresh Accept Reject

Search Options

Search Type: All Cases Case Type

Quick Case # Full Case #

Party

County: X-

Filing Type: X-

Filing Date From: X-

Filing Date To: X-

Search Clear

	Filing Type	Description	County	File	Filing Date
> View	Abstract of Judgment	Abstract of Judgment	14 - Hampshire	Circuit Clerk	6/6/2016 3:15
▼ View	Complaint		14 - Hampshire	Circuit Clerk	5/6/2016 10:3
	Document Type	Description			
View	Complaint	Test			
View	Affidavit of Indigency	Test			
> View	Suggestee Execution	Suggestee of Execution	14 - Hampshire	Circuit Clerk	3/21/2016 3:4
> View	Subpoena	State of WV v. John Doe	14 - Hampshire	Circuit Clerk	3/4/2016 10:2
> View	Letter to Clerk	Letter to Clerk regarding exhibits for Order	14 - Hampshire	Circuit Clerk	1/19/2016 9:3

Page size: 100



If you reject a filing

you may enter a reason that will notify the attorney.

The screenshot displays the WVClerks Pending Pleadings interface. On the left, there is a 'Search Options' panel with fields for County, Filing Type, Filing Date From, and Filing Date To, along with radio buttons for 'All Cases', 'Case Type', 'Quick Case #', 'Full Case #', and 'Party'. The main area shows a table of pending pleadings with columns for Filing Type, Description, County, Filer, and Filing Date. A modal dialog box titled 'Reject Proposed Order' is open, featuring a 'Reason for Rejection:' label and a text input field, with 'Reject' and 'Cancel' buttons at the bottom.

Filing Type	Description	County	Filer	Filing Date
Abstract of Judgment	Abstract of Judgment	14 - Hampshire	Circuit Clerk	6/6/2016 3:15
Complaint	Complaint	14 - Hampshire	Circuit Clerk	5/6/2016 10:13
Document Type	Description			
Complaint	Test			
Affidavit of Indigency	Test			
Suggestee Execution	Suggestee of Execution	14 - Hampshire	Circuit Clerk	3/21/2016 3:4
Subpoena	Subpoena	14 - Hampshire	Circuit Clerk	3/4/2016 10:2
Letter to Clerk	Letter to Clerk	14 - Hampshire	Circuit Clerk	1/19/2016 9:13

Possible items to appear within Pending Pleadings include:

- Writ of Execution
- Abstract of Judgment
- Amended Abstract of Judgment
- Suggestion of Personal Property
- Suggestee Execution (Click the Accept or Reject button at the top of the screen)
- Subpoena (Click the Accept or Reject button at the top of the screen)
- Proposed Order – Case – Pdf
- Letter To Clerk (Click Remove from Queue when finished)
- Complaint