



This document will show you how to use the Documents Tab.

Documents Tab

On the documents tab, you have the options to Select documents with particular security levels, print selected documents, pay printing fee, undelete, and export.

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

Court: Circuit	County: 60 - Marion - CORE	Case Number: CC-60-2017-C-1
Judge: Bob Iger	Created Date: 1/5/2017	Status: Open
Case Type: Civil	Case Sub-Type: Contract	Security Level: Public
Style: Conard Smith v. John Hammond		

Case Information	Parties	Attorneys	Financials	Docket Entries	Documents	Hearings	Audit Trail	Notes
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Refresh	Select	Print	Pay Printing Fee	Undelete	Export
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				Document Type	Document Origin	Description	Filing Date	Pages
<input type="checkbox"/>	View	1-1		Case Information Sheet	E-file		1/5/2017	1
<input type="checkbox"/>	View	1-2		Complaint	E-file	test	1/5/2017	1
<input type="checkbox"/>	View	1-3		Transmittal	E-file		1/5/2017	1
<input type="checkbox"/>	View	1-4		Summons	E-file		1/5/2017	1
<input type="checkbox"/>	View	6-1		Transmittal	E-file		1/19/2017	2
<input type="checkbox"/>	View	8-1		Transmittal	E-file		1/19/2017	2

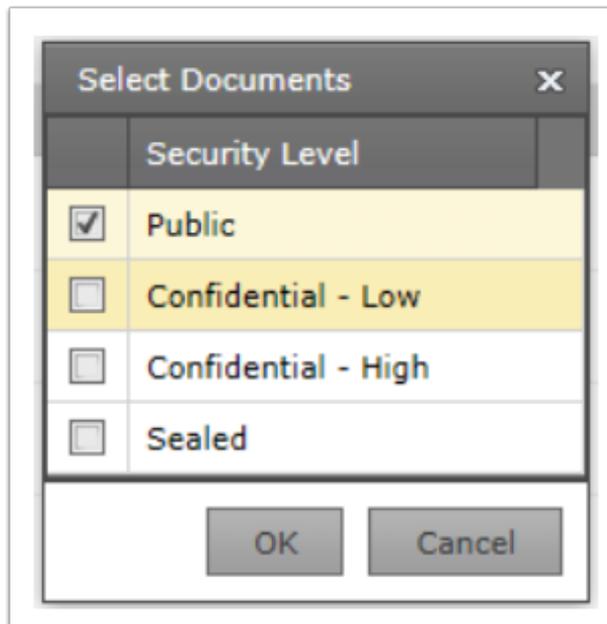
WVClerks - Documents Tab / Created - 3/22/17

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Mark All Cases

Click Select to have the option to check mark all cases of a particular security level at one time. You can select Public, Confidential – Low, Confidential – High, and/or Sealed documents. The system populates the correct security level to the document, you will only need to change the security level if you are sealing a document by judge order.





Pay Printing Fee

Select Pay Printing Fee to pay the fee for every page being printed, which is \$1 per page.

Enter text to search...						Filing Date	Pages
			Document Type	Document Origin			
<input checked="" type="checkbox"/>	View	1-1	Case Information Sheet	E-file		1/5/2017	1
<input checked="" type="checkbox"/>	View	1-2	Complaint	E-file		1/5/2017	1
<input checked="" type="checkbox"/>	View	1-3	Transmittal	E-file		1/5/2017	1
<input checked="" type="checkbox"/>	View	1-4	Summons	E-file		1/5/2017	1
<input checked="" type="checkbox"/>	View	6-1	Transmittal	E-file		1/19/2017	2
<input type="checkbox"/>	View	8-1	Transmittal	E-file		1/19/2017	2
<input type="checkbox"/>	View	10-1	Transmittal	E-file		1/19/2017	2

Take Payment [X]

Payment Type: Cash Check Credit Card

Description:

Payment Amount: \$6.00

Convenience Fee: \$0.00

Total Charges: \$6.00

OK Cancel



Pull Up A Document

Click View to pull up a document. At the top left, click View PDF to open the document in another window, Email PDF, or Edit.

When e-mailing a PDF, type in the e-mail address you wish to send the document to. You can also change the subject, and add in a message before sending. Click ok when done.

A screenshot of a dialog box titled "Email PDF Document" with a close button (X) in the top right corner. The dialog contains three input fields: "To:" (empty), "Subject:" (containing "WV Vault Document"), and "Message:" (containing "See the attached document."). At the bottom of the dialog are two buttons: "OK" and "Cancel".

To:	<input type="text"/>
Subject:	WV Vault Document
Message:	See the attached document.

OK Cancel



Editing A PDF

When editing a PDF, changes you can make include the Security Level, Court, County, Case Type, Year, Case Number (if that number is not already used), Document Type, Description, Filing Date, and the Plaintiff v. Defendant text.

Edit Document Information	
Security Level:	Public
Court:	Circuit
County:	60; Marion - CORE
Case Type:	C; Civil
Year:	2016
Case Number:	1
Document Type:	Notice of Case Hearing
Description:	22
Filing Date:	1/23/2017
Plaintiff/Defendant:	Wyatt Halliwell v. Leo Wyatt



Save A Copy Of The PDF

In the middle of the screen, click the save button (the floppy disc) to save a copy of the PDF to your computer. Click the print button to print the document. The plus and minus buttons are to zoom in and zoom out if needed. Click the Adobe Acrobat icon to pull up the Adobe Acrobat Reader DC Toolbar.

View PDF | Email PDF | Edit

/s/ Peter Parker
Circuit Court Judge
Ref. Code: 17NZE7K

E-FILED | 3/13/2017 11:30 AM
CC-60-2017-C-1
Marion - CORE County Circuit Clerk
Robin Tucker

In the Circuit Court of Marion - CORE County, West Virginia
Division V

Conard Smith,
Plaintiff,

vs.))
)
)
)

Case No. CC-60-2017-C-1

Options That Are Available

The toolbar adds options that are available within Adobe Acrobat. This includes zoom percentages, fit one full page to window, view file in read mode, see the results of your search, and a selection tool for text and images.

View PDF | Email PDF | Edit

1 / 1 112%

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing

/s/ Peter Parker
Circuit Court Judge
Ref. Code: 17NZE7K

E-FILED | 3/13/2017 11:30 AM
CC-60-2017-C-1
Marion - CORE County Circuit Clerk
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In the Circuit Court of Marion - CORE County, West Virginia
Division V