



# WVClerks - Financials Tab

This document will show you how to use the Financials Tab

## Financials Tab

On the Financials tab, you can view each Transaction Date, Reference Code, Description, Amount, and who it was done by. Click the drop down arrow next to each section to view more information for each.

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

Refresh

Enter text to search...

	Transaction Date	Ref. Code	Description	Amount	Done By	
▼	1	1/5/2017 11:16:22 AM	17UMHLAN	E-Filed Complaint	\$222.00	EFILE/process.notification
Description						
>	Filing Fee - General Civil Case: Filing Fee for Plaintiffs or Petitioners, Fee Multiplier=1, Pages=2			\$200.00	EFILE/process.notification	
>	Service Fee - Circuit Clerk - Certified Mail, D-001, Pages=2			\$22.00	EFILE/process.notification	
				\$222.00		
>	2	3/14/2017 10:50:05 AM	17NCDJII	Paid Miscellaneous / Third Party Collected Fee - test	\$50.00	COURT/60/joshua.taylor

## Search Box

Type in the search box to search for a specific transaction. The word you type in (Complaint in the example) will be highlighted on each section it appears in.

Refresh

Complaint

	Transaction Date	Ref. Code	Description
▼	1	1/5/2017 11:16:22 AM	17UMHLAN
Description			
>	Filing Fee - General Civil Case: Filing Fee for Plaintiffs or Petitioners, Fee Multiplier=1, Pages=2		



## Transaction Efile Receipt

If you click the reference code, you view the transaction's efile receipt.



### West Virginia E-Filing Receipt

#### GENERAL INFORMATION

**Reference Number:** 17UMHLAN  
**Filing Type:** Complaint

#### PAYMENT

**Billing Type:** Credit Card - One Time Payment - XXXX-XXXX-XXXX-1111