



This document will show you how to file a Letter to Judge and Clerk.

## Letter to Judge and Clerk

The process for Letter to Judge and Letter to Clerk are identical. For this manual, we will be working with a Letter to Judge.

To file a Letter to Judge, go File > Miscellaneous > Letter to Judge.





## Filing Type

Begin by starting with your Filing Type, and then select Continue.

**Impersonate Filer**

Type:



## Select Options

Select your County, Case Type, Year, and Case Number you will be working with. Select Next to continue to the Case Summary tab.

**File Letter to Judge**

Case Lookup | Case Summary | Letter to Judge | Represented Parties | Documents

County:

Case Type: Standard

Year:

Case Number:

Next



## Parties Notified

Here you can see the parties that will be notified electronically and by mail. You can change which you are viewing by clicking between the two tabs, 'Parties – Notified Electronically' and 'Parties – Notified by Mail'. Click Next to continue to the Letter to Judge tab.

**File Letter to Judge**

**Case Lookup** | Case Summary | **Letter to Judge** | Represented Parties | Documents

Case Number: **CC-60-2017-C-3**  
Style: **John Tanaka v. Tim Tracker**  
Judge: **Bridget Cohee**

Parties - Notified Electronically | **Parties - Notified by Mail**

Party	Name	Attorney	Name	Email
P-001	John Tanaka	A-90000	Josh Taylor	

Back | Next



## Type Description

Type in the description for the Letter to Judge. Click Next to continue to the Represented Parties tab.

A screenshot of a web application window titled "File Letter to Judge". The window has a tabbed interface with five tabs: "Case Lookup", "Case Summary", "Letter to Judge" (which is the active tab), "Represented Parties", and "Documents". Below the tabs is a large text input field labeled "Description:" containing the word "Letter". To the right of the input field is a small "x" icon. Below the input field are two buttons: "Back" and "Next".



## Represented Parties

Select the represented party by placing a check mark next to their name. Select Next to continue to the Documents tab.

**File Letter to Judge**

Case Lookup | Case Summary | Letter to Judge | **Represented Parties** | Documents

Party Class:

#	Party	Name
<input checked="" type="checkbox"/>	P-001	John Tanaka

Back | Next



## Add Documents

Click Add to add in a document from your PC, Delete to remove a selected document, and Scan to add in a document by using the scanning program. Select File on the document screen when finished

File Letter to Judge

Case Lookup | Case Summary | Letter to Judge | Represented Parties | Documents

Refresh | Add | Delete | Scan

File Name	Type	Size	Description
No data to display			

Back | File



## Filing Receipt

This is your confirmation that your filing was complete. You can also view a receipt here if needed. Click ok to return to the Desktop.

**Filing Receipt**

Your filing has been successfully completed.

[Click here to print the receipt.](#)

Note: If you do not get an e-mail within one hour please contact us at [ccsefile@courtswv.gov](mailto:ccsefile@courtswv.gov) or call us at (304) 550-3256 between 7:30am - 5:00pm (EST) on a regular business day. After regular business hours you may send us an e-mail or text message.

OK