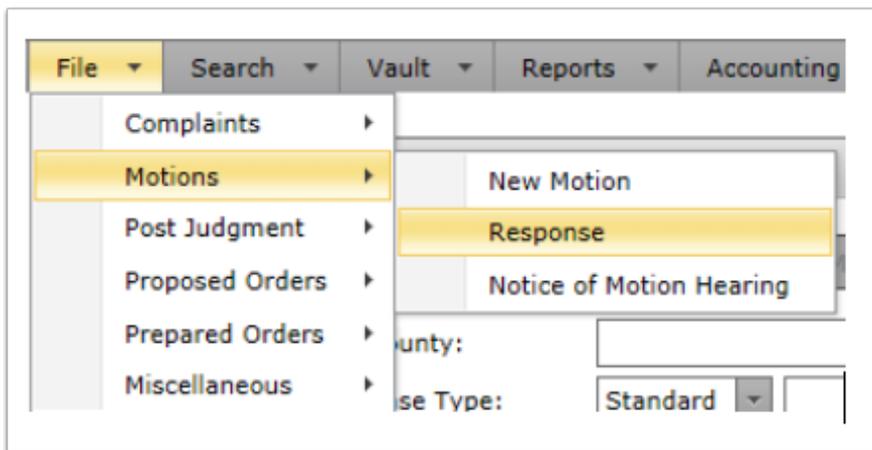




This document will show you how to file a Motion Response

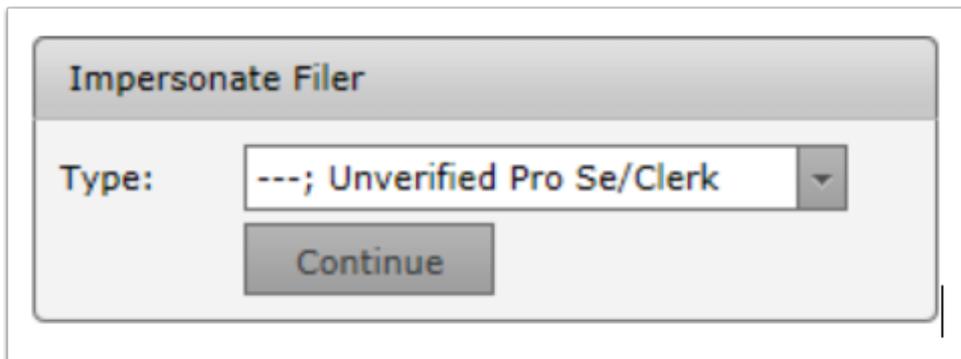
## Motion Response

To file a Motion Response, go to the File tab > Motions > Response.



## Select Filing Type

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





## Select the options provided

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

**File Motion Response**

**Case Lookup** | Case Summary | Motion Lookup | Motion Response | Represented Parties | Documents

County:

Case Type: Standard

Year:

Case Number:

Next



## Notified Parties

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 Motion Lookup tab.

File Motion Response

Case Lookup Case Summary Motion Lookup Motion Response Represented Parties Documents

Case Number: **CC-60-2016-C-1**  
Style: **Wyatt Halliwell v. Leo Wyatt**  
Judge: **Bob Iger**

Parties - Notified Electronically Parties - Notified by Mail

Party	Name	Attorney	Name	Email
D-001	Leo Wyatt	A-90000	Josh Taylor	
D-002	First Name	A-90000	Josh Taylor	
P-001	Wyatt Halliwell	A-100022	Robin Tucker	
P-001	Wyatt Halliwell	A-100017	Justin Tucker	

Back Next



## List Of Motions Filed

Here you can see all Motions filed for the case. No changes can be made here, but you can click on the motion here (in blue) and see them in PDF form if needed. Click Next to continue onto the Motion Response tab.

File Motion Response						
Case Lookup	Case Summary	Motion Lookup	Motion Response	Represented Parties	Documents	
Type	Filer	Filing #	Disposition	Filing Date		
<a href="#">Add Party</a>	Unverified Pro Se/Clerk	59	Pending	1/23/2017 9:58:08		
<a href="#">Affidavit of Substantial Hardship</a>	Unverified Pro Se/Clerk	60	Pending	1/23/2017 9:59:55		
<a href="#">Amend</a>	Unverified Pro Se/Clerk	61	Pending	1/23/2017 10:01:34		
<a href="#">Application for Bondsman's Process</a>	Unverified Pro Se/Clerk	62	Pending	1/23/2017 10:03:02		
<a href="#">Application for Youthful Offender Status</a>	Unverified Pro Se/Clerk	63	Pending	1/23/2017 10:04:32		
<a href="#">Application to Plead Guilty on Information</a>	Unverified Pro Se/Clerk	64	Pending	1/23/2017 10:06:45		
<a href="#">Arrest of Judgment</a>	Unverified Pro Se/Clerk	65	Pending	1/23/2017 10:08:27		
<a href="#">Attorney's Fee Declaration</a>	Unverified Pro Se/Clerk	66	Pending	1/23/2017 10:20:41		
<a href="#">Change of Venue</a>	Unverified Pro Se/Clerk	67	Pending	1/23/2017 10:26:38		
<a href="#">Change of Venue</a>	Unverified Pro Se/Clerk	68	Pending	1/23/2017 10:33:17		
<a href="#">Change of Venue/Transfer</a>	Unverified Pro Se/Clerk	69	Pending	1/23/2017 10:35:12		
<a href="#">Compel</a>	Unverified Pro Se/Clerk	70	Pending	1/23/2017 10:37:02		
<a href="#">Compel</a>	Unverified Pro Se/Clerk	71	Pending	1/23/2017 10:39:46		
<a href="#">Consolidation</a>	Unverified Pro Se/Clerk	72	Pending	1/23/2017 10:42:05		

Back

Next



## Select Response Type

Select a Response Type. The options are Response, Motion in Response to Motion, Supplement, or Other. Select Next to continue onto the Represented Parties tab.

File Motion Response

Case Lookup Case Summary Motion Lookup **Motion Response** Represented Parties Documents

Response Type:

Back Next



## Represented Party

Select the Represented Party here by check marking next to their name. Click Next to continue onto the Documents tab.

File Motion Response

Case Lookup | Case Summary | Motion Lookup | Motion Response | **Represented Parties** | Documents

Party Class:

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Wyatt Halliwell

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.

File Motion Response

Case Lookup | Case Summary | Motion Lookup | Motion Response | Represented Parties | Documents

Refresh | Add | Delete | Scan

File Name	Type	Size	Description
No data to display			

Back | File



## Add Documents cont.

When adding in new document, select Browse to find the document on your PC. Select the Type of Document you are going to upload, and add in a description. When done, click upload.

The screenshot shows a dialog box titled "Add Document" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- File:** A text input field containing "Test PDF.pdf" and a "Browse..." button to its right.
- Type:** A dropdown menu currently showing "Motion Response".
- Description:** A text area containing the text "Response |".
- Buttons:** "Upload" and "Cancel" buttons are located at the bottom of the dialog.



## Filing Receipt

Select File on the Document screen when finished, and you will see this screen. 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