

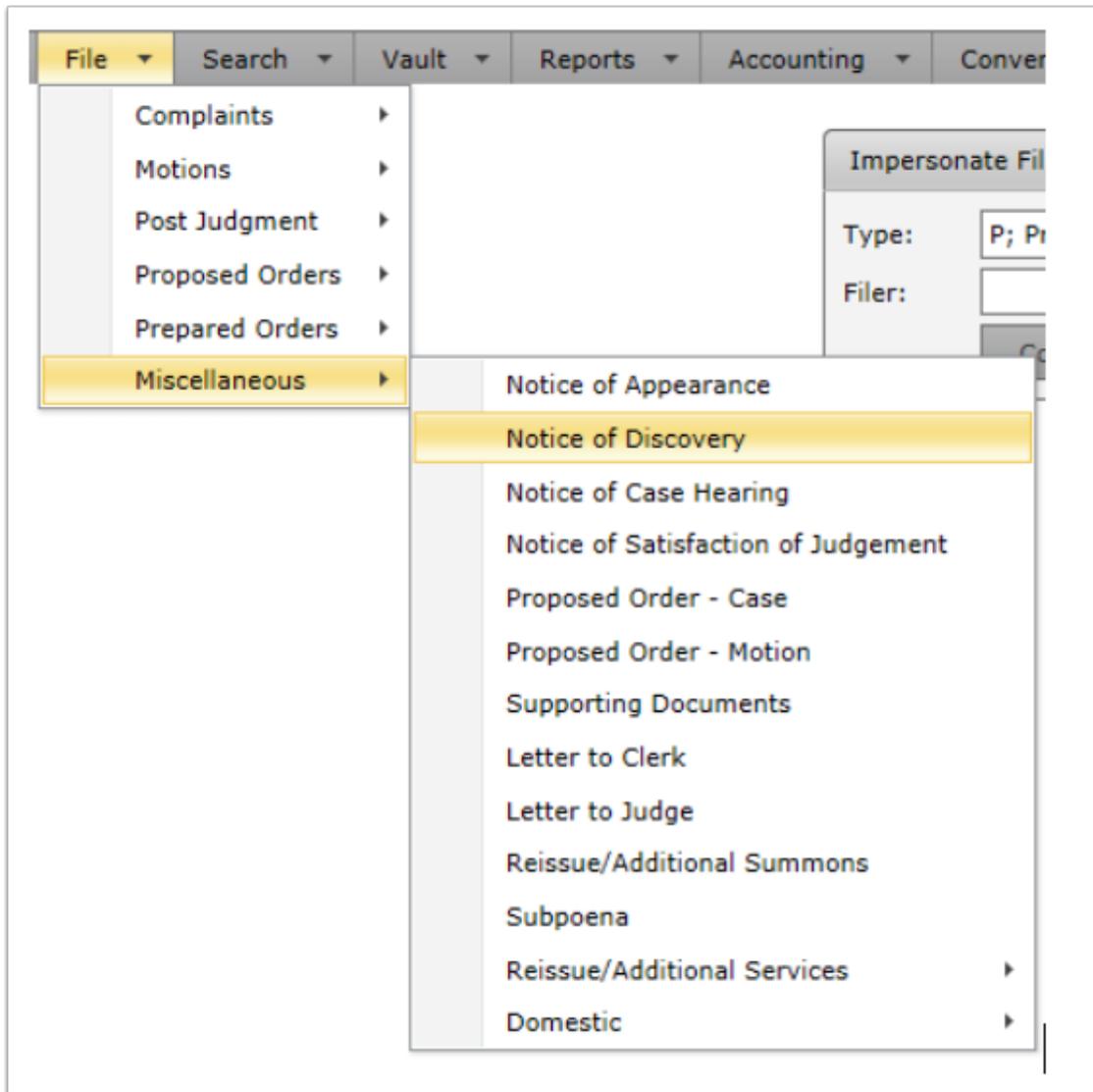


WVClerks - Notice Of Discovery

This document will show you how to file a Notice Of Discovery.

Notice Of Discovery

To file a Notice of Discovery, go to the File tab > Miscellaneous > Notice of Discovery.





Filing Type

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

Impersonate Filer

Type:



Select The Filing Options

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

File Notice of Discovery

Case Lookup | Case Summary | Notice of Discovery | 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 onto the Notice of Discovery tab.

File Notice of Discovery

Case Lookup Case Summary **Notice of Discovery** 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



Type The Description

Type in the Description of the Notice of Discovery. Click Next to continue onto the Represented Parties tab.

File Notice of Discovery

Case Lookup Case Summary **Notice of Discovery** Represented Parties Documents

Description:

Back Next



Represented Parties

Check mark the represented party. Click next to continue onto the Documents tab.

File Notice of Discovery

Case Lookup | Case Summary | Notice of Discovery | **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 Notice of Discovery

Case Lookup | Case Summary | Notice of Discovery | Represented Parties | Documents

Refresh | Add | Delete | Scan

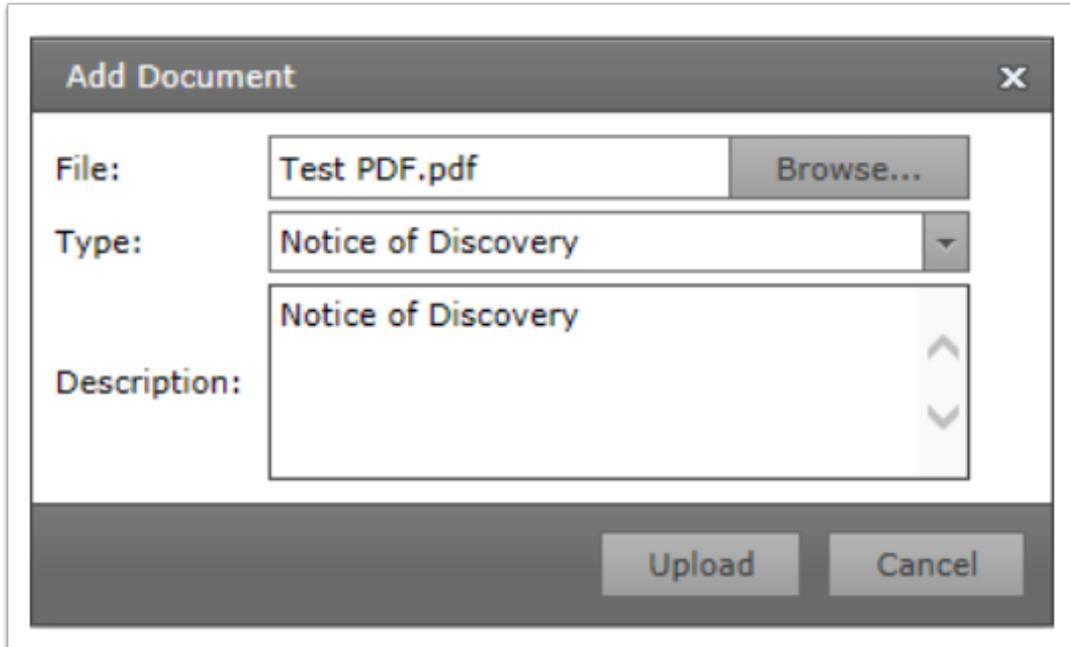
File Name	Type	Size	Description
No data to display			

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.

A screenshot of a web application dialog box titled "Add Document". The dialog has a dark grey header with a close button (X) in the top right corner. Below the header, there are three main input sections: 1. "File:" with a text box containing "Test PDF.pdf" and a "Browse..." button to its right. 2. "Type:" with a dropdown menu currently showing "Notice of Discovery". 3. "Description:" with a text area containing "Notice of Discovery" and vertical scroll arrows on the right side. At the bottom of the dialog, there are two buttons: "Upload" and "Cancel".



Filing Receipt

Select File on the payment 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.

