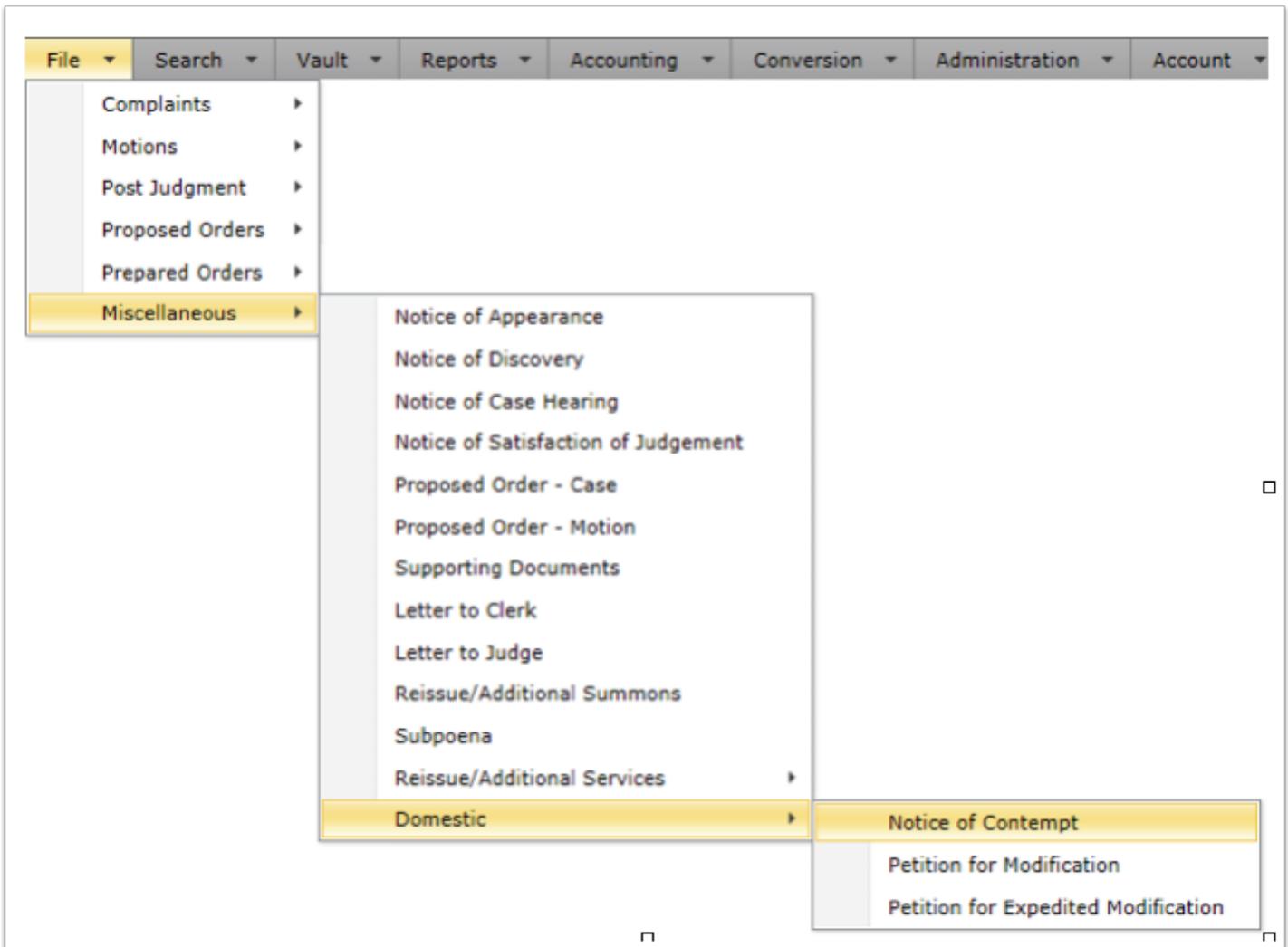




This document will show you how to file a Notice of Contempt.

Notice of Contempt

To file a Notice of Contempt, go to File > Miscellaneous > Domestic > Notice of Contempt.





Filing Options

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

File Notice of Contempt

Case Lookup | Case Summary | Notice of Contempt | Represented Parties | Served Parties | Doc ◀ ▶

County:

Case Type: Standard

Year:

Case Number:

Next



Served 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 Notice of Contempt tab.

File Notice of Contempt

Case Lookup | Case Summary | **Notice of Contempt** | Represented Parties | Served Parties | Doc

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



Description

Type in the Description for the Notice of Contempt. Check mark if a Substantial Hardship has been required. Select Next to continue to the Represented Parties tab.

File Notice of Contempt

Case Lookup | Case Summary | **Notice of Contempt** | Represented Parties | Served Parties | Doc

Description:

Substantial Hardship Requested (Affidavit of Indigency)



Represented Party

Place a check mark next to the represented party. Select Next to continue to the Served Parties tab.

File Notice of Contempt

Case Lookup | Case Summary | Notice of Contempt | **Represented Parties** | Served Parties | Doc

Party Class:

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

Back | Next



Served Parties

Click on the party you wish to set a service for. When the party is highlighted, click Set Service. You can also click Remove Service to remove any previously set service. Select your Service Type from the drop down menu and click OK.

File Notice of Contempt

Case Lookup | Case Summary | Notice of Contempt | Represented Parties | **Served Parties** | Doc ◀ ▶

Set Service | Remove Service

Party	Name	Service Type	Service County	Address
P-001	John Tanaka			
D-001	Tim Tracker			

Back | Next



Service Type

Select your Service Type from the drop down menu and click OK. Select Next to the Served Parties tab to continue to the Documents tab.

Set Service [X]

Party:	D-001
Name:	Tim Tracker
Service Type:	Circuit Clerk - First Mail
Address:	99 Address
Address 2:	
City:	Orlando
State:	WV
ZIP:	22222

OK Cancel



Add Documents

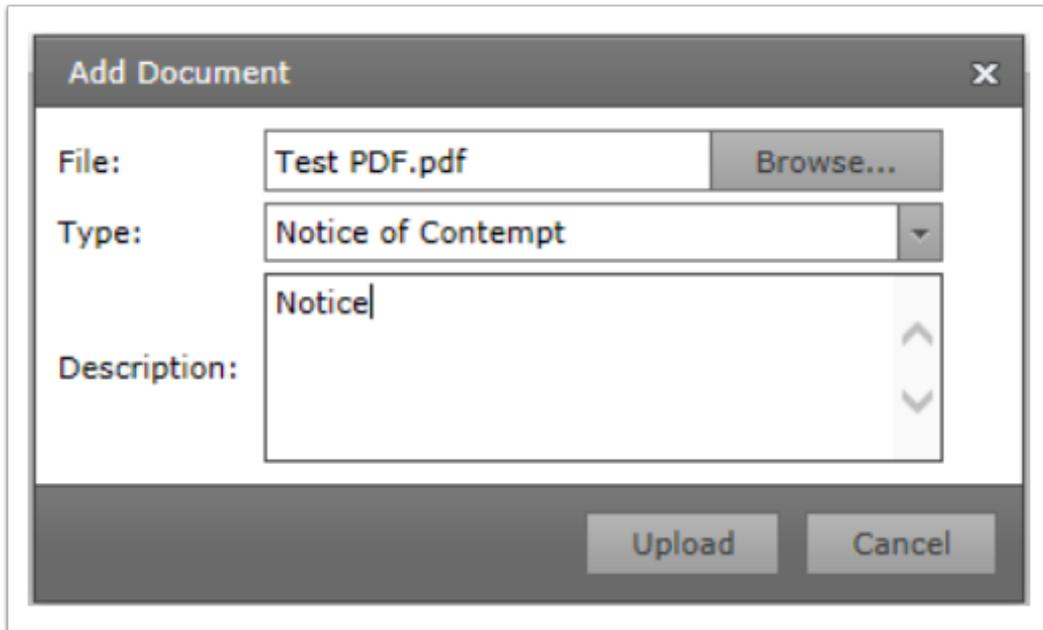
Click Add to add in a document from your PC, Delete to remove a selected document, and Scan to add in a document by using the scanning program.

The screenshot shows a web application window titled "File Notice of Contempt". At the top, there are five tabs: "Notice of Contempt", "Represented Parties", "Served Parties", "Documents" (which is selected), and "Payment Summary". Below the tabs is a toolbar with four buttons: "Refresh" (with a circular arrow icon), "Add" (with a plus sign icon), "Delete" (with a minus sign icon), and "Scan". Below the toolbar is a table with the following headers: "File Name", "Type", "Size", and "Description". The table is currently empty, displaying the text "No data to display" in the center. At the bottom of the window, there are two buttons: "Back" and "Next".



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. Select Next on the Document tab to continue onto the Payment Summary tab.

A screenshot of a web application dialog box titled "Add Document". The dialog has a close button (X) in the top right corner. It contains three main input fields: "File:" with a text box containing "Test PDF.pdf" and a "Browse..." button; "Type:" with a dropdown menu showing "Notice of Contempt"; and "Description:" with a text area containing "Noticel" and vertical scroll arrows. At the bottom of the dialog are two buttons: "Upload" and "Cancel".

File:	Test PDF.pdf	Browse...
Type:	Notice of Contempt	
Description:	Noticel	
Upload		
Cancel		



Payment Summary

Check mark if you are filing on behalf of a government agency, a fee multiplier if needed, and a payment type. You can also view the Payment Details. Select File on the payment screen when finished.

File Notice of Contempt

Notice of Contempt | Represented Parties | Served Parties | Documents | **Payment Summary**

Government Agency

Filing on behalf of a government agency

Fee Multiplier

Select the fee multiplier:

Payment Type

Payment Summary

Payment Amount:	\$6.00
Convenience Fee:	\$1.00
Total Charges:	\$7.00

[View Payment Detail](#)

[Back](#) [File and Pay](#)



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 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