



WVClerks - Parties Tab

This document will show you how to use the Parties Tab

Parties Tab

In the Parties tab, you can view a party's information, Add, Edit, or Delete parties within the case.

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			
Add		Edit		Delete		Refresh																													
Party		Name																																	
P-001		Conard Smith																																	
D-001		John Hammond																																	
W-001		Bill Trinen																																	



Left Side Of The Screen

When you click a party on the left side of the screen, more info about that party will appear on the right. Here you can add or delete Attorneys, view Services, Add/Edit/Delete Bonds, Export/Add/Edit/Delete/Pay Cost on Statement of Cost, Pay Miscellaneous Fees, and Pay Third Party Fees.

The screenshot displays the 'Parties' tab in the WVClerks system. The interface is divided into two main sections: a left sidebar for party management and a right pane for detailed party information.

Left Sidebar (Parties List):

Party	Name
P-001	Conard Smith
D-001	John Hammond
W-001	Bill Trinen

At the bottom of the sidebar, there is a page indicator showing '1' and a 'Page size: 100' dropdown menu.

Right Pane (Party Information for John Hammond):

Party Information

Refresh

Party: **D-001** Party Class: **D - Defendant** Party Type: **I - Individual**

Name: **John Hammond**

Notes:

Address 1: **88 Canterbury** Address 2:

City: **NotWV** State: **FL** Confidential: **No**

Phone #: **(777) 777-7777** SSN: **777-77-7777** ZIP: **77777**

Date of Birth:

Special accom.: **No** Mail Notif.: **Yes** Gender: **Male**

Status: **Active** Service Notif.: **Yes**

Attorneys

Add Delete Refresh

Attorney	Name	E-mail	Address
A-90000	Josh Taylor		111 Court House Way, Fairmont WV 11111

Services



Add/Edit Attorney

Click Add under Attorneys to pull open the Add/Edit Attorney window. Click the drop down beside Attorney Type to select Attorney, Government, Pro Hac Vice, or Pro Se.

The screenshot shows a window titled "Add/Edit Attorney" with a close button (X) in the top right corner. The window contains several input fields and a dropdown menu. The "Attorney Type:" field is currently set to "A; Attorney". Below it, the "Attorney:" field is empty. A dropdown menu is open, showing a table with the following data:

Code	Description
A	Attorney
G	Government
H	Pro Hac Vice
P	Pro Se

Below the dropdown menu, there is a "County" field and a "Verified" checkbox.



Select An Attorney

Click the drop down next to Attorney to select an attorney. You can also search for an attorney by typing their name in the search box. Click OK when finished.

The screenshot shows a dialog box titled "Add/Edit Attorney" with a close button (X). It contains several fields and a list:

- Attorney Type:** A dropdown menu with "A; Attorney" selected.
- Attorney:** A dropdown menu that is currently empty.
- Search Box:** A text input field for searching attorneys.
- Table:** A table with two columns: "Attorney" and "Name".
- Page Navigation:** A footer showing "Page 1 of 138 (6858 items)" with a list of page numbers (1, 2, 3, 4, 5, 6, 7, ..., 136, 137, 138).

Attorney	Name
A-1	Daniel Pach
A-6	Dennis Abrams
A-11	Anthony Agnone
A-13	Frances Adams
A-18	Nageeb Ammar
A-24	Jerry Alford
A-65	A. Abrams
A-76	Fred Adkins
A-78	Richard Adkins



Set, Edit, Delete Bonds

Back on the party's information screen, under bonds you can Set, Edit, Delete bonds, pay fee, or post bonds.

Bonds						
Refresh	Set	Edit	Delete			
Type	Description	Created Date	Amount	Balance	Status	Fee Collected
Cash	test	3/6/2017	\$50.00	\$0.00	Set	<input checked="" type="checkbox"/>
Property	Description	3/14/2017	\$70,000.00		Set	<input type="checkbox"/>

Set A Bond

Click Set to set a bond. Select the bond type, enter the amount, and a description for the bond. Click OK when finished.

Set Bond ✕

Bond Type: ▾

Amount:

Description: ✕



Change The Amount Or Description Of A Bond

To change the amount or description of a bond, select the bond you wish to edit and click Edit. To delete a bond, select the bond and click delete. You can also Pay Fee or Post a bond by selecting the bond and clicking either Pay Fee or Post.

Bonds						
Refresh Set Edit Delete Pay Fee Post						
Type	Description	Created Date	Amount	Balance	Status	Fee Collected
Cash	test	3/6/2017	\$50.00	\$0.00	Set	<input checked="" type="checkbox"/>
Property	Description	3/14/2017	\$70,000.00		Set	<input type="checkbox"/>

Pay Fee

When Pay Fee is selected, select the payment type and enter a description. Click OK when finished.

Take Payment [X]

Payment Type: Cash Check Credit Card

Description: [X]

Payment Amount: \$25.00

Convenience Fee: \$0.00

Total Charges: **\$25.00**

OK Cancel



Posting

When Post is selected, the status of the bond will change from Set to Posted as seen below.

Bonds						
Refresh	Set	Edit	Delete	Pay Fee		
Type	Description	Created Date	Amount	Balance	Status	Fee Collected
Cash	test	3/6/2017	\$50.00	\$0.00	Set	<input checked="" type="checkbox"/>
Property	Description	3/14/2017	\$70,000.00		Posted	<input type="checkbox"/>

Statement Of Cost

In the Statement of Cost section, you can Export to a PDF, XLS, XLSX, RTF, or a CVS file. You can also Add, Edit, Delete, or Pay Cost.

Statement of Costs							
Refresh	Export	Add	Edit	Delete	Pay Costs		
Account	Due	Paid	Balance				
20001 - Clerk's Fees	\$75.00	\$0.00	\$75.00				
			Sum=\$75.00	Sum=\$0.00	Sum=\$75.00		



Adding Or Editing A Statement Of Cost

When adding or editing, select an assessment and the amount will auto fill in. You can also change the amount if needed.

Add/Edit Cost [X]

Assessment: 20002 - Sheriff's Fees; Fixed; 23.00

Amount: \$23.00

OK Cancel

Pay Cost

When Pay Cost is selected, select the Payment Type, Description, and Payment Amount. If you change the Payment Amount, click Total to change the total charges along with it. Click OK when finished.

Take Payment [X]

Payment Type: Cash Check Credit Card

Description: [Empty]

Payment Amount: \$308.00 [Total]

Convenience Fee: \$0.00

Total Charges: \$308.00

OK Cancel



Miscellaneous Fees

In the Miscellaneous Fees section, click Pay Miscellaneous Fee to select to pay the Probation, Drug Testing, Drug Court, Duplicate CD, or Miscellaneous Fee.

The screenshot shows the 'Miscellaneous Fees' section of the WVClerks interface. At the top left, there is a 'Refresh' button with a green circular arrow icon. To its right is a dropdown menu labeled 'Pay Miscellaneous Fee'. The dropdown menu is open, showing five options: 'Pay Probation Fee', 'Pay Drug Testing Fee', 'Pay Drug Court Fee', 'Pay Duplicate CD Fee', and 'Pay Miscellaneous Fee'. Below the dropdown is a table with two columns: 'Payment' and 'Description'. The table is currently empty, displaying the text 'No data to display' in the center.



Add A New Party

Back on the left side of the screen, to add a new party to the case, click the Add button. You can also Edit or Delete a party.

Party	Name
P-001	Conard Smith
D-001	John Hammond
W-001	Bill Trinen



Add/Edit Party

In the Add/Edit Party window on the Party tab, you can enter in the Party Class, Type, Status, Name, Social Security Number, Gender, and their Date Of Birth. Check mark Special Accommodation, Receives Mail Notifications, and/or Receives Service Notifications if needed.

The screenshot shows a window titled "Add/Edit Party" with a close button (X) in the top right corner. The window has two tabs: "Party" (selected) and "Address". The "Party" tab contains the following fields and options:

- Party Class:
- Party Type:
- Party Status:
- First Name:
- Middle Name:
- Last Name:
- Suffix:
- Notes:
- SSN:
- Gender:
- Date of Birth:
- Special Accommodation
- Receives Mail Notifications
- Receives Service Notifications

At the bottom of the window are two buttons: "OK" and "Cancel".



Address Tab

While still in the Add/Edit Party window, click the Address tab. Enter in the new party's address and phone number here. You can also check if their address should be confidential by placing a check in the box. Click OK when done.

Add/Edit Party [X]

Party | **Address**

Address Info: Available Not Available

Address in other country

Address:

Address 2:

City:

State: WV

ZIP:

Phone: () -

Confidential

OK Cancel