

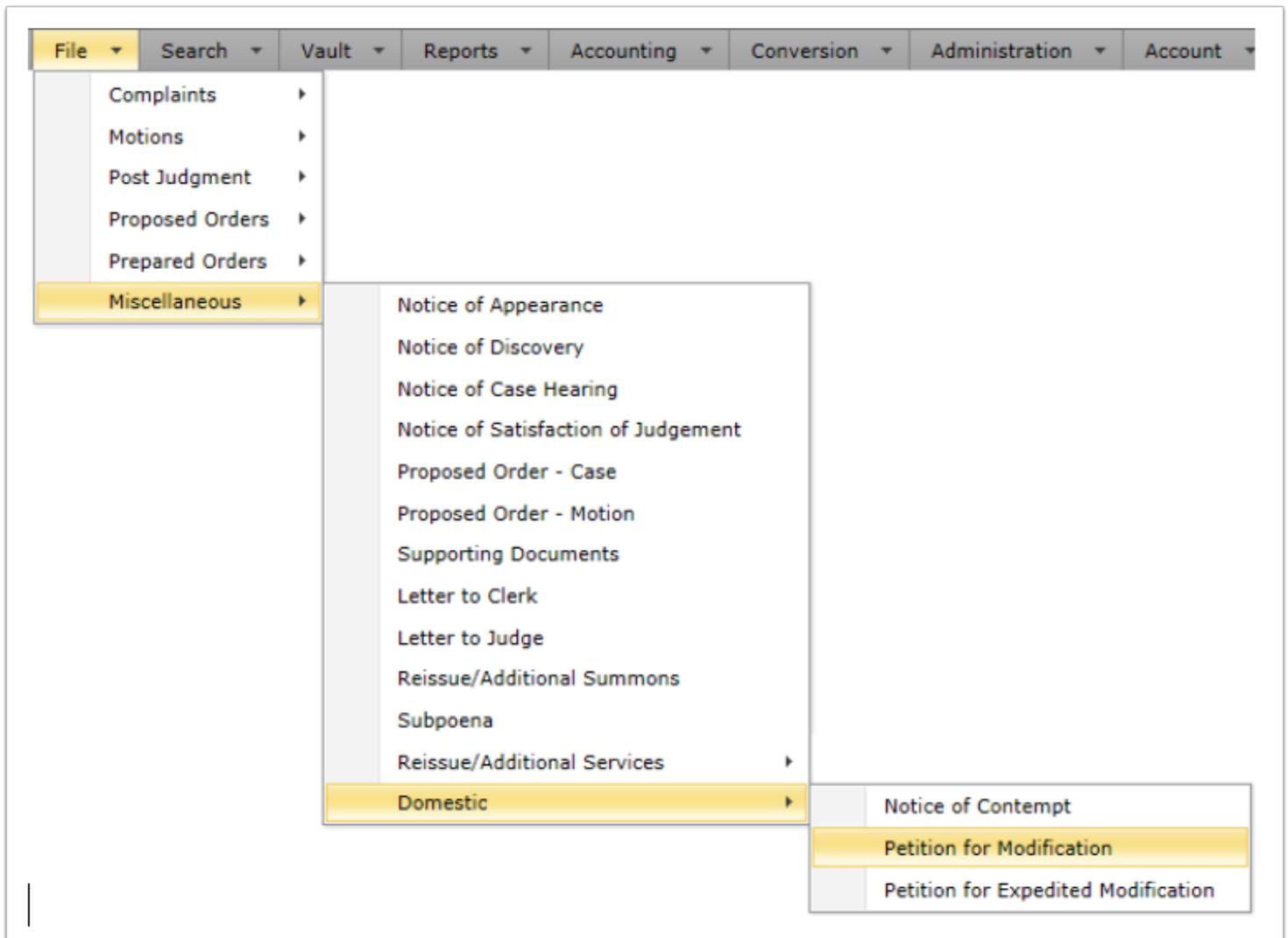


# WVClerks - Petition of Modification

This document will show you how to file a Petition of Modification.

## Petition of Modification

To file a Petition of Modification, go to File > Miscellaneous > Petition of Modification.





## 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 for the case you will be working with. Select Next to continue to the Case Summary Tab.

**File Petition for Modification**

Case Lookup | Case Summary | **Petition for Modification** | Represented Parties | Served Parties

County:

Case Type: Standard

Year:

Case Number:

Next



## Parties Served

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'. Select Next to continue to the Petition for Modification tab.

File Petition for Modification

Case Lookup | Case Summary | **Petition for Modification** | Represented Parties | Served Parties

Case Number: **FC-60-2017-D-1**  
Style: **In Re the Marriage of Elias Knotts and Deb Knotts**  
Judge: **Susan Riffle**

Parties - Notified Electronically | Parties - Notified by Mail

Party	Name	Attorney	Name	Email
P-001	Elias Knotts	A-90000	Josh Taylor	

Back | Next



## Description Of Modification

Type in the Description for the Petition for Modification. Select Next to continue to the Represented Parties tab.

File Petition for Modification

Case Lookup | Case Summary | **Petition for Modification** | Represented Parties | Served Parties

Description:

Substantial Hardship Requested (Affidavit of Indigency)

Back | Next



## Represented Parties

Select the representing party by placing a check mark next to their name. Select Next to continue to the Served Parties tab.

File Petition for Modification

Case Lookup | Case Summary | Petition for Modification | **Represented Parties** | Served Parties

Party Class:

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Elias Knotts

Back Next



## Served Parties

Highlight the party you wish to set a service for, then click the Set Service button. Select your Service Type in the drop down menu then click ok. Select Next on the Served parties tab to continue to the Documents tab.

File Petition for Modification

Case Lookup | Case Summary | Petition for Modification | Represented Parties | **Served Parties**

Set Service | Remove Service

Party	Name	Service Type	Service County	Address
P-001	Elias Knotts			
D-001	Deb Knotts			

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.

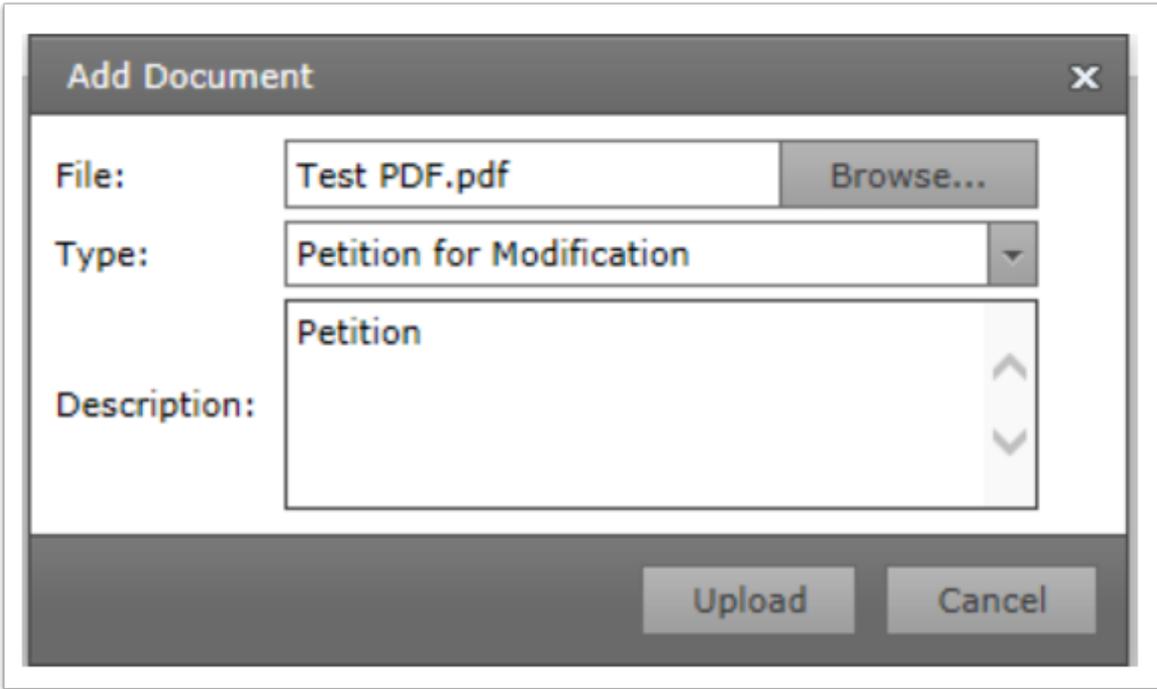
The screenshot shows a web application window titled "File Petition for Modification". It features a navigation bar with tabs: "Petition for Modification", "Represented Parties", "Served Parties", "Documents" (which is active), and "Payment Summary". Below the tabs is a toolbar with icons for "Refresh", "Add", "Delete", and "Scan". A table with the following columns is displayed: "File Name", "Type", "Size", and "Description". The table is currently empty, showing the text "No data to display". At the bottom of the window, there are "Back" and "Next" buttons.

File Name	Type	Size	Description
No data to display			



## 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 Documents tab to continue to the Payment screen.



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 "Petition for Modification".
- Description:** A text area containing the word "Petition", with up and down arrow navigation buttons on the right side.
- Buttons:** "Upload" and "Cancel" buttons are located at the bottom of the dialog.



## Payment Summary

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

File Petition for Modification

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:	\$106.00
Convenience Fee:	\$4.29
<b>Total Charges:</b>	<b>\$110.29</b>

[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.

