

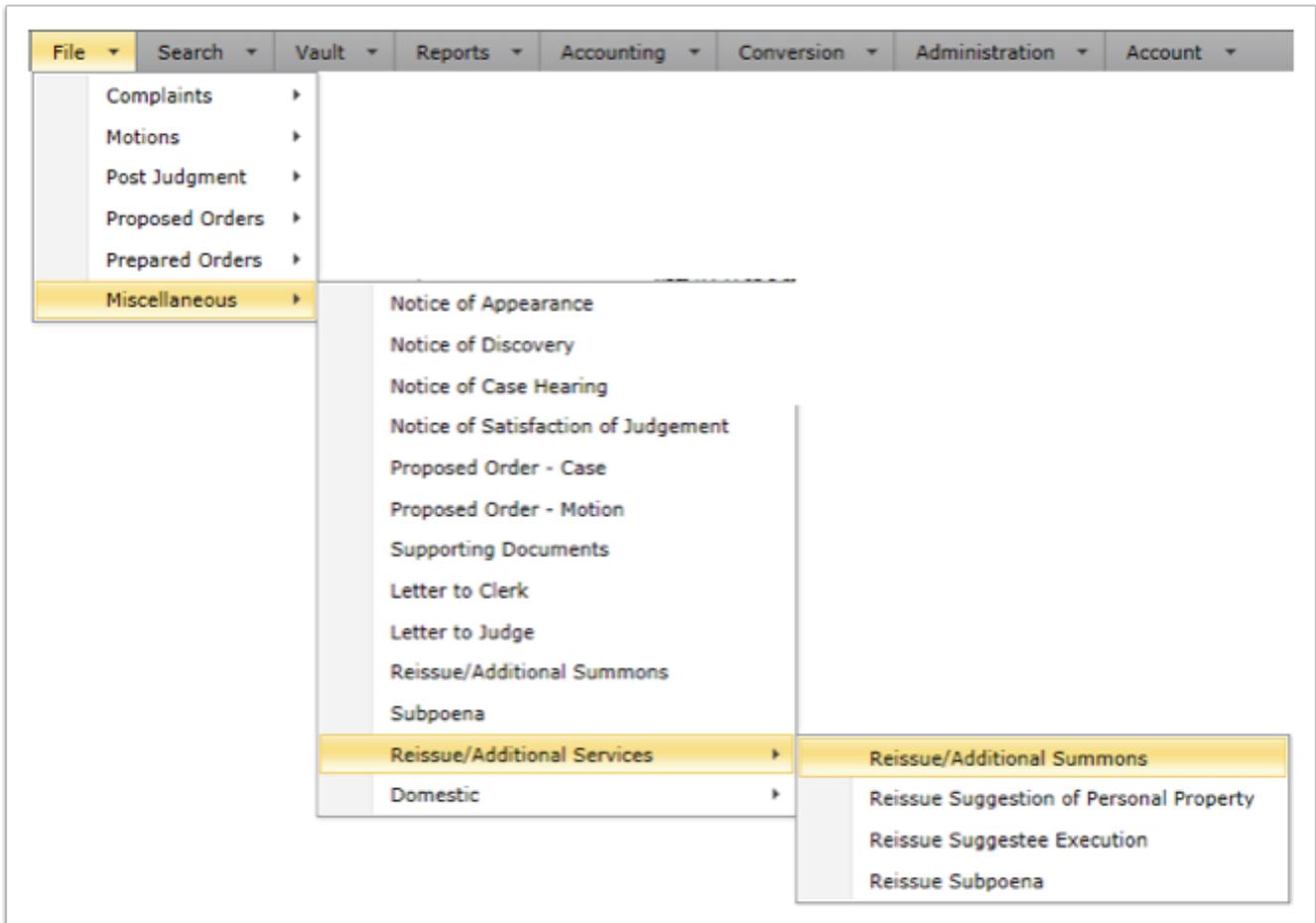


This document will show you how to file a Reissue/Additional Summons.

Reissue/Additional Summons

To Reissue/Additional Services, go to File > Miscellaneous > Reissue/Additional Services > Reissue/Additional Summons.

File Menu revised





Filing Type

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

Impersonate Filer

Type:



Filing Options

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

File Summons

Case Lookup | Case Summary | Summons | Represented Parties | Served Parties | Documents | Payments

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'. Select Next to continue to the Summons tab.

File Summons

Case Lookup | Case Summary | **Summons** | Represented Parties | Served Parties | Documents | Payments

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



Title of Summons

Type in the title of the Summons. You can also select if a Substantial Hardship has been request. Select Next to continue to the Represented Parties tab.

File Summons

Case Lookup | Case Summary | **Summons** | Represented Parties | Served Parties | Documents | Payments

Description: x

Substantial Hardship Requested (Affidavit of Indigency)



Represented Parties

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

File Summons

Case Lookup | Case Summary | Summons | **Represented Parties** | Served Parties | Documents | Payments

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.

File Summons

Case Lookup | Case Summary | Summons | Represented Parties | **Served Parties** | Documents | Payments

Set Service | Remove Service

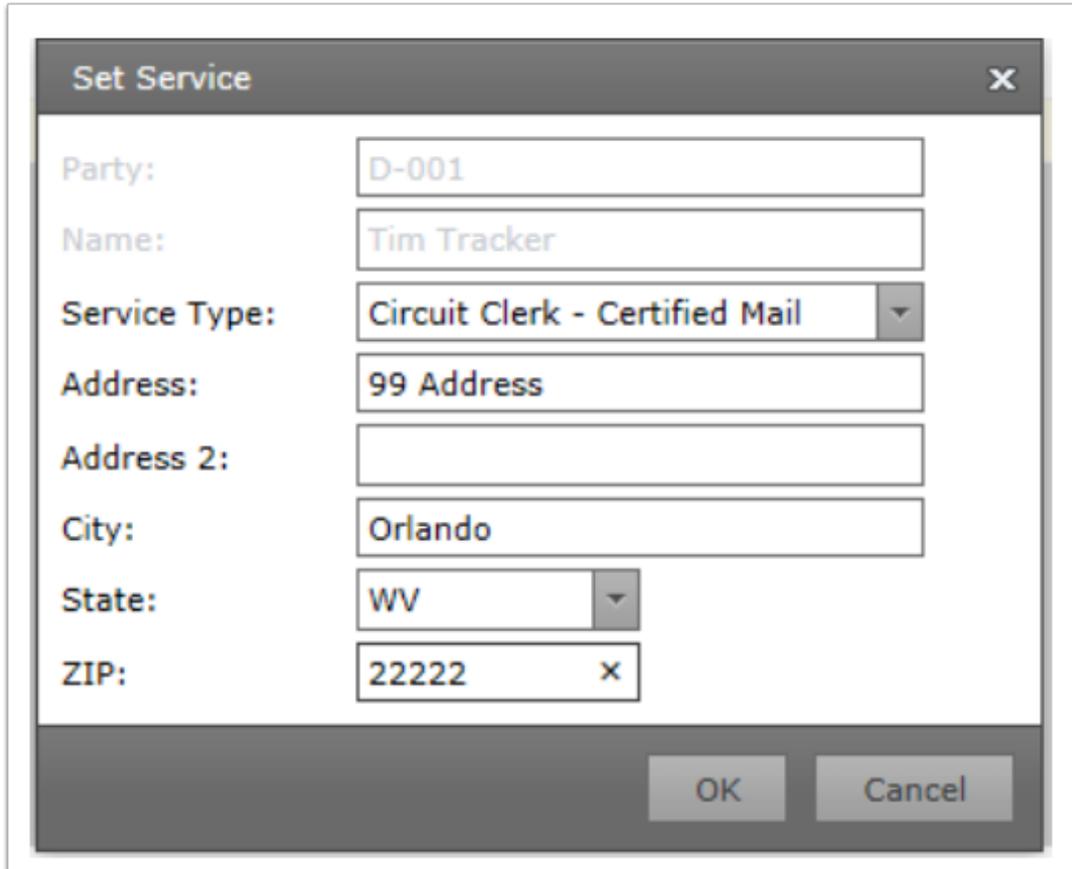
Party	Name	Service Type	Service County	Address
P-001	John Tanaka			
D-001	Tim Tracker			

Back | Next



Served Parties

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

A screenshot of a software dialog box titled "Set Service" with a close button (X) in the top right corner. The dialog contains several input fields and dropdown menus for service information:

- Party:** Text input field containing "D-001".
- Name:** Text input field containing "Tim Tracker".
- Service Type:** Dropdown menu with "Circuit Clerk - Certified Mail" selected and a downward arrow.
- Address:** Text input field containing "99 Address".
- Address 2:** Empty text input field.
- City:** Text input field containing "Orlando".
- State:** Dropdown menu with "WV" selected and a downward arrow.
- ZIP:** Text input field containing "22222" and a small "x" icon to its right.

At the bottom of the dialog are two buttons: "OK" and "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 Summons". It features a navigation bar with tabs for "Case Summary", "Summons", "Represented Parties", "Served Parties", "Documents", and "Payment Summary". The "Documents" tab is currently selected. Below the navigation bar is a toolbar containing "Refresh", "Add", "Delete", and "Scan" buttons. A table with the following columns is displayed: "File Name", "Type", "Size", and "Description". The table is currently empty, showing the message "No data to display". At the bottom of the window, there are "Back" and "Next" buttons.



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 Summary tab.

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 "Supporting Document".
- Description:** A text area containing the word "Supporting".
- Buttons:** "Upload" and "Cancel" buttons are located at the bottom of the dialog.



Payment Summary

You can select if you are filing on behalf of a government agency, set a free multiplier, payment type, and see the Payment Details here. Select File on the payment screen when finished.

File Summons

Case Summary | Summons | Represented Parties | Served Parties | Documents | **Payment Summary**

Government Agency

Filing on behalf of a government agency

Fee Multiplier

Select the fee multiplier: 0

Payment Type

Cash

Payment Summary

Payment Amount:	\$21.00
Convenience Fee:	\$0.00
Total Charges:	\$21.00

[View Payment Detail](#)

[Back](#) [File](#)



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