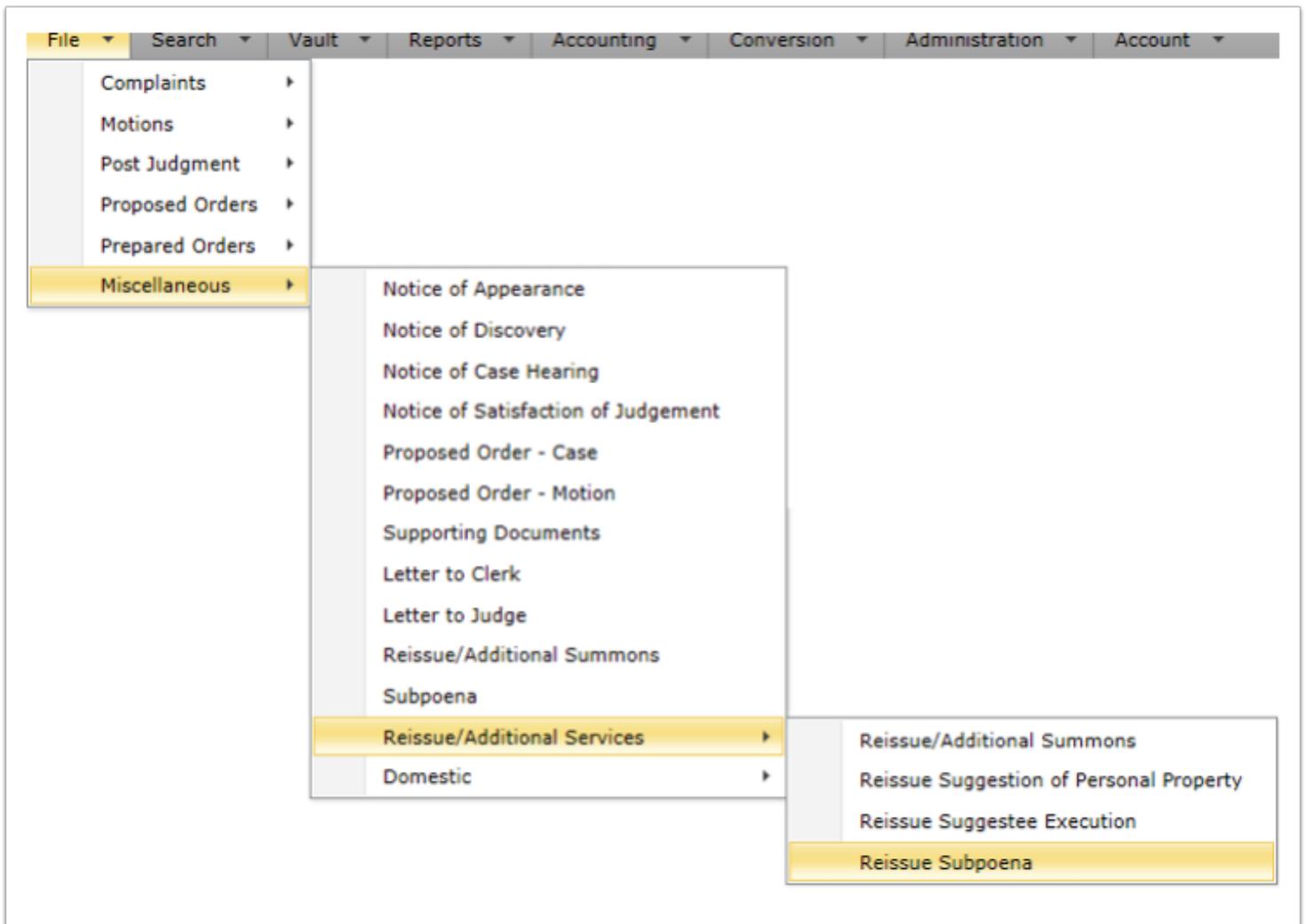




This document will show you how to file a Reissue Subpoena.

Reissue Subpoena

To reissue a subpoena, go to File > Miscellaneous > Reissue/Additional Services > Reissue Subpoena.





Select Options

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

Reissue Subpoena

Case Lookup | Case Summary | Filing Lookup | Subpoena | Represented Parties | Served Party | Document

County: 60; Marion - CORE

Case Type: Standard | C; Civil

Year: 2017

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 Filing Lookup tab.

Reissue Subpoena

Case Lookup | Case Summary | **Filing Lookup** | Subpoena | Represented Parties | Served Party | Docur

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



Filing Lookup

Select a filing here from the E-Filed tab, or select Paper Filed if applicable. Select next to continue onto the Subpoena tab.

Reissue Subpoena

Case Lookup | Case Summary | **Filing Lookup** | Subpoena | Represented Parties | Served Party | Documents

E-Filed Paper Filed

Type	Filer	Filing #	Filing Date
No data to display			

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Description of Subpoena

Type in the description for the Subpoena. If a Substantial Hardship has been requested, place a check mark.

For Command Detail, check mark if this is for an Appearance, Production/Inspection of Items, and/or an Inspection of Premises. When one of the three boxes is checked, a tab will appear for each, requiring more information as seen below. When all information has been entered, select Next to continue to the Represented Parties tab.

Reissue Subpoena

Case Lookup | Case Summary | Filing Lookup | **Subpoena** | Represented Parties | Served Party | Documents

Description:

Substantial Hardship Requested (Affidavit of Indigency)

Command: Appearance Production/Inspection of Items Inspection of Premises

Detail:

Appearance	Production/Inspection of Items	Inspection of Premises
Reason: <input type="text" value="Testify in a hearing"/>		
Appearance Date: <input type="text" value="3/3/2017 10:00 AM"/>		
Address: <input type="text" value="123 Court St."/>		
<input type="text" value="Address Line 2"/>		
City: <input type="text" value="City"/>		
State: <input type="text" value="WV"/>		
ZIP: <input type="text" value="55555"/>		



Represented Parties

Check mark the represented parties next to their name. Select Next to continue to the Served Party tab.

Reissue Subpoena

Case Lookup | Case Summary | Filing Lookup | Subpoena | **Represented Parties** | Served Party | Docu

Party Class:

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

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Served Party

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. Select Next on the Served Parties tab to continue to the Documents tab.

Reissue Subpoena

Case Lookup | Case Summary | Filing Lookup | Subpoena | Represented Parties | **Served Party** | Documents

Set Service | Remove Service

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

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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.

Reissue Subpoena

Filing Lookup Subpoena Represented Parties Served Party Documents Payment Summary

Refresh Add Delete Scan

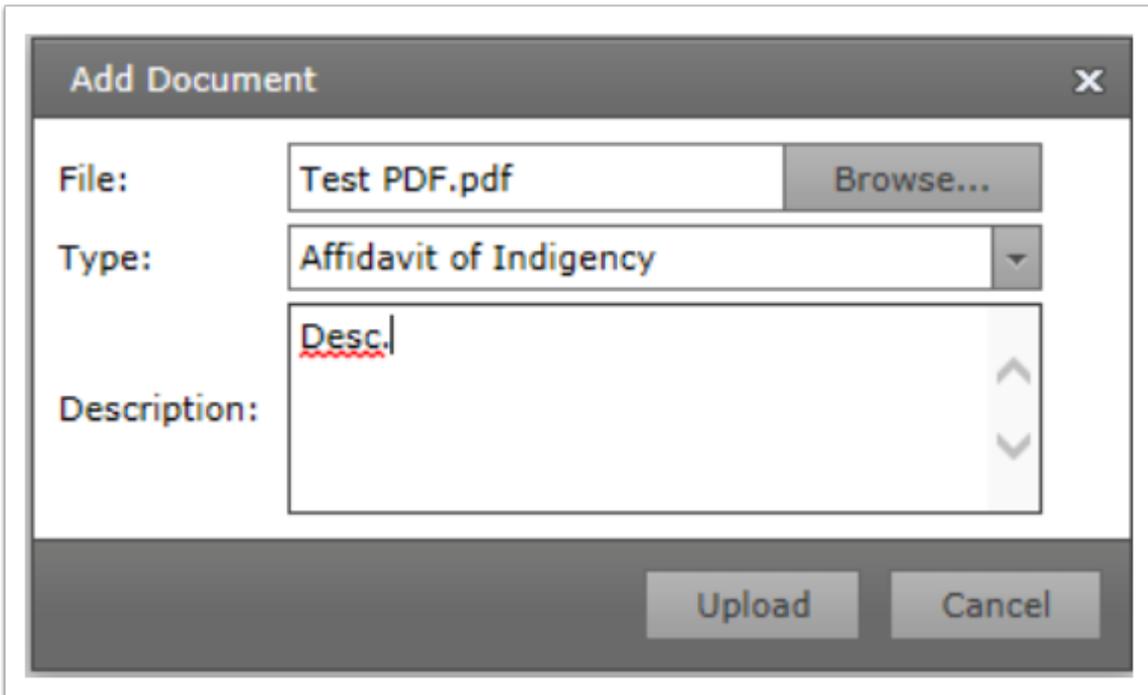
File Name	Type	Size	Description
N/A	Subpoena	0.00 MB	

Back 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 Documents tab to continue to the Payment Summary tab.

A screenshot of a web application dialog box titled "Add Document". The dialog has a dark grey header with the title and a close button (X). The main area contains three fields: "File:" with a text input containing "Test PDF.pdf" and a "Browse..." button; "Type:" with a dropdown menu showing "Affidavit of Indigency"; and "Description:" with a text area containing "Desc." and a vertical scrollbar. At the bottom, there are two buttons: "Upload" and "Cancel".

Add Document [X]
File: Test PDF.pdf [Browse...]
Type: Affidavit of Indigency [v]
Description: Desc. [v]
[Upload] [Cancel]



Payment Summary

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

Reissue Subpoena

Filing Lookup | Subpoena | Represented Parties | Served Party | Documents | **Payment Summary**

Government Agency
 Filing on behalf of a government agency

Fee Multiplier
Select the fee multiplier:

Payment Type

Payment Summary

Payment Amount:	\$23.00
Convenience Fee:	\$0.00
Total Charges:	\$23.00

[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