



WVClerks - Reissue Suggestee Execution

This document will show you how to file a Reissue Suggestee Execution.

Select File Type

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

Impersonate Filer

Type: ---; Unverified Pro Se/Clerk

Continue

Select Options

Select your County, Case Type, Year, and Case Number. Click Next to continue to the Case Summary tab.

Reissue Suggestee Execution

Case Lookup Case Summary Filing Lookup Suggestee Execution Represented Parties Served Parti

County: [dropdown]

Case Type: Standard [dropdown]

Year: [dropdown]

Case Number: [text input]

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'. Click Next to continue to the Filing Lookup tab.

Reissue Suggestee Execution

Case Lookup Case Summary Filing Lookup Suggestee Execution Represented Parties Served Part

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



Select Filing

Select a filing here from the E-Filed tab, or select Paper Filed if applicable. Click Next to continue to Suggestee Execution.

Reissue Suggestee Execution

Case Lookup | Case Summary | **Filing Lookup** | Suggestee Execution | Represented Parties | Served Parties

E-Filed Paper Filed

Type	Filer	Filing #	Filing Date
No data to display			

Back Next



Type Description

Type in the Description for the Suggestee, and check mark if a Substantial Hardship has bene Requested. Choose the Judgment Date, Amount, Interest Rate, Unpaid Principal Unpaid Interest, Unpaid Cost, Debtor, Creditor and Employer. Type in a description of the property. Click Next to continue to the Represented Parties tab.

Reissue Suggestee Execution

Case Lookup | Case Summary | Filing Lookup | **Suggestee Execution** | Represented Parties | Served Parti

Description:

Substantial Hardship Requested (Affidavit of Indigency)

Judgment Date:

Judgment Amount: Interest Rate:

Unpaid Principal: Unpaid Interest:

Unpaid Cost:

Debtor:

Employer: Creditor:



Represented Parties

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

Reissue Suggestee Execution

Case Lookup | Case Summary | Filing Lookup | Suggestee Execution | **Represented Parties** | Served Part

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.

The screenshot shows a web application window titled "Reissue Suggestee Execution". It has a navigation bar with tabs: "Suggestee Execution", "Represented Parties", "Served Parties" (which is active), "Documents", and "Payment Summary". Below the tabs, there are two buttons: "Set Service" and "Remove Service". A table with the following columns is displayed: "Party", "Name", "Service Type", "Service County", and "Address". The table contains four rows of data, with the second row highlighted in yellow.

Party	Name	Service Type	Service County	Address
P-001	John Tanaka			
D-001	Tim Tracker			
E-001	Bob Gurr			
S-001	Ub Iwerks			

At the bottom of the window, there are two buttons: "Back" and "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.

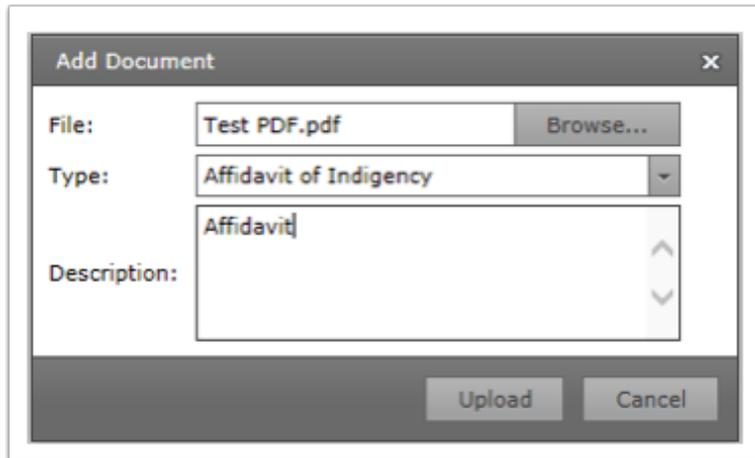
The screenshot shows a web application window titled "Reissue Suggestee Execution". It features a navigation bar with tabs: "Suggestee Execution", "Represented Parties", "Served Parties", "Documents" (selected), and "Payment Summary". Below the tabs is a toolbar with icons for "Refresh", "Add", "Delete", and "Scan". A table with the following columns is displayed: "File Name", "Type", "Size", and "Description". The table contains one row with the following data: "N/A", "Suggestee Execution", "0.00 MB", and an empty "Description" cell. At the bottom of the window are "Back" and "Next" buttons.

File Name	Type	Size	Description
N/A	Suggestee Execution	0.00 MB	



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. Click Next on the Documents screen to continue to the Payment 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 "Affidavit of Indigency"; and "Description:" with a text area containing "Affidavit". At the bottom of the dialog are two buttons: "Upload" and "Cancel".



Payment Summary

There is no charge for this type of filing. Select File on the payment screen when finished

Reissue Suggestee Execution

Suggestee Execution Represented Parties Served Parties Documents **Payment Summary**

Government Agency

Filing on behalf of a government agency

Fee Multiplier

Select the fee multiplier:

Payment Type

No Charge

Payment Summary

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

You will be not be charged for this filing.

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.

