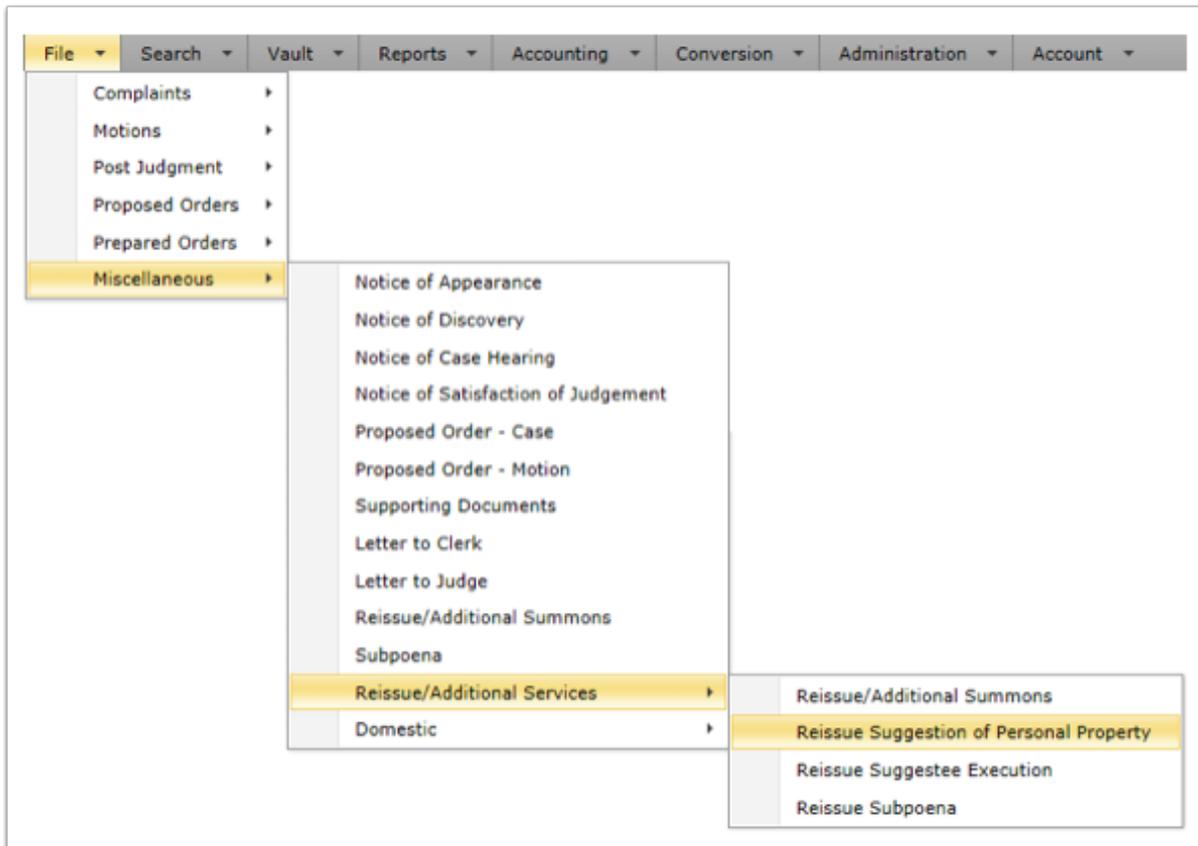




This document will show you how to file a Reissue Suggestion of Personal Property.

Reissue Suggestion of Personal Property

To file a Reissue Suggestion of Personal Property, go to File > Miscellaneous > Reissue/Additional Services > Reissue Suggestion of Personal Property.





Filing Type

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

Impersonate Filer

Type: ---; Unverified Pro Se/Clerk

Continue

Filing Options

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

Reissue Suggestion of Personal Property

Case Lookup Case Summary Filing Lookup Suggestion of Personal Property Represented Parties

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

Reissue Suggestion of Personal Property

Case Lookup | Case Summary | Filing Lookup | Suggestion of Personal Property | Represented Parties | S

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 onto the Suggestion of Personal Property tab.

Reissue Suggestion of Personal Property

Case Lookup Case Summary **Filing Lookup** Suggestion of Personal Property Represented Parties S < >

E-Filed Paper Filed

Type	Filer	Filing #	Filing Date
No data to display			

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Type Description

Type in the Description for the Suggestion, 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 Suggestee. Type in a description of the property. When all fields are completed, click Next to continue to the Represented Parties tab.

Reissue Suggestion of Personal Property

Case Lookup Case Summary Filing Lookup Suggestion of Personal Property Represented Parties

Description:

Substantial Hardship Requested (Affidavit of Indigency)

Judgment Date:

Judgment Amount: Interest Rate:

Unpaid Principal: Unpaid Interest:

Unpaid Cost:

Debtor: Creditor:

Suggestee:

Property Description:

Back Next



Represented Parties

Check mark the represented party. Click Next to continue to the Served Parties tab.

Reissue Suggestion of Personal Property

Case Lookup | Case Summary | Filing Lookup | Suggestion of Personal Property | Represented Parties

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.

Reissue Suggestion of Personal Property

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

Set Service | Remove Service

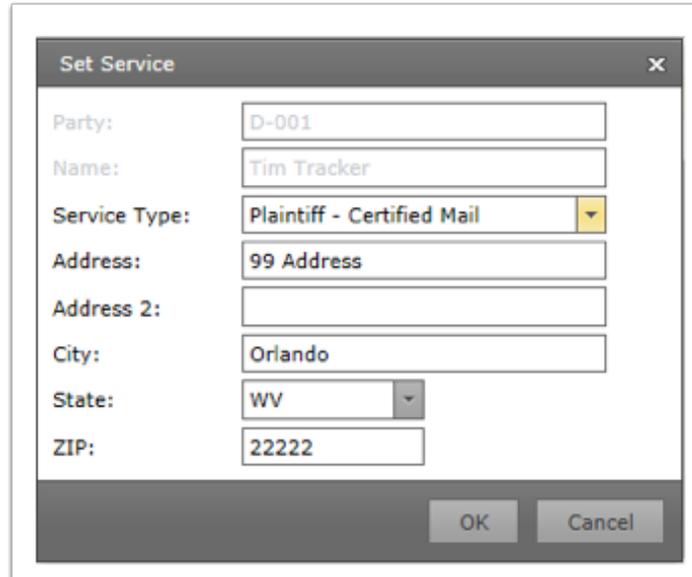
Party	Name	Service Type	Service County	Address
P-001	John Tanaka			
D-001	Tim Tracker	Plaintiff - Certified Mail		99 Address, Orlando WV 2222
S-001	Ub Iwerks			

Back Next



Served Parties cont.

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



The image shows a "Set Service" dialog box with the following fields:

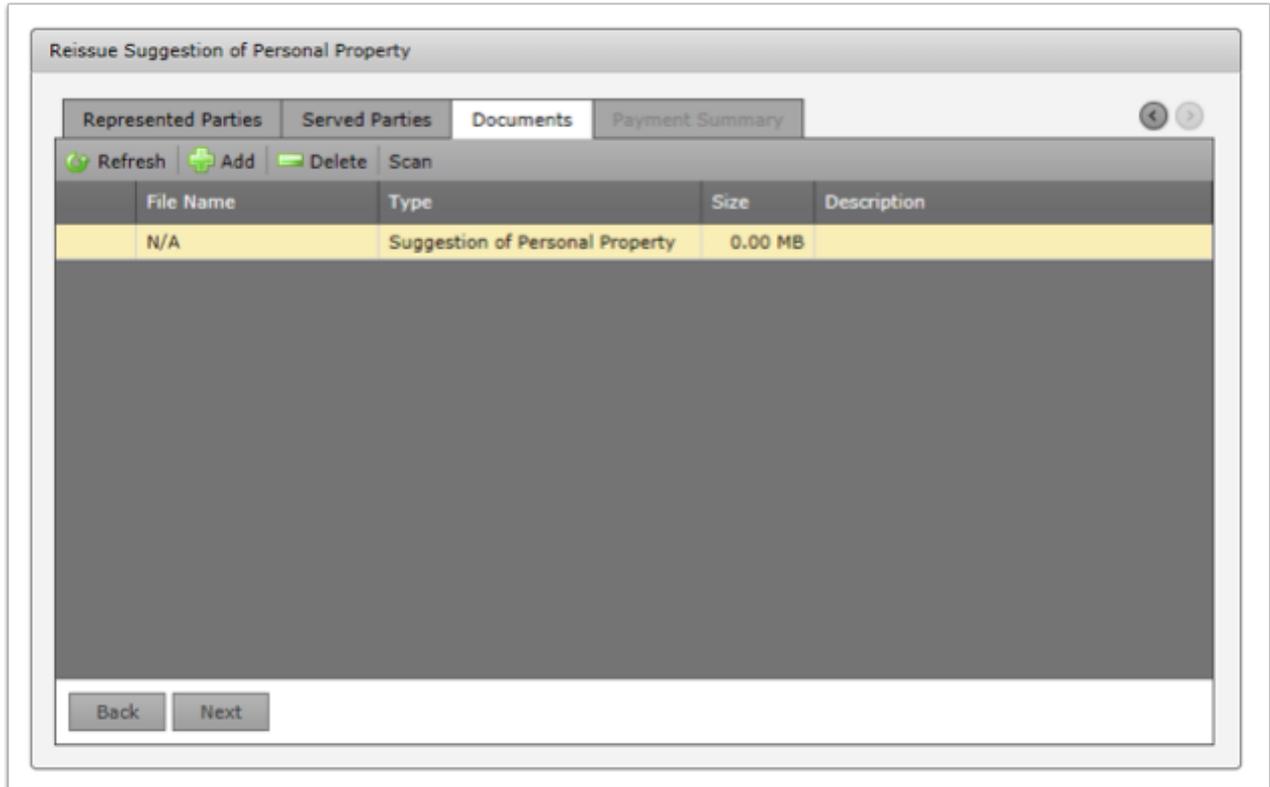
Party:	D-001
Name:	Tim Tracker
Service Type:	Plaintiff - Certified Mail
Address:	99 Address
Address 2:	
City:	Orlando
State:	WV
ZIP:	22222

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



Add Documents

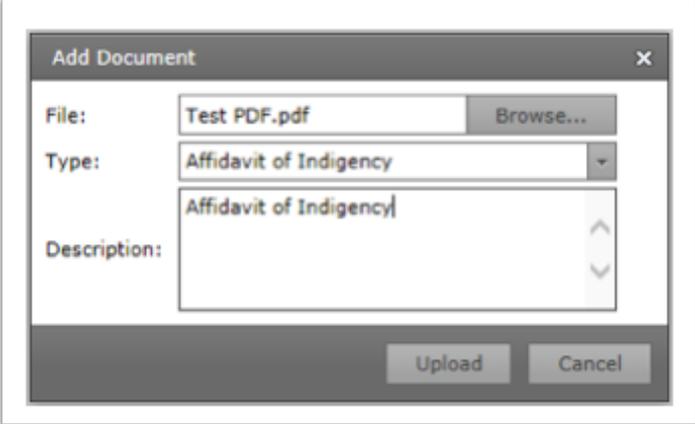
Click Add to add in a document from your PC, Delete to remove a selected document, and Scan to add in a document by using the scanning program.





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 to continue to the Payment 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 with "Affidavit of Indigency" selected.
- Description:** A text input field containing "Affidavit of Indigency" 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

No charge for this filing. Select File on the payment screen when finished

Reissue Suggestion of Personal Property

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.

