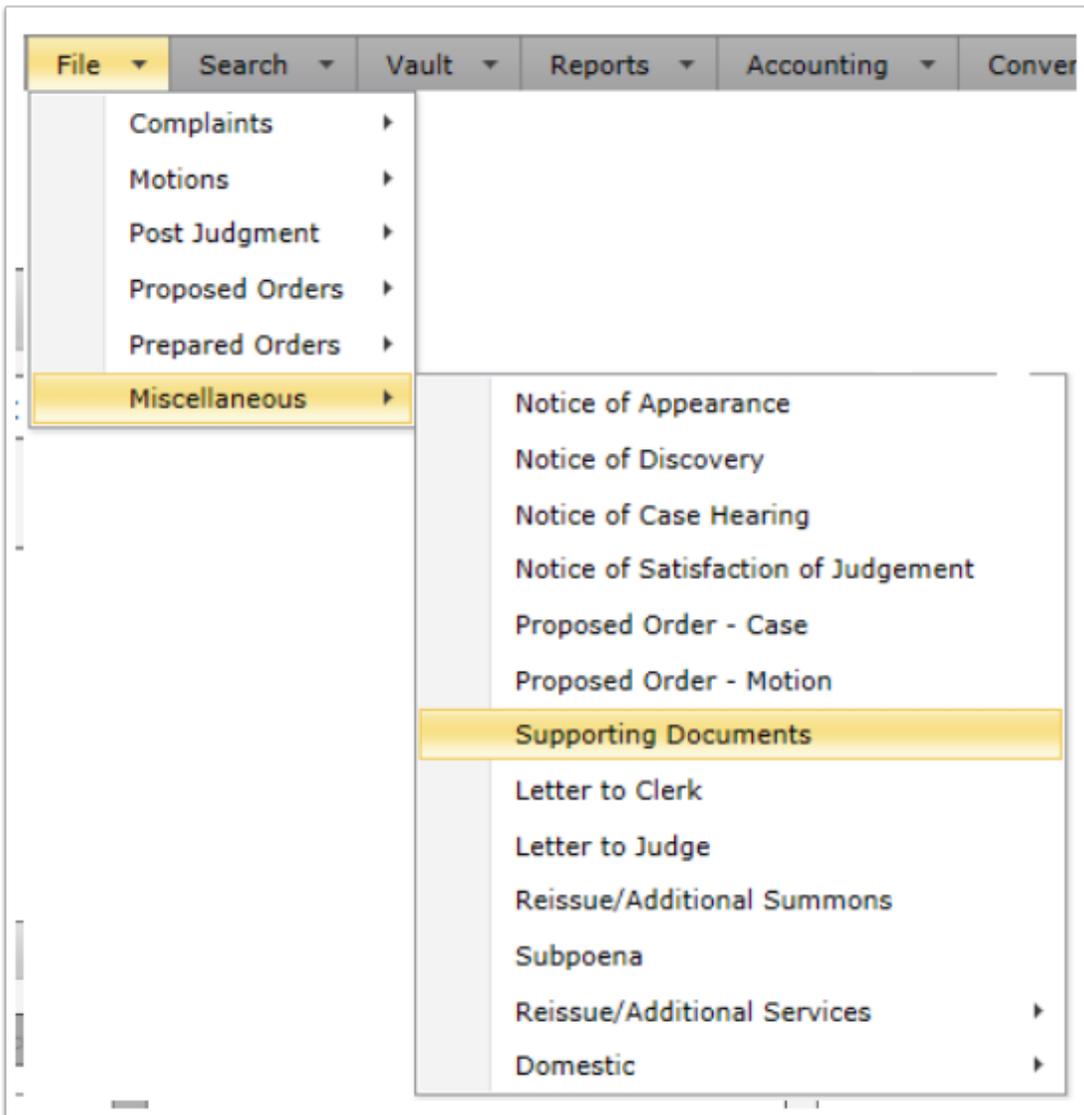




This document will show you how to file Supporting Documents.

## Supporting Documents

To file Supporting Documents onto a case, go to File > Miscellaneous > Supporting Documents





## 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 that you will be adding supporting documents to. Select Next to continue onto the Case Summary screen.

**File Supporting Documents**

**Case Lookup** | Case Summary | Supporting Documents | Represented Parties | Documents

County:

Case Type: Standard

Year:

Case Number:



## 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 onto the Supporting Documents tab.

**File Supporting Documents**

**Case Lookup** | Case Summary | **Supporting Documents** | Represented Parties | Documents

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	joshers744@yahoo.com

**Back** | **Next**



## Supporting Documents

Type in the description for the Supporting Documents here. Click Next to continue onto the Represented Parties tab.

**File Supporting Documents**

Case Lookup   Case Summary   **Supporting Documents**   Represented Parties   Documents

Description:  x



## Represented Parties

Select the Represented Parties by placing a check mark next to their name. Select Next to continue onto the Documents tab.

**File Supporting Documents**

Case Lookup | Case Summary | Supporting Documents | **Represented Parties** | Documents

Party Class:

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

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.

**File Supporting Documents**

Case Lookup | Case Summary | **Supporting Documents** | Represented Parties | Documents

Refresh | Add | Delete | Scan

File Name	Type	Size	Description
No data to display			

Back | File



## 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 File on the document screen when finished

The screenshot shows a dialog box titled "Add Document" with a close button (X) in the top right corner. The dialog contains three main input fields:

- File:** A text input field containing "Test PDF.pdf" and a "Browse..." button to its right.
- Type:** A dropdown menu currently set to "Supporting Document".
- Description:** A text area containing the text "Desc." with a red squiggly underline indicating a spelling correction. There are up and down arrow buttons on the right side of the text area.

At the bottom of the dialog, there are two buttons: "Upload" and "Cancel".



## 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](mailto: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