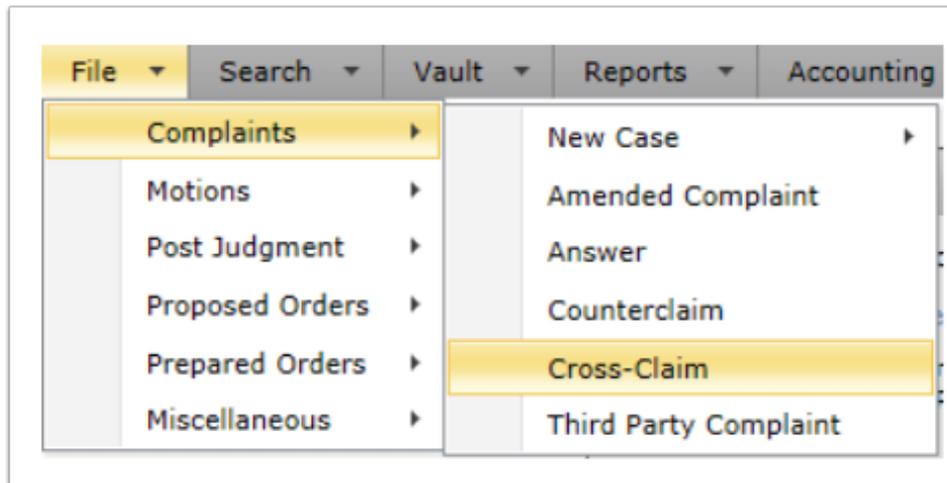




This document will show you how to file a Cross-Claim.

## Cross-Claim

To file a Cross-Claim, go to the File tab > Complaints > Cross-Claim.



## Filing Type

Begin by selecting your filing type, then click continue.

The screenshot shows a form titled "Impersonate Filer". It contains a "Type:" label followed by a dropdown menu. The dropdown menu is currently set to "---; Unverified Pro Se/Clerk". Below the dropdown menu is a "Continue" button.



## Case Lookup

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

**File Cross-Claim**

**Case Lookup** | Case Summary | Cross-Claim | Represented Parties | Documents | Payment Summary

County:

Case Type: Standard

Year:

Case Number:



## Case Summary

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 onto the Cross-Claim tab.

**File Cross-Claim**

Case Lookup   Case Summary   **Cross-Claim**   Represented Parties   Documents   Payment Summary

Case Number: **CC-60-2016-C-1**  
Style: **Wyatt Halliwell v. Leo Wyatt**  
Judge: **Bob Iger**

Parties - Notified Electronically   **Parties - Notified by Mail**

Party	Name	Attorney	Name	Email
D-001	Leo Wyatt	A-90000	Josh Taylor	joshers744@yahoo.com
D-002	First Name	A-90000	Josh Taylor	joshers744@yahoo.com
P-001	Wyatt Halliwell	A-100022	Robin Tucker	r4eboxer@yahoo.com
P-001	Wyatt Halliwell	A-100017	Justin Tucker	jjone105@gmail.com

Back   Next



## Cross-Claim

Type in the Description of the Cross-Claim. Check mark if a Substantial Hardship has been requested. Click Next to continue to the Represented Parties tab.

**File Cross-Claim**

Case Lookup   Case Summary   **Cross-Claim**   Represented Parties   Documents   Payment Summary

Description:

Substantial Hardship Requested (Affidavit of Indigency)



## Represented Parties

Check mark the represented party (or parties). Click Next to continue to the Documents tab.

File Cross-Claim

Case Lookup Case Summary Cross-Claim **Represented Parties** Documents Payment Summary

Party Class:

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Wyatt Halliwell

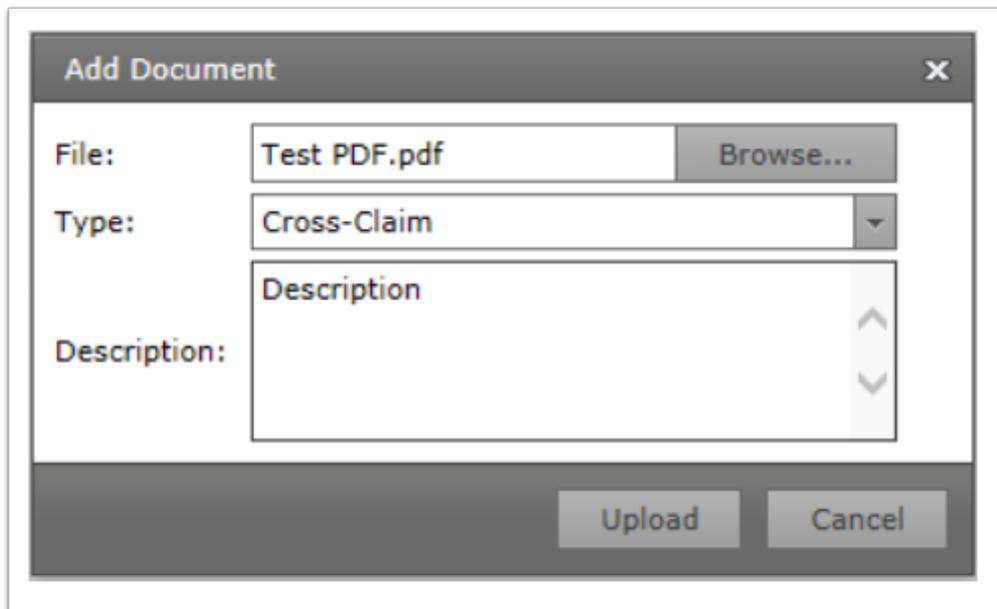
Back Next



## 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. 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 tab to continue onto the Payment tab.

You will not be charged for this filing.

A screenshot of a web application dialog box titled "Add Document". The dialog has a dark grey header with a close button (X) in the top right corner. Below the header, there are three main sections: 1. "File:" with a text input field containing "Test PDF.pdf" and a "Browse..." button to its right. 2. "Type:" with a dropdown menu currently showing "Cross-Claim". 3. "Description:" with a large, empty text area and vertical scroll arrows on the right side. At the bottom of the dialog, there are two buttons: "Upload" and "Cancel".



## Filing the Cross-Claim

Select File on the payment screen when finished, and you will see this screen.

**File Cross-Claim**

Case Lookup | Case Summary | **Cross-Claim** | Represented Parties | Documents | Payment Summary

**Government Agency**

Filing on behalf of a government agency

**Fee Multiplier**

Select the fee multiplier: 0

**Payment Type**

No Charge

**Payment Summary**

Payment Amount:	\$0.00
Convenience Fee:	\$0.00
<b>Total Charges:</b>	<b>\$0.00</b>

**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.

**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