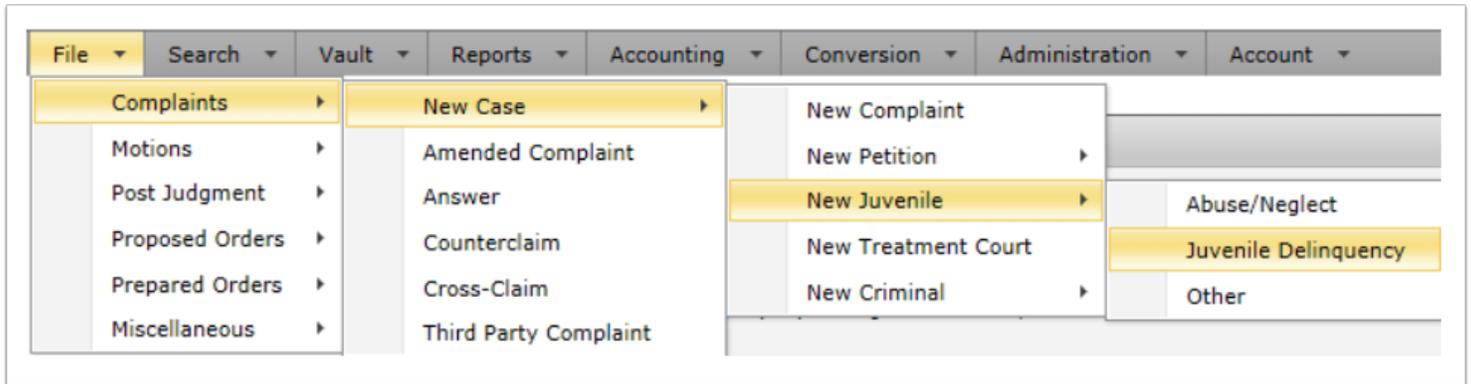




This document will show you how to file a Juvenile Delinquency.

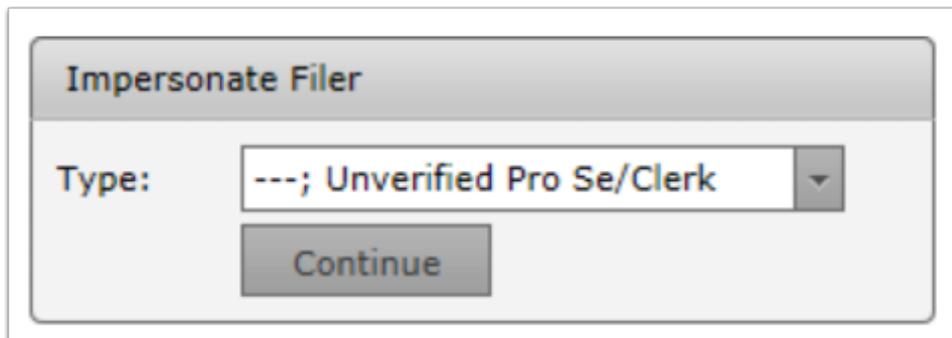
## Filing a Juvenile Delinquency

To file a Juvenile Delinquency, from the File tab select Complaints > New Case > New Juvenile > Juvenile Delinquency.



## Filing Type

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





## Filing Options

Select your County, Case Type (should only be Juvenile Delinquency, and Origin. You can also select if a Substantial Hardship or a Mediation has been requested.

**File New Juvenile Delinquency**

Juvenile Delinquency | Plaintiff | Defendant | Witness | Victim | Criminal | Criminal Charge

County: 60; Marion - CORE

Case Type: Juvenile Delinquency

Complaint Type:

Origin: Initial Filing

Substantial Hardship Requested (Affidavit of Indigency)

Mediation Requested

Jury Trial Requested

Next



## Plaintiff Tab

Select Next to continue onto the Plaintiff Tab. For this type of case, the Plaintiff will automatically be set to the State of West Virginia. Select Next to continue to the Defendant tab.

File New Juvenile Delinquency

Juvenile Delinquency **Plaintiff** Defendant Witness Victim Criminal Criminal Charge

+ Add | Edit | Delete

Party Type	Name	Address
Government	State of West Virginia	1900 Kanawha Blvd E, Charleston WV 25305

Back Next



## Defendant Tab

Click the Add button here to add in a new Defendant. Once a defendant is selected, you can also click the Edit button to change any information, or Delete to remove the selected defendant. When adding a Defendant, you can also choose the service type. When the defendant is added, click Next to continue onto the Witness tab.

**Add/Edit Defendant** [X]

Party Class:

Party Type:

Service Type:

First Name:

Middle Name:

Last Name:

Suffix:

Notes:

Address Info:

Address:

Address 2:



## Witness Tab

Like when adding in other parties, you can Add, Edit, and Delete Witnesses. When the Witness has been added, click Next to continue onto the Victim tab.

File New Juvenile Delinquency

Juvenile Delinquency | Plaintiff | Defendant | **Witness** | Victim | Criminal | Criminal Charge

+ Add | Edit | Delete

Party Type	Name	Address
Individual	Bill Trinen	11 Address, City WV 33333

Back | Next



## Victims Tab

Again, like when adding in other parties, you can Add, Edit, and Delete Victims. Select next to continue onto the Criminal Tab

File New Juvenile Delinquency

Juvenile Delinquency | Plaintiff | Defendant | Witness | **Victim** | Criminal | Criminal Charge

+ Add | Edit | Delete

Party Type	Name	Address
Individual	Amy Rose	333 Road, Nitro WV 88888

Back | Next



## Criminal Tab

Add in the criminal Description, if the Arrest Information is available, Date of Arrest, Arresting Officer ID, Arresting Officer First Name, and Arresting Officer Last Name. Select Next to continue onto the Criminal Charge Tab

File New Juvenile Delinquency

Juvenile Delinquency   Plaintiff   Defendant   Witness   Victim   **Criminal**   Criminal Charge

Description:

Arrest Information:  Available  Not Available

Date of Arrest:

Arresting Officer ID:

Arresting Officer First Name:

Arresting Officer Last Name:



## Charges Tab

Here, you can Add, Edit, or Delete charges.

File New Juvenile Delinquency

Defendant    Witness    Victim    Criminal    **Criminal Charge**    Documents    Payment Summary    < >

+ Add    Edit    Delete

Counts	Statute	Description
1	07-01-03s	Authority to govern traffic and parking

Back    Next



## Adding A Charge

When adding a charge, you can select the charge, and the number of counts. When the charge(s) have been adding, select Next to continue onto the Documents tab.

A screenshot of a software dialog box titled "Add/Edit Criminal Charge". The dialog box has a dark grey header with the title and a close button (X). The main area is white and contains two fields: "Criminal Charge:" with a dropdown menu showing "07-01-03kk; Authority to provide for the eliminati" and "Counts:" with a text input field containing the number "1". At the bottom right, there are two buttons: "OK" and "Cancel".

**Add/Edit Criminal Charge** [X]

**Criminal Charge:** 07-01-03kk; Authority to provide for the eliminati ▾

**Counts:** 1

OK 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.

File New Juvenile Delinquency

Defendant | Witness | Victim | Criminal | Criminal Charge | Documents | Payment Summary

Refresh | Add | Delete | Scan

	File Name	Type	Size	Description
	N/A	Case Information Sheet	0.00 MB	
<a href="#">View</a>	Test PDF.pdf	Complaint	0.02 MB	Test Complaint.

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. When done, click upload. Click Next to continue onto 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 followed by a "Browse..." button.
- Type:** A dropdown menu currently displaying "Complaint".
- Description:** A text area containing the text "Desc." with a red squiggly underline, indicating a spelling correction. To the right of the text area are up and down arrow buttons for scrolling.

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



## Payment Summary

Here you can select to file on behalf of a government agency, select a fee multiplier if needed, and the Payment Type, which consist of Cash, Check, or Credit Card. Select View Payment Detail to see where the money will be dispersed.

File New Juvenile Delinquency

Defendant   Witness   Victim   Criminal   Criminal Charge   Documents   **Payment Summary**   <   >

**Government Agency**

Filing on behalf of a government agency

**Fee Multiplier**

Select the fee multiplier: 0

**Payment Type**

Check

**Payment Summary**

Payment Amount:	\$22.00
Convenience Fee:	\$1.00
<b>Total Charges:</b>	<b>\$23.00</b>

View Payment Detail

Back   File and Pay



## 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