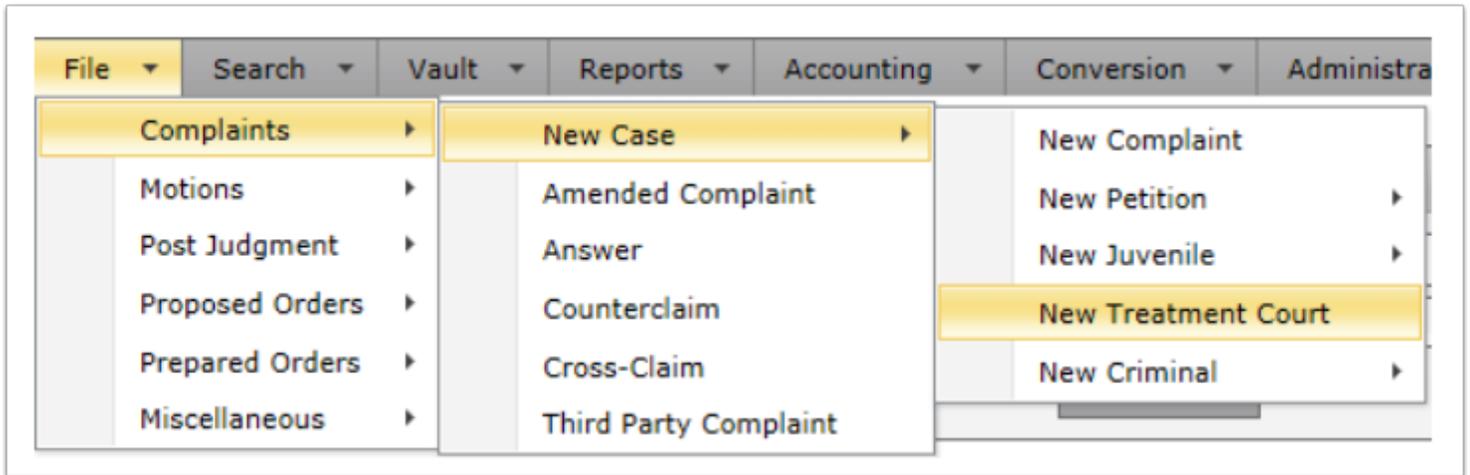




This document will show you how to file a New Treatment Court.

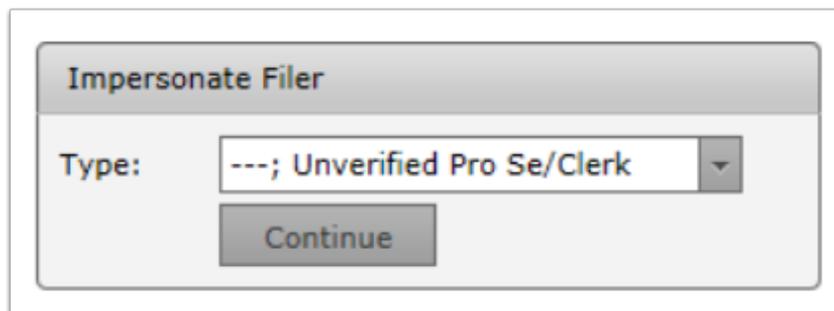
File A New Treatment Court

To File a New Treatment Court complaint, from under the File tab go to Complaints > New Case > New Treatment Court.



Select Filing Type

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





Filing Options

Select your County, Case Type, and Origin. You can also select if a Substantial Hardship or Mediation has been requested. Click Next to continue onto the Petitioner Screen.

File New Petition

Petition Petitioner Respondent Documents Payment Summary

County: 60; Marion - CORE

Case Type: Treatment Adult Drug Court

Complaint Type: Adult Re-Entry Drug Court
Juvenile Drug Court
Treatment Adult Drug Court
Treatment Adult-Mental Health (Substantial Hardship or Mediation of Indigency)
Veteran's Court

Jury Trial Requested

Next



Add New Plaintiff

Click the Add button here to add in a new Plaintiff. Once a Plaintiff is selected, you can also click the Edit button to change any information, or Delete to remove the plaintiff.

File New Petition

Petition **Petitioner** Respondent Documents Payment Summary

Add Edit Delete

Party Type	Name	Address
Individual	Jeff Heimbuch	22 Street, Orlando WV 88888

Back Next



Add New Plaintiff cont.

This is the Screen to add in information for a new Plaintiff. This is mostly the same for adding in any parties to cases. Here, you can change the Party Type to Individual, Business, Government, or Other. After the Plaintiff(s) is added, select next to go to the Respondent screen

Add/Edit Plaintiff [X]

Party Class:

Party Type:

First Name:

Middle Name:

Last Name:

Suffix:

Notes:

Address Info: Available Not Available

Address:

Address 2:

City:

State:

ZIP:

SSN:

Phone:

Gender:

Special Accommodation

OK Cancel



Add Respondent

Like with the Plaintiff screen, you can add, edit, or delete respondents.

File New Petition

Petition Petitioner **Respondent** Documents Payment Summary

Add Edit Delete

Party Type	Service Type	Name	Address
Individual	Plaintiff - Certified Mail	Bob Gurr	44 Main St., Anaheim WV 88888

Back Next



Add Respondent cont.

When adding in a defendant, you can also select a Service Type. Click Next to continue onto the Document tab.

Add/Edit Defendant [X]

Party Class:

Party Type:

Service Type:

First Name:

Middle Name:

Last Name:

Suffix:

Notes:

Address Info:

Address:

Address 2:

City:

State:

ZIP:

SSN:

Phone:

Gender:

Special Accommodation

Service Type Dropdown:

- Plaintiff - Certified Mail
- Plaintiff - Private Process Server
- Plaintiff - Order of Publication**
- Plaintiff - Out of State Sheriff
- Circuit Clerk - Certified Mail
- Circuit Clerk - Certified Mail - No Copy Fee
- Circuit Clerk - First Mail
- Circuit Clerk - First Mail - No Copy Fee
- Circuit Clerk - First Class Mail (Auditor)



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 Petition

Petition Petitioner Respondent **Documents** Payment Summary

Refresh Add Delete Scan

	File Name	Type	Size	Description
	N/A	Case Information Sheet	0.00 MB	
View	Test PDF.pdf	Petition	0.02 MB	Test

[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. 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 containing "Test PDF.pdf" and a "Browse..." button to its right.
- Type:** A dropdown menu with "Petition" selected.
- Description:** A text area containing "Description |" with vertical scroll arrows on the right side.
- Buttons:** "Upload" and "Cancel" buttons are located at the bottom right of the dialog.



Payment Summary

Select File on the payment screen when finished.

File New Petition

Petition Petitioner Respondent Documents **Payment Summary**

Government Agency

Filing on behalf of a government agency

Fee Multiplier

Select the fee multiplier: 1

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.

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 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