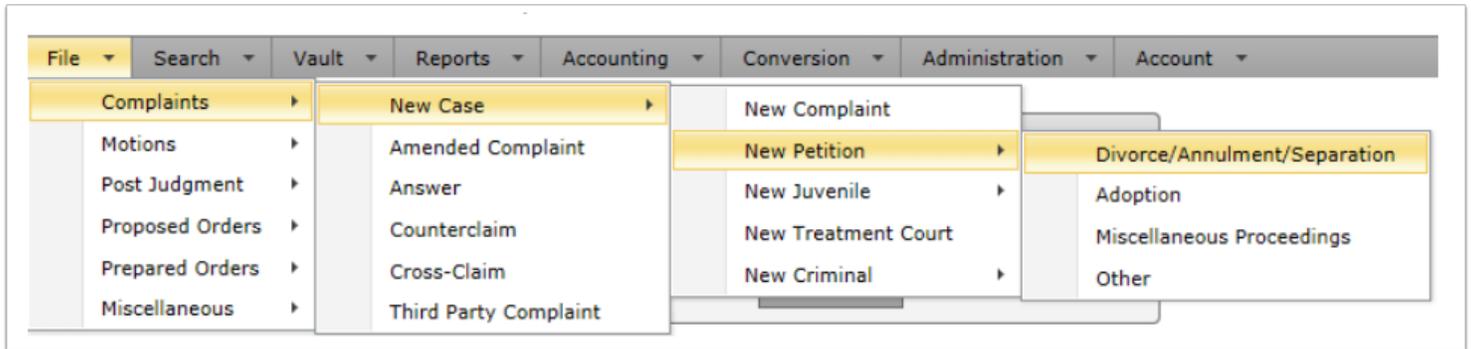




This document will show you how to file a Petition for Divorce .

Petition for Divorce

To File for a Petition for Divorce, under the File tab, go to Complaints > New Case > New Petition > Divorce/Annulment/Separation.



Type of Filer

Select the type of Filer first, then click continue.

The screenshot shows a form titled 'Impersonate Filer'. The 'Type:' label is followed by a dropdown menu with the selected value '---; Unverified Pro Se/Clerk'. Below the dropdown menu is a 'Continue' button.



Filing Options

Here you select the County, Case Type, Complaint Type, and Origin. Complaint Types to choose from include Annulment, Divorce with Children, Divorce without Children, and Petition for Separate Maintenance. Select Next to continue to the Petitioner tab.

File New Petition for Divorce/Annulment/Separation

Petition | Petitioner | Respondent | Divorce | Children | Documents | Payment Summary

County: 60; Marion - CORE

Case Type: Domestic Relations

Complaint Type: Divorce with Children

Origin: Initial Filing

Substantial Hardship Requested (Affidavit of Indigency)

Mediation Requested

Jury Trial Requested

Next



Adding The 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 for Divorce/Annulment/Separation

Petition **Petitioner** Respondent Divorce Documents Payment Summary

Add Edit Delete

Party Type	Name	Address
Individual	Bob Gurr	77 Road, Town WV 77777

Back Next



Plaintiff Information

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.

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



Respondent Information

After the Plaintiff(s) is added, select next to go to the Respondent screen. Like with the Plaintiff screen, you can add, edit, or delete respondents.

File New Petition for Divorce/Annulment/Separation

Petition Petitioner **Respondent** Divorce Documents Payment Summary

Add Edit Delete

Party Type	Service Type	Name	Address
Individual	Circuit Clerk - Certified Mail	Debbie T	999 Woodward Dr., Dunbar WV 33333

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Service Type

When adding in a respondent, you can also select a Service Type.

The screenshot shows a dialog box titled "Add/Edit Defendant" with a close button (X) in the top right corner. The dialog contains several fields for entering defendant information:

- Party Class:** A dropdown menu with "Defendant" selected.
- Party Type:** A dropdown menu with "Individual" selected.
- Service Type:** A dropdown menu that is currently open, displaying a list of service options. The options are: "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", and "Circuit Clerk - First Class Mail (Auditor)".
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- Suffix:** A text input field.
- Notes:** A text input field.
- Address Info:** A text input field.
- Address:** A text input field.
- Address 2:** A text input field.



Divorce Tab

When a respondent is added, click next to continue to the Divorce tab. Here, select the date of Marriage, Marriage Country, Marriage State, and Marriage County.

File New Petition for Divorce/Annulment/Separation

Petition	Petitioner	Respondent	Divorce	Documents	Payment Summary
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Date of Marriage:

Marriage Country: US Other

Marriage State:

Marriage County:



Documents Tab

Select Next to continue onto the Documents tab (or the Children tab if this is a Divorce with Children. Children are added in the same way as a Petitioner). 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 for Divorce/Annulment/Separation

Petition Petitioner Respondent Divorce **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 Petition

[Back](#) [Next](#)



Add Documents

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.

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 a vertical scrollbar on the right side.
- Buttons:** "Upload" and "Cancel" buttons located at the bottom of the dialog.



Payment Tab

When the documents are uploaded, click next to continue onto the payment tab. 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. Select File on the payment screen when finished, and you will see this screen.

File New Petition for Divorce/Annulment/Separation

Petition Petitioner Respondent Divorce Documents **Payment Summary**

Government Agency
 Filing on behalf of a government agency

Fee Multiplier
Select the fee multiplier:

Payment Type

Payment Summary

Payment Amount:	\$157.00
Convenience Fee:	\$0.00
Total Charges:	\$157.00

[View Payment Detail](#)

[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