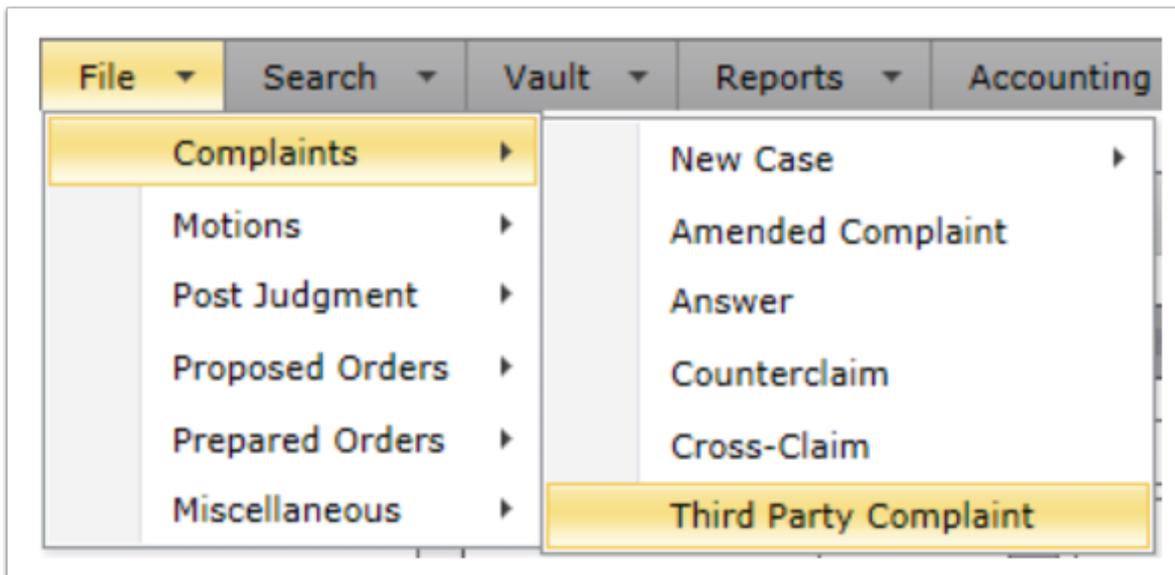




This document will show you how to file a Third Party Complaint.

Third Party Complaint

To File a Third Party Complaint, go to the File tab > Complaints > Third Party Complaint.



Select Filing Type

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

The screenshot shows a dialog box titled "Impersonate Filer". It contains a "Type:" label followed by a dropdown menu. The dropdown menu is open, showing the selected option: "---; 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 Third Party Complaint

Case Lookup | Case Summary | Third Party Complaint | Represented Parties | New Parties | Documents

County:

Case Type: Standard

Year:

Case Number:

Next



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 Third Party Complaint tab.

File Third Party Complaint

Case Lookup | **Case Summary** | Third Party Complaint | Represented Parties | New Parties | Documents

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



Third Party Complaint Description

Enter the description of the Third Party Complaint. Check mark if a Substantial Hardship has been requested. Click Next to continue to the Represented Parties tab.

File Third Party Complaint

Case Lookup Case Summary **Third Party Complaint** Represented Parties New Parties Documents

Description:

Substantial Hardship Requested (Affidavit of Indigency)

Back Next



Add Represented Parties

Check mark the represented party here. Click Next to continue onto the New Parties tab.

File Third Party Complaint

Case Lookup | Case Summary | Third Party Complaint | **Represented Parties** | New Parties | Documents

Party Class:

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

Back | Next



Add New Parties

Here you can add, edit, and delete new parties. When adding a new party, you can also select a Service Type. Click Next on the New Parties tab to continue to the Documents tab.

The screenshot shows a web form titled "Add/Edit Party" with a close button (X) in the top right corner. The form contains several fields and a dropdown menu:

- Party Class:** A dropdown menu with "Third Party" selected.
- Party Type:** A dropdown menu with "Individual" selected.
- Service Type:** A dropdown menu that is currently open, displaying a list of options: "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 section containing:
 - Address:** A text input field.
 - Address 2:** A text input field.
 - City:** A text input field.
 - State:** A dropdown menu with "WV" selected.
 - ZIP:** A text input field.
 - SSN:** A text input field with a mask of "___-__-____".
 - Phone:** A text input field with a mask of "() ___-____".
 - Gender:** A dropdown menu.
- Special Accommodation**



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 Third Party Complaint

Case Summary | Third Party Complaint | Represented Parties | New Parties | Documents | Payment Sumi

Refresh | Add | Delete | Scan

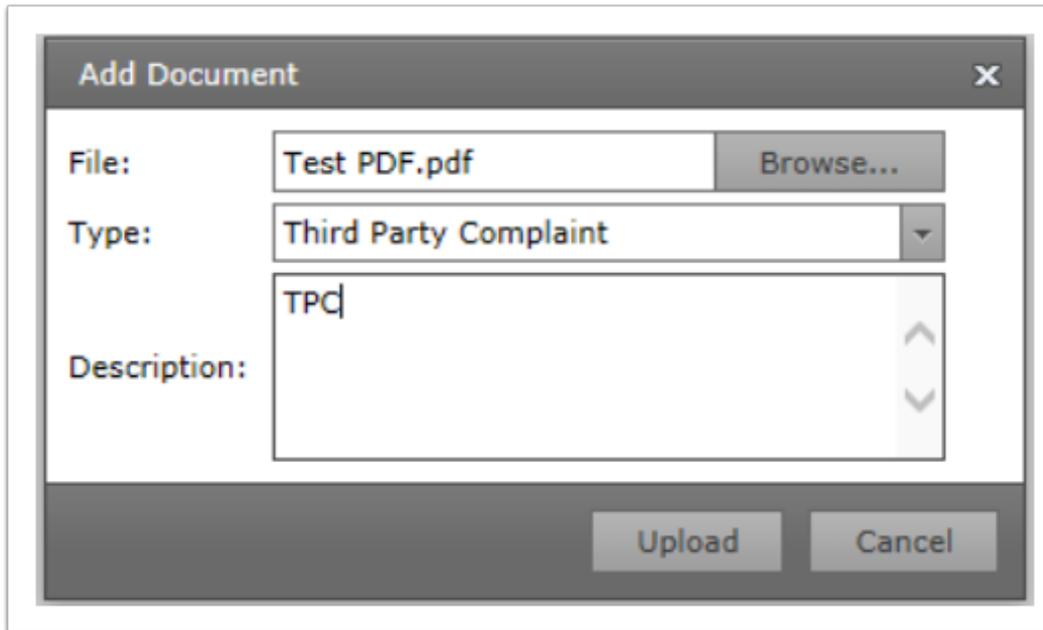
File Name	Type	Size	Description
N/A	Case Information Sheet	0.00 MB	

Back | Next



Adding 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 on Next on the Document Screen to continue to 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 close button (X) in the top right corner. It contains three main input fields: "File:" with a text box containing "Test PDF.pdf" and a "Browse..." button; "Type:" with a dropdown menu showing "Third Party Complaint"; and "Description:" with a text area containing "TPC". At the bottom of the dialog are two buttons: "Upload" and "Cancel".

Add Document	X	
File:	Test PDF.pdf	Browse...
Type:	Third Party Complaint	▼
Description:	TPC	
Upload		
Cancel		



Payment Summary

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

File Third Party Complaint

Third Party Complaint | Represented Parties | New 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
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