



Steps to E-File a Letter to Clerk

NOTE: Every Letter to Clerk filing is immediately posted in the electronic case file and Notification of Filing is emailed to all Attorneys on the case, that are registered for E-File. Letter to Clerk filings are reviewed by the Circuit Clerk's Office.

Steps to E-File a Letter to Clerk:

Menu Selection:

1. Select **Miscellaneous** → **Letter to Clerk**

Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
 - Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
4. Select **Case Type**
5. Select **Year**
6. Type **Case Number** (Sequential number)
 - Example: 17
7. Click **Next** button

Party List tab:

8. **Parties - Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
9. **Parties - Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
10. Click **Next** button

Party	Name	Attorney	Name	Notice Address
D-001	John Doe			234 Wrong Way, City WV 23456

WARNING: All parties and attorneys **MUST** be listed in the Party List tab prior to filing. Contact the Circuit Clerk's Office, before proceeding with your filing, if parties are missing from the case.

Letter to Clerk tab:

11. Type a detailed **Description** of the filing
12. Click **Next** button

Parties Represented tab:

13. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filing Attorney
14. Click **Add Attorneys** button (Optional) to add Co-Counsel
15. Click **Add** button
16. Select **Attorney Type**
 - Attorney
 - Pro Hac Vice
 - Government
17. Type WV State **Bar ID** or Substitute State Bar ID for co-counsel

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Jane Doe
<input type="checkbox"/>	D-001	John Doe

Bar ID	Name
A-9900003	Private Attorney

Note: Prosecuting Attorney & Probation Offices receive a Substitute Bar ID. *Ask Circuit Clerk for Substitute Bar ID #s.

Tip: **Highlight** Attorney record & click **Edit** to make changes or **Delete** to remove the Attorney.

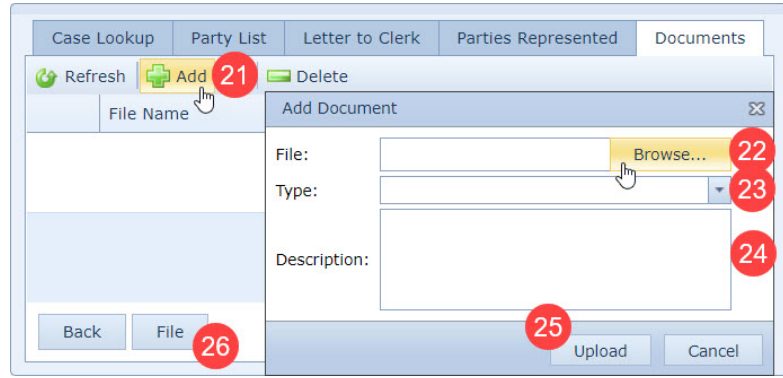
18. Click **OK** button
19. Click **Close** button
20. Click **Next** button



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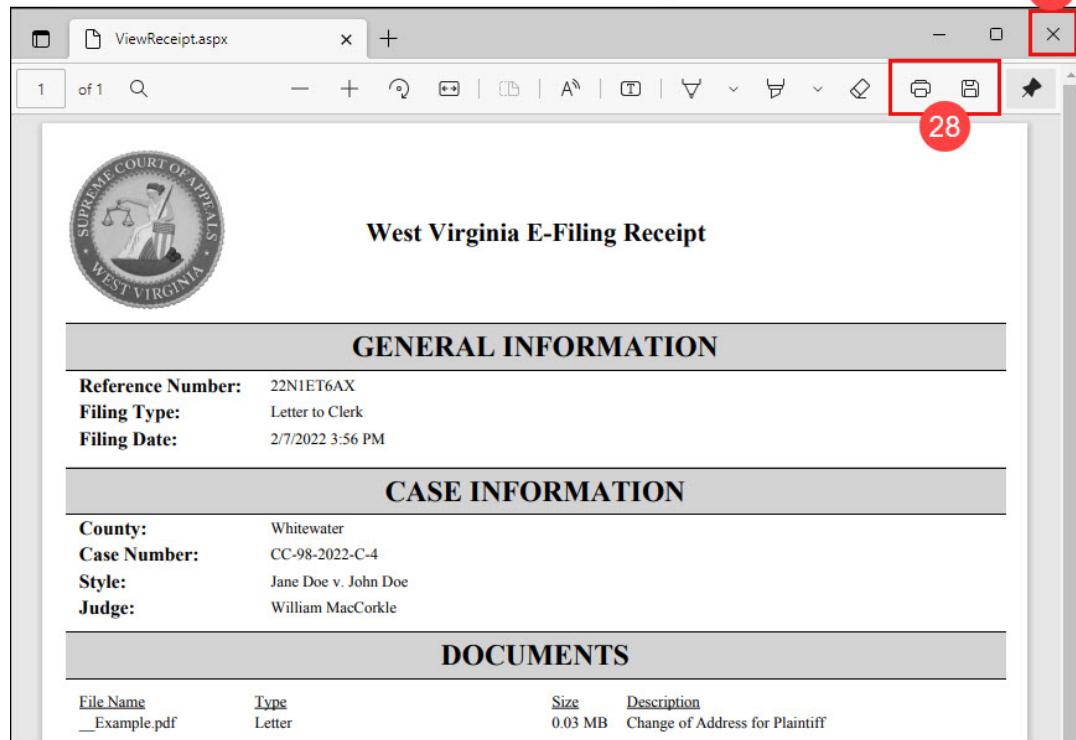
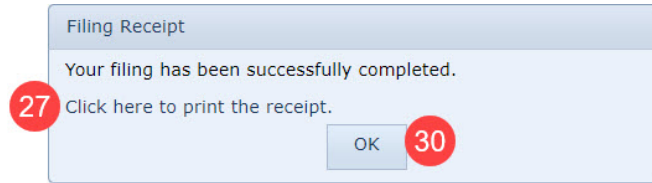
Documents tab:

21. Click **Add** button
22. Click **Browse** button to locate & select Document
23. Select **Letter** via **Type** list
24. Type a detailed **Description** of the Document
25. Click **Upload** button
 - Repeat Steps 21-25 to upload additional documents.
26. Click **File** button



Filing Receipt:

27. Select **Click here to print the receipt** hyperlink
28. Print or Download receipt, if desired.
 - Tip:** Filing Receipts are always available in Filing History via "History" tab
29. Click **X** to close receipt window
30. Click **OK** button to return to E-File Desktop



E-File Desktop (E-File Home Page):

Most Recent Filings – E-Filing Attorney’s ten most recent filings

Ref. Code - hyperlink to Filing Receipt

Filing Status:

- Processed – Filing received by the Court
- Generating Notice – Filing notifications are being generated
- Clerk Review – Filing in Circuit Clerk’s queue for review
- Rejected – Filing rejected by the Court
- Judge Review - Filing in Judge’s queue for review
- Posting Filing Fee – Filing in progress
- Unable to Process – Filing cannot be processed
 - Email ServiceDesk@courtsww.gov for more information