



# Steps to E-File a Letter to Judge

**NOTE:** Every **Letter to Judge** 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 Judge** filings are routed to the Judge's Pleadings Queue.

## Steps to E-File a Letter to Judge:

### Menu Selection:

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

Miscellaneous  
Letter to Clerk  
Letter to Judge

### 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

File Letter to Judge  
Case Lookup Party List Letter to Judge Parties Represented Documents  
County: [dropdown] 2  
Case Type: Standard [dropdown] 3 4  
Year: [dropdown] 5  
Case Number: 17 6  
Next 7

### 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

Case Lookup Party List Letter to Judge Parties Represented Documents  
Case Number: CC-98-2021-C-17  
Style: Jane Doe v. John Doe  
Judge: Circuit Judge  
Parties - Notified Electronically 8 Parties - Notified by Mail 9  
Party Name Attorney Name Notice Address  
D-001 John Doe 234 Wrong Way, City WV 23456  
Back Next 10

**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 Judge tab:

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

Case Lookup Party List Letter to Judge Parties Represented Documents  
Description: [text area]  
Back Next 12

### 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

Case Lookup Party List Letter to Judge Parties Represented Documents  
Refresh Add Attorneys 14  
# Party Name  
[x] P-001 Jane Doe  
[ ] D-001 John Doe  
Back Next 20  
Set Attorneys 15  
Refresh Add Edit Delete  
Bar ID Name  
A-9900003 Private Attorney  
Add/Edit Attorney 16  
Attorney Type: Attorney [dropdown] 16  
Bar ID: 1234 17  
OK Cancel 18  
Close 19

**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.

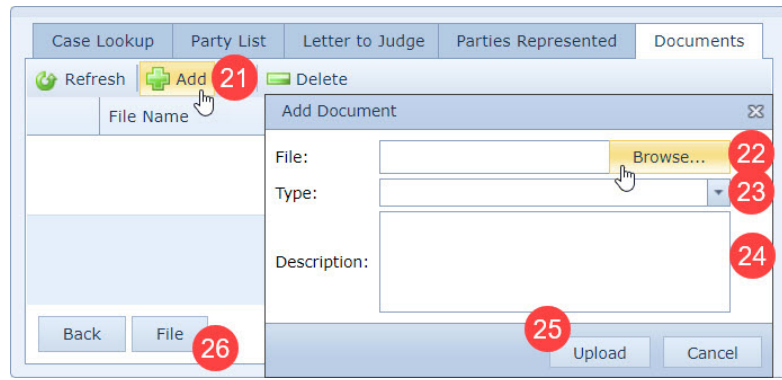
18. Click **OK** button
19. Click **Close** button
20. Click **Next** button



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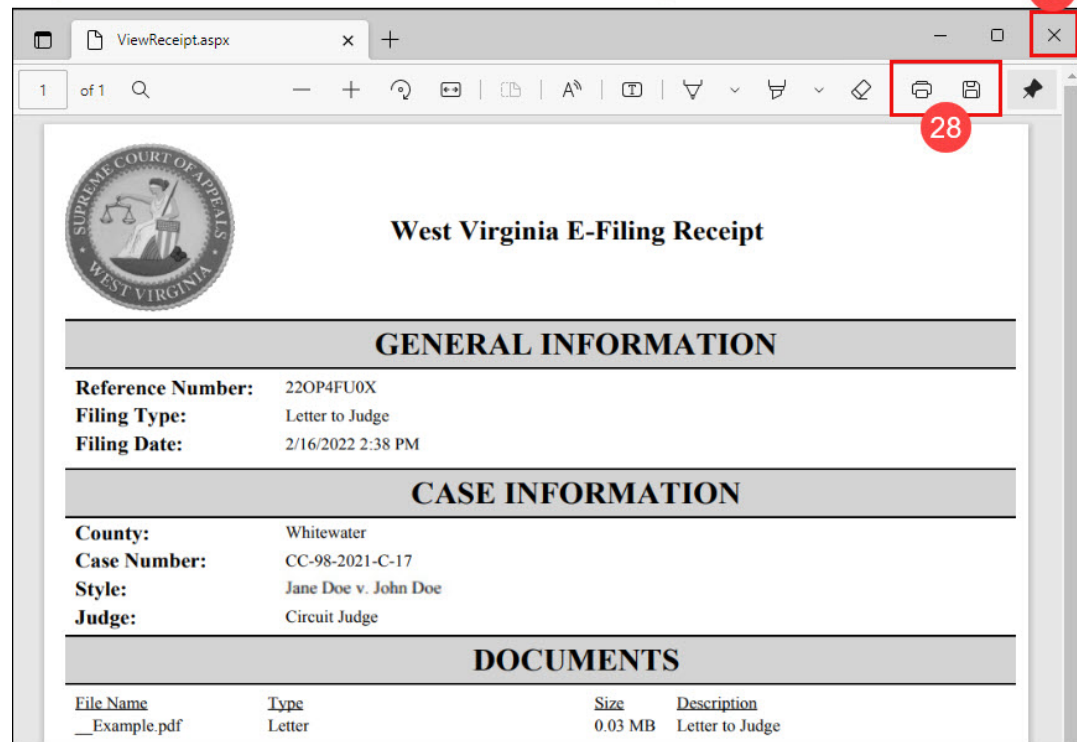
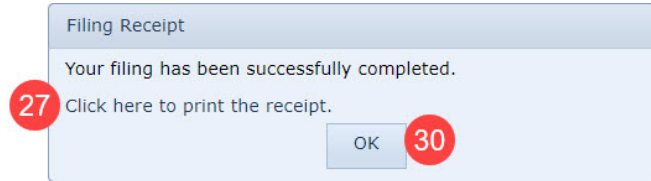
## Documents tab:

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@courtswv.gov](mailto:ServiceDesk@courtswv.gov) for more information