



# FAQ – E-File Email Notifications

E-File users (Private Attorneys, Government Attorneys, and Staff acting on behalf of a Private or Government Attorney) can view the e-filing attorney’s E-File email notifications within WV E-File. Each **E-File email notification** contains a “[Filing.pdf](#)” attachment. The “[Filing.pdf](#)” attachment contains a system-generated “[Notice of Filing](#)” directed to the e-filing attorney’s email address, followed by a clerk-stamped copy of each document filed into the case. The “[Notice of Filing](#)” document provides the case number, judge, county, case style, type of filing, date & time of filing, contact information for the Circuit Clerk in the county of filing, and depending on the filing, some notices include additional information, such as a hearing date and time. The “[Filing.pdf](#)” attachment may also be accompanied by a “[Service.pdf](#)” attachment. The “[Service.pdf](#)” attachment contains a “[Notice of Filing](#)” and a clerk-stamped copy of each document filed into the case for each party on the case to be notified by the filing attorney. Other service type attachments accompany the “[Filing.pdf](#)” when a service by plaintiff option is selected in the filing process. These additional service documents are provided as a convenience for the e-filing attorney to perform service themselves in the manner specified in the e-filing process. Each filing attorney’s E-File email notifications are available to the attorney and staff acting on the attorney’s behalf in perpetuity within the E-File application.

## Steps to view E-File Email Notifications in WV E-File:

1. Log into **WV E-File**
2. Select **Emails** tab from menu
3. Select **Search Options**
  - [County](#)
  - [From](#)
  - [To](#)
4. Click **Search**
5. Select **Notification**
6. Select **Attachment** hyperlink

**West Virginia E-Filing**

Support Information:  
Email: [servicesdesk@courtswv.gov](mailto:servicesdesk@courtswv.gov)

SecureTrust  
Trusted Commerce  
CLICK TO VALIDATE

Complaints | Motions | Post Judgment | Proposed Orders | Miscellaneous | **Emails** | History | Account

Refresh

	Subject	Case Number	Date
	Notice of Rejected Proposed Order - Case Filing - CC-98-2021-B-4	CC-98-2021-B-4	5/19/2021 9:38:08 AM
	Notice of Rejected Proposed Order - Case Filing - CC-98-2021-F-1	CC-98-2021-F-1	5/19/2021 9:38:08 AM
5	Notice of Petition Filing - CC-98-2021-P-5	CC-98-2021-P-5	5/18/2021 10:57:53 PM

From: WV E-File Notice  
To: "Private Attorney" <Private.Attorney@yahoo.com>  
Date: Tuesday, May 18, 2021 10:57:53 PM  
Subject: Notice of Petition Filing - CC-98-2021-P-5

6 Attachments: [Filing.pdf](#); [Service-Cert-Mail.pdf](#)

**Case Number:** CC-98-2021-P-5  
**Style:** Sally Joe Morgan v. Bob Bailey  
**Filing Type:** Petition  
**Filing Date:** 5/18/2021 10:57:45 PM  
**Judge:** Circuit Judge  
**Filing Reference Code:** 21SXU31B

**Note: E-File email notifications** are transmitted automatically upon completion of each filing. Therefore, if an attorney is not listed as an attorney of record in the case management system at the time the e-filing is submitted, the notification of filing will not be emailed to the attorney and will not be available via **Emails** within the E-File application. In this scenario, the attorney would need to contact the circuit clerk's office to inquire about obtaining copies of filings submitted prior to the attorney being listed in the electronic case file.