



# FAQ - E-File Service by Filer

**Question:** Where does **Service Notification** go when service by **“Filer...”** is selected in an e-filing?

**Answer:** Two locations (Emails tab within E-File AND Inbox for email address registered for e-file)

➤ E-File **Emails** tab: [Service.pdf](#)

The screenshot shows the West Virginia E-Filing portal. The 'Emails' tab is highlighted in red. Below the navigation bar is a table of email notifications:

Subject	Case Number	Date
Notice of Notice of Case Hearing Filing - CC-98-2020-C-4	CC-98-2020-C-4	8/4/2020 4:17:59 PM

Below the table is an email preview for the selected notification:

From: WV E-File Notice  
To: [Redacted]  
Date: Tuesday, August 4, 2020 4:17:59 PM  
Subject: Notice of Notice of Case Hearing Filing - CC-98-2020-C-4  
Attachments: Filing.pdf; [Service.pdf](#)

Case Number: CC-98-2020-C-4  
Style: Jane Doe v. John Doe  
Filing Type: Notice of Case Hearing  
Filing Description: Hearing  
Filing Date: 8/4/2020 4:17:51 PM  
Filing Reference Code: 20AW6358

A red arrow points from the 'Service.pdf' attachment link in the email preview to a browser window titled 'ViewAttachment.aspx'. The browser window displays the 'West Virginia E-Filing Notice' with the court seal and case details: CC-98-2020-C-4, Judge: Circuit Judge.

➤ Email **Inbox**: [Service.pdf](#)

The screenshot shows an email inbox for 'notifications@courtswwa.com'. The selected email is:

Notice of Notice of Case Hearing Filing - CC-98-2020-C-4  
To: [Redacted] 8/4/2020

Attachments: Filing.pdf (135 KB), Service.pdf (139 KB)

Case Number: CC-98-2020-C-4  
Style: Jane Doe v. John Doe  
Filing Type: Notice of Case Hearing  
Filing Description: Hearing  
Filing Date: 8/4/2020 4:17:51 PM  
Filing Reference Code: 20AW6358

A red arrow points from the 'Service.pdf' attachment to a browser window titled 'ViewAttachment.aspx'. The browser window displays the 'West Virginia E-Filing Notice' with the court seal and case details: CC-98-2020-C-4, Judge: Circuit Judge.