

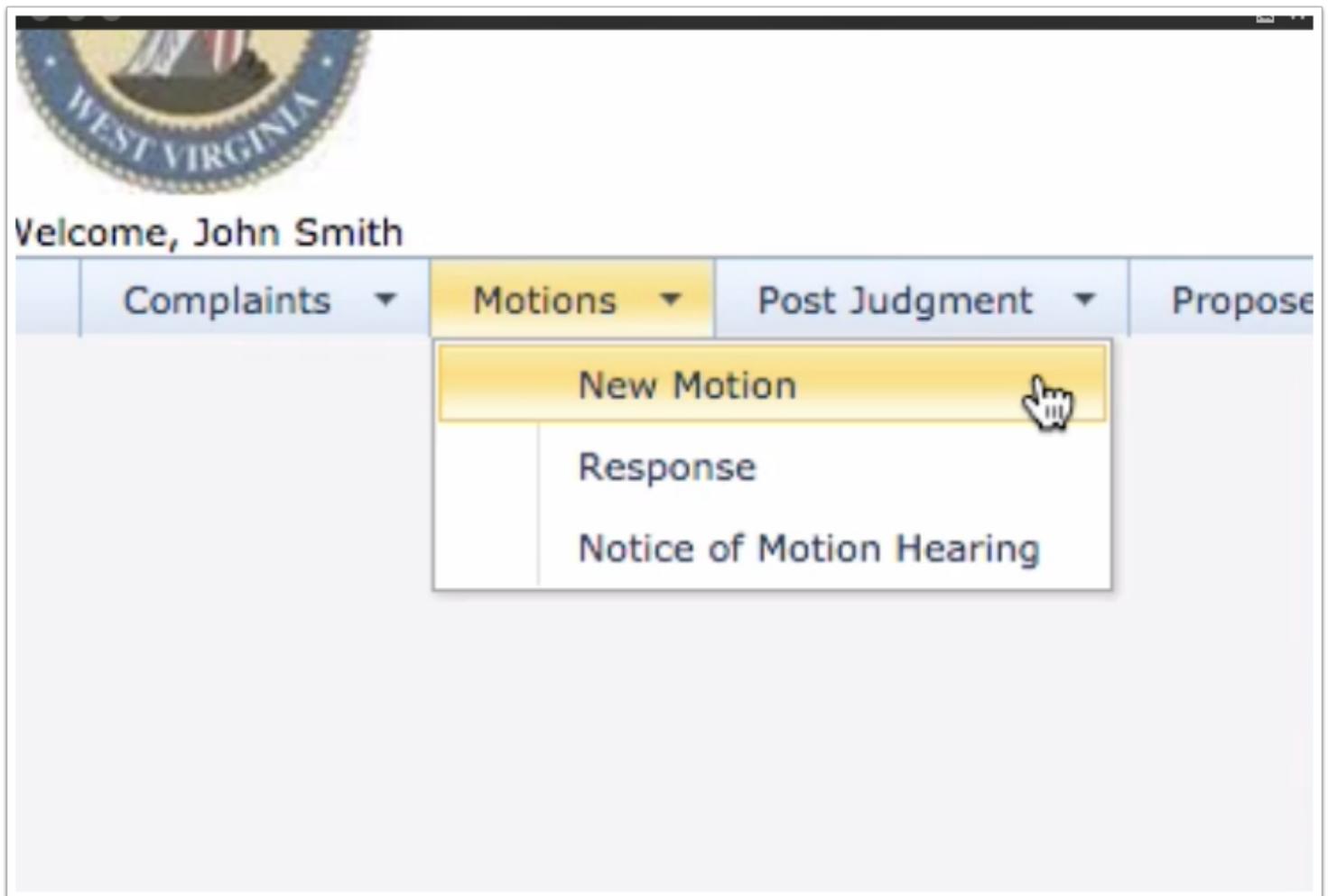


# WVeFile - Filing a New Motion

This document will walk you through the steps of filing a new motion.

## Begin by selecting the file menu.

Next select Motions > New Motion.





## Enter the case number, including county, case type, year, and case digits

Select Next

**File New Motion**

Case Lookup | Case Summary | Motion | Represented Parties | Documents | Payment Summary

County: 32; Monroe

Case Type: Standard | C; Civil

Year: 2016

Case Number: 68

Next



## Verify the Case Number and Style of the case.

Take note of the Parties notified electronically and the parties that must be notified by mail.

Then proceed to the motion tab.

**File New Motion**

Case Lookup | Case Summary | **Motion** | Represented Parties | Documents | Payment Summary

Case Number: **CC-32-2016-C-68**  
Style: **James Doe v. Mark Smith**  
Judge: **David Sanders**

Parties - Notified Electronically | **Parties - Notified by Mail**

Party	Name	Attorney	Name	Email
P-001	James R Doe	A-100023	John Smith	tony.hoffman@olis.com

Back | Next



## Choose a Motion type from the menu.

If Other, Enter a Description, and click next to proceed to the represented parties tab.

The screenshot shows a web application window titled "File New Motion". At the top, there is a navigation bar with tabs for "Case Lookup", "Case Summary", "Motion", "Represented Parties", "Documents", and "Payment Summary". The "Motion" tab is currently selected. Below the navigation bar, there is a "Motion Type:" label followed by a dropdown menu showing "Compel". Below the dropdown menu are two buttons: "Back" and "Next". A mouse cursor is pointing at the "Next" button, which is highlighted in yellow.



## Place a checkmark by the parties whom you represent.

At this time you may add any additional co-counsel who are not already attached to the case.

Click next to proceed to the documents tab.

The screenshot shows a web application window titled "File New Motion". At the top, there are several tabs: "Case Lookup", "Case Summary", "Motion", "Represented Parties" (which is active), "Documents", and "Payment Summary". Below the tabs, there is a "Party Class:" dropdown menu set to "Plaintiff". Underneath, there is a section titled "Add Attorneys" containing a table with the following data:

#	Party	Name
<input checked="" type="checkbox"/>	P-001	James R Doe

At the bottom of the window, there are two buttons: "Back" and "Next". The "Next" button is highlighted in yellow, and a mouse cursor is clicking on it.

## To attach the Motion.

Click the add button and browse your computer for the appropriate document.

Remember all documents must be in PDF format.

Choose the document type Motion. Enter a description, and press upload to attach the file.



# WVeFile - Filing a New Motion

To add additional documents repeat this process, choosing the appropriate document type.

Always verify that you have uploaded the correct document by clicking on the view button.

Review all of the information that you have entered in each tab and Proceed to the payment summary.

The screenshot shows the 'File New Motion' interface. At the top, there are tabs for 'Case Lookup', 'Case Summary', 'Motion', 'Represented Parties', 'Documents', and 'Payment Summary'. Below the tabs are buttons for 'Refresh', 'Add', and 'Delete'. A table with columns 'File Name', 'Type', 'Size', and 'Description' is shown, with the message 'No data to display' in the center. An 'Add Document' dialog box is open, showing a file named 'TEST MOTION.pdf', a type of 'Motion', and a description of 'Test Motion'. The 'Upload' button is highlighted with a mouse cursor. At the bottom of the main interface, there are 'Back' and 'Next' buttons.



## If you are filing on behalf of a government agency.

Place a checkmark in the box and select your agency from the drop-down menu.

When you are ready, press the File button to file your motion and receive your filing confirmation receipt.

The screenshot shows a web application window titled "File New Motion". It has a navigation bar with tabs: "Case Summary", "Motion", "Represented Parties", "Documents", and "Payment Summary". The "Payment Summary" tab is active. Below the tabs, there are three main sections:

- Government Agency:** A section with a header "Government Agency" and a checkbox labeled "Filing on behalf of a government agency".
- Fee Multiplier:** A section with a header "Fee Multiplier" and a label "Select the fee multiplier:" followed by a dropdown menu showing the value "1".
- Payment Summary:** A section with a header "Payment Summary" containing a table of charges:

Payment Amount:	\$0.00
Convenience Fee:	\$0.00
<b>Total Charges:</b>	<b>\$0.00</b>

**You will be not be charged for this filing.**

At the bottom of the form, there are two buttons: "Back" and "File". A mouse cursor is hovering over the "File" button.