

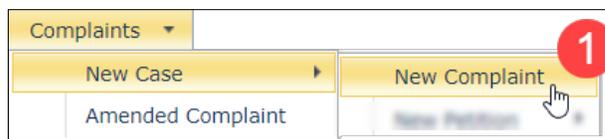


# Steps to E-File a Complaint

## Steps to E-File a Complaint:

### Menu Selection:

1. Select **Complaints** → **New Case** → **New Complaint**



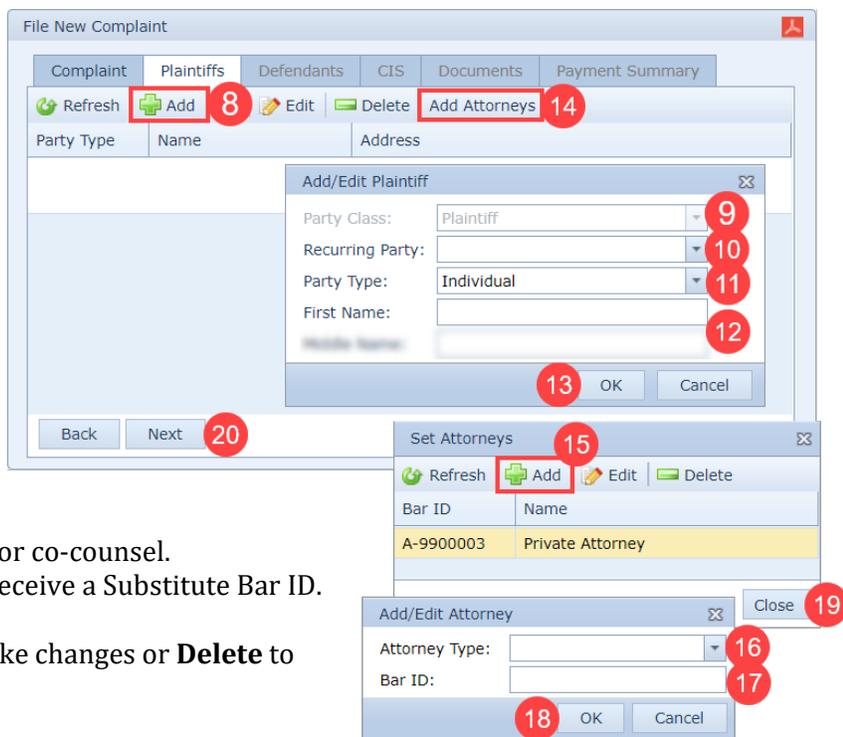
### Complaint tab:

2. Select **County**
3. Select **Case Type**
4. Select **Complaint Type**, if applicable  
**WARNING:** Case Type & Complaint Type CANNOT be changed by Clerk after filing.
5. **Origin** defaults to "Initial Filing"
6. Check **Substantial Hardship Requested** checkbox, if applicable. (Requires Affidavit of Indigency upload)
7. Click **Next** button



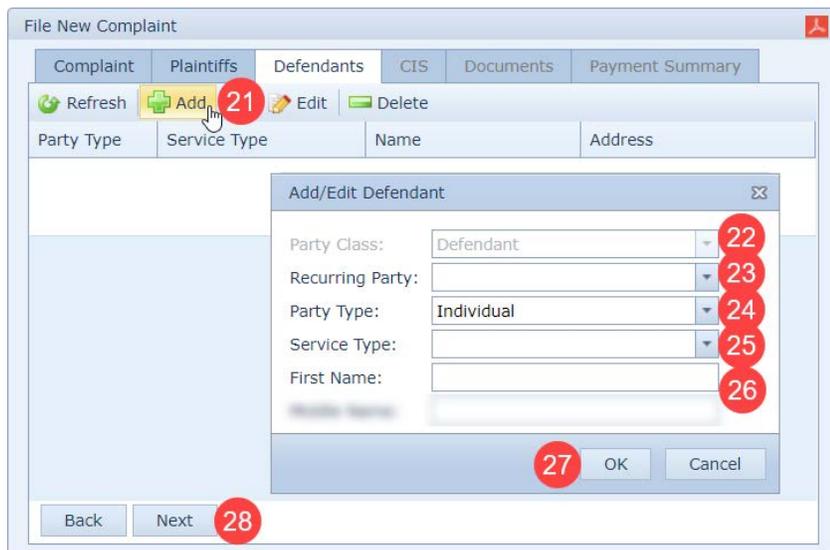
### Plaintiffs tab:

8. Click **Add** button
9. **Party Class** defaults to "Plaintiff"
10. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
11. Select **Party Type**, "Individual" defaults
12. Complete **Plaintiff** information fields
13. Click **OK** button
  - Repeat Steps 8-13 to add additional plaintiffs.
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.  
**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



### Defendant tab:

21. Click **Add** button
22. **Party Class** defaults to "Defendant"
23. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
24. Select **Party Type**, "Individual" defaults
25. Select **Service** via **Service Type** list  
**Tip:** If a Service by "Plaintiff..." option is selected, a **Service.pdf** document will be emailed to the e-filing Attorney to print & serve.
26. Complete **Defendant** information fields
27. Click **OK** button
  - Repeat Steps 21-27 to add additional defendants.
28. Click **Next** button





# Steps to E-File a Complaint

## CIS tab:

29. Check **Accommodations** check box, if applicable
  - Check requested accommodations
30. Check **Request Jury Trial** check box, if applicable
31. Check **Request Mediation** check box, if applicable
32. Click **Next** button

## Documents tab:

33. Click **Add** button
34. Click **Browse** button to locate & select document
35. Select Complaint via **Type** list
36. Type a detailed **Description** of the Complaint
37. Click **Upload** button
  - Repeat Steps 33–37 to upload other documents.
38. Click **Next** button

## Payment Summary tab:

39. Select **Payment method**
40. Click **View Payment Detail** button to review fees
41. Click **Close** button
42. **Check box** to agree to no refunds
43. Click **File and Pay** button

Fee	Amount
General Civil Case: Filing Fee for Plaintiffs or Petitioners	\$200.00
Circuit Clerk - Certified Mail - Including Copy Fee	\$23.00