

Complaints

New Case

Amended Complaint

# Steps to E-File a Complaint:

# Menu Selection:

1. Select **Complaints**  $\rightarrow$  **New Case**  $\rightarrow$  **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.

<u>Note</u>: Prosecuting Attorney & Probation Offices receive a Substitute Bar ID. \*Ask Circuit Clerk for Substitute Bar ID #s.

<u>Tip</u>: **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 <u>Tip</u>: If a Service by "Plaintiff..." option is selected, a <u>Service.pdf</u> 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



New Complaint



e New Compla	aint										
Complaint	Plaintiffs	Defendants	CIS	Documents	Payment S	ummary					
🚱 Refresh 🕞 Add 🙀 21 🤌 Edit 🗖 Delete											
Party Type	Service Typ	e	Name Addre								
		Add/Edit Defendant									
		Party Class	5:	Defendant		- 22					
		Recurring I	Party:			- 23					
		Party Type	:	Individual		- 24					
		First Name	be:			25					
		manife feat				26					
				07	OK	Cancel					
				4		Carreer					





# **Steps to E-File a Complaint**

#### <u>CIS</u> 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 <u>Complaint</u> 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



De	fendants CIS Documents Payment Summ	mary	′			
	Government Agency					
20	Filing on behalf of a government agency					
	Payment Type					
	One Time Payment Selected Account					
	💿 Visa 💿 MasterCard 💿 Discover		Payment Detail			23
	Deveneent Commence		Fee			Amount
	Payment Summary Payment Amount: \$223.00	Ge Pe	General Civil Case: Filing Fee for Plaintiffs or Petitioners			\$200.00
	Credit Card Service Fee: \$8.92	Cir	Circuit Clerk - Certified Mail - Including Copy Fee			\$23.00
	40 View Payment Detail					41 Close
42	Important: Please review all of the information tha you have entered. After you click "File and Pay" no refunds will be made.         I agree with no refund policy.         Back       File and Pay	at				