Steps to E-File a Petition for Divorce

Steps to E-File a Petition for Divorce/Annulment/Separation:

Menu Selection:

1. Select **Complaints** → **New Case** → **New Petition** → **Divorce/Annulment/Separation**

Complaint tab:

2. Select **County**
3. **Case Type** defaults to "D; Domestic Relations"
4. Select **Complaint Type**
   - Annulment
   - Divorce with Children
   - Divorce without Children
   - Petition for Separate Maintenance
5. **Origin** defaults to "Initial Filing"
6. Check **Substantial Hardship Requested** checkbox, if applicable (Requires Affidavit of Indigency upload)
7. Check **Mediation Requested** checkbox, if applicable
8. Click **Next** button

Petitioner tab:

9. Click **Add** button
10. **Party Class** defaults to "Plaintiff"
11. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
12. Select **Party Type**, "Individual" defaults
13. Complete **Plaintiff** information fields
14. Click **OK** button
    ➢ Repeat Steps 9-14 to add additional plaintiffs.
15. Click **Add Attorneys** button (Optional) to add Co-Counsel
16. Click **Add** button
17. Select **Attorney Type**
    - Attorney
    - Pro Hac Vice
    - Government
18. 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.
19. Click **OK** button
20. Click **Close** button
21. Click **Next** button

Steps to E-File a Petition for Divorce

Respondent tab:

22. Click **Add** button
23. **Party Class** defaults to "Defendant"
24. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
25. Select **Party Type**, "Individual" defaults
26. 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.
27. Complete **Defendant** information fields
28. Click **OK** button
29. Click **Next** button

Divorce tab:
Marriage sub-tab:

30. Type **Date of Marriage** or select via Calendar feature
31. Select US for **Marriage Country** to enter State & County
    OR
    Select Other for **Marriage Country** if Marriage was performed outside of the United States.
32. Select **Marriage State**, if applicable
33. Select **Marriage County**, if applicable
34. Click **Registration** tab

Divorce tab:
Registration sub-tab, if applicable:

35. Check **Register Petitioner for Parenting Education Class** check box, if applicable
36. Check **Register Respondent for Parenting Education Class** check box, if applicable
37. Click **Next** button

CIS tab:

38. Check **Accommodations** check box, if applicable
    - Check requested accommodations
39. Check **Child Support of Alimony** check box, if applicable
40. Check **DV Protective Order in Effect Now** check box, if applicable
41. Check **CPS Investigation** check box, if applicable
42. Check **Seal Identifying Information** check box, if applicable
43. Click **Next** button

Steps to E-File a Petition for Divorce

Children tab, if applicable:
44. Click **Add** button
45. **Party Class** defaults to "Child"
46. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
47. **Party Type** defaults to "Individual"
48. Complete **Child** information fields
49. Click **OK** button
    ➤ Repeat Steps 44-49 to add additional children.
50. Click **Next** button

Documents tab:
51. Click **Add** button
52. Click **Browse** button to locate & select document
53. Select Petition via **Type** list
54. Type a detailed **Description** of the Petition
55. Click **Upload** button
    ➤ Repeat Steps 51–55 to upload other documents.
56. Click **Next** button

Payment Summary tab:
57. Select **Payment method**
58. Click **View Payment Detail** button to review fees
59. Click **Close** button
60. **Check box** to agree to no refunds
61. Click **File and Pay** button

Steps to E-File a Petition for Divorce

Filing Receipt:

62. Select **Click here to print the receipt** hyperlink
63. Print or Download receipt, if desired.
    Tip: Filing Receipts are always available in Filing History via "History" tab.
64. Click **X** to close receipt window.
65. Click **OK** button to return to E-File Desktop

Filing Receipt

Your filing has been successfully completed.

Click here to print the receipt. 62

OK 65

64

ViewReceipt.aspx ×

ViewReceipt.aspx   1 / 1   63

West Virginia E-Filing Receipt

GENERAL INFORMATION

Reference Number:	214POCBF
Filing Type:	Petition for Divorce/Annulment/Separation
Filing Date:	1/14/2021 9:06 AM

CASE INFORMATION

County:	Test - SOHO
Case Number:	FC-98-2021-D-2
Style:	In Re: The Marriage of: Bob Bailey and Mary Bailey
Judge:	Circuit Judge

DOCUMENTS

File Name	Type	Size	Description
Example.pdf	Petition	0.03 MB	Petition for Divorce
Example.pdf	Affidavit of Indigency	0.03 MB	Affidavit of Indigency
Example.pdf	Financial Statement	0.03 MB	Financial Statement filed by Petitioner
Example.pdf	Supporting Document	0.03 MB	Vital Statistics Form
Example.pdf	Supporting Document	0.03 MB	Parenting Plan filed by Petitioner
Example.pdf	Affidavit to Withhold Identifying Information	0.03 MB	Affidavit to Withhold Identifying Information

ADDITIONAL INFORMATION

Petitioner Bob Bailey Registered for Parenting Education Class

E-File Desktop (E-File Home Page):
Most Recent Filings - lists filing attorney's ten most recent filings
Ref. Code - hyperlink to Filing Receipt
Filing **Status**:
- Processed – Filing received by the Court
- Generating Notice – Filing notifications are being generated
- Clerk Review – Filing in Circuit Clerk's queue for review
- Rejected – Filing rejected by the Court
- Judge Review - Filing in Judge's queue for review
- Unable to Process – Filing cannot be processed
  - Email ServiceDesk@courtswv.gov for more information

Most Recent Filings

Refresh   Finalize   Acknowledge

Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status
214POCBF	Petition for Divorce/Annulment/Separation	FC-98-2021-D-2	$0.00	1	1/14/2021 9:06:51 AM	1/14/2021 9:06:55 AM	Processed
21JQWV89	Notice of Appearance	FC-98-2021-D-1	$0.00	3	1/13/2021 1:31:17 PM	1/13/2021 1:31:21 PM	Processed
21MUBSTH	Notice of Appearance	CC-98-2021-C-1	$0.00	4	1/13/2021 1:27:41 PM	1/13/2021 1:27:45 PM	Processed
21A7MVT9	Complaint	CC-98-2021-C-3	$0.00	1	1/11/2021 5:58:59 PM	1/11/2021 5:59:05 PM	Processed
213K1IJX	Subpoena	CC-98-2020-F-1	$0.00	18	1/11/2021 2:29:45 PM	1/13/2021 11:37:58 AM	Rejected
21XJ32YO	Juvenile Abuse/Neglect	CC-98-2021-JA-1	$0.00	1	1/11/2021 2:04:21 PM	1/11/2021 2:04:40 PM	Processed
21NKNC3R	Juvenile Abuse/Neglect	CC-98-2021-JA-2	$0.00	1	1/11/2021 2:04:21 PM	1/11/2021 2:04:28 PM	Processed
219B6DMA	Juvenile Abuse/Neglect	CC-98-2021-JA-3	$0.00	1	1/11/2021 2:04:21 PM	1/11/2021 2:04:32 PM	Processed
21YU8FP0	Domestic Appeal from Family to Circuit Court	CC-98-2021-D-AP-1	$0.00	1	1/7/2021 5:21:17 PM	1/7/2021 5:21:22 PM	Processed
213BKQQJ	Motion	CC-98-2021-C-1	$0.00	3	1/7/2021 1:59:16 PM	1/8/2021 11:14:21 AM	Judge Review

Revision 1-14-2021 AKS