Steps to E-File Reissue/Add'l Summons

County:

Year: Case Number:

Case Type:

# Steps to E-File Reissue/Additional Summons:

# Menu Selection:

1. Select Miscellaneous → Reissue/Additional Summons

# Case Lookup tab:

- 2. Select County
- 3. Select **Standard** or **Non-Standard** Case Type ➤ Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
- 4. Select Case Type
- 5. Select Year
- 6. Type Case Number (Sequential number)
   ➢ Example: 124
- 7. Click Next button

### Party List tab:

- 8. **Parties Notified Electronically** indicates parties that will receive electronic Notification of Filing at the E-Filer's registered email address.
- 9. **Parties Notified by Mail** indicates parties that the E-Filer is responsible for providing Notification of Filing.

<u>Note</u>: E-Filer will receives a <u>Service.pdf</u> document via email that will provide Notification of Filing for all Parties Notified by Mail.

10. Click Next button

WARNING: All parties MUST be listed in the Party List tab for necessary Notification of Filings to be generated. Contact the Circuit Clerk's Office, before proceeding with your filing, if parties are missing from the case.

#### Summons tab:

- 11. Type detailed **Description** of Summons
- 12. Check **Substantial Hardship Requested** checkbox, if applicable.
- 13. Click Next button

#### Parties Represented tab:

- 14. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer
- 15. Click Next button





Standard 💌

Next

Case Lookup Party Lis		Party List	Sum	mons	Partie	es Represented	Served Parties
Case Number:     CC-98-2021-C-2       Style:     Plaintiff One v. Defendant One       Judge:     William MacCorkle							
Parties - Notified Electronically Parties - Notified by Mail 9							
Party	Name		Attorne	ey Nan	ne	Notice Address	
D-001	Defendant One					11110ak St., Ci	ty WV 11111
-	Plaintiff One						

Δ



# Served Parties tab:

- 16. Select a Party
- 17. Click Set Service button
- 18. Select Service via Service Type list
- 19. Verify/Update Address
- 20. Click OK button
  - Repeat Steps 16-20 to serve additional parties.
- 21. Click Next button

#### Party: P-001 D-001 Defendant One D-002 Defendant Two Service Type: Defendant Three D-003 Address: 1 Plaintiff Way Back Next 2 Address 2: City: City State: wv ZIP: 12345 20

Carl Refresh Set Service

Plaintiff One

Plaintiff Two

Name

Party

P-001

P-002

6

- **Documents** tab:
  - 22. Click Add button
  - 23. Click **Browse** button to locate & select the document.
  - 24. Select Answer via Type list
  - 25. Type a detailed **Description** of the Answer
  - 26. Click Upload button
    - Repeat Steps 22-26 to upload other  $\geq$ documents.
  - 27. Click Next button

## Payment Summary tab:

- 28. Select Payment method
- 29. Check box to agree to no refunds
- 30. Click File and Pay button



Remove Service

Service Type

Set Service

17

Served Parties

18

Service County

\*

Cancel

OK

	Served Parties	Documents	Payment Summary					
	Government Agency							
	Filing on behalf of a government agency							
28	Payment Type							
	<ul> <li>One Time Payment</li> <li>Selected Account</li> <li>Visa</li> <li>MasterCard</li> <li>Discover</li> </ul>							
	Payment Summary							
Payment Amount: Credit Card Service Fee: Total Charges:								
	Vie	w Payment Deta	ail					
Important: Please review all of the information that you have entered. After you click "File and Pay" no refunds will be made.								
29	29 I agree with no refund policy.							
Back File and Pay 10								