



# Steps to E-File a Petition for Modification

## Steps to E-File a Petition for Modification:

### Menu Selection:

1. Select **Complaints** → **Domestic** → **Petition for Modification**

### Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
  - Non-Standard Examples: CD, CDX, CC, CH, CXX
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.
9. **Parties - Notified by Mail** indicates parties that the E-Filer is responsible for providing Notification of Filing.
10. Click **Next** button

Party	Name	Attorney	Name	Email
D-001	John Doe	A-9900003	Private Attorney	Private.Attorney@yahoo.com
P-001	Jane Doe	G-2010009	Prosecuting Attorney	Prosecuting.Attorney2@gmail.com

**WARNING:** All parties *MUST* be listed in the Party List tab prior to filing.

Contact the Circuit Clerk's Office, before proceeding with your filing, if parties are missing from the case.

### Amended Complaint tab:

11. Type a detailed **Description** of the Amended Complaint
12. Check **Substantial Hardship Requested** checkbox, if applicable.
13. Click **Next** button

### CIS tab:

14. Check **Accommodations** check box, if applicable
  - Check requested accommodations
15. Check **Child Support of Alimony** check box, if applicable
16. Check **DV Protective Order in Effect Now** check box, if applicable
17. Check **CPS Investigation** check box, if applicable
18. Check **Seal Identifying Information** check box, if applicable
19. Click **Next** button



# Steps to E-File a Petition for Modification

## Parties Represented tab:

20. Verify or check appropriate box(es) to indicate the Party or **Parties Represented** by the E-Filer  
Optional: Add Co-Counsel via **Add Attorneys** button
21. Click **Next** button

#	Party	Name
<input type="checkbox"/>	P-001	Jane Doe
<input checked="" type="checkbox"/>	D-001	John Doe
<input type="checkbox"/>	C-001	Child Two

## Served Parties tab:

22. Select a **Party**
23. Click **Set Service** button
24. Select **Service** via **Service Type** list
25. Verify/Update **Address**
26. Click **OK** button
  - Repeat Steps 22-26 to serve additional parties.
27. Click **Next** button

Party	Name	Service Type	Service County	Address
P-001	Jane Doe			
D-001	John Doe			

**Tip:** Service Type by "Plaintiff..." selection generates & emails a Service.pdf document to the E-Filing Attorney (email registered by Attorney in E-File) and the E-Filing Attorney is responsible for service.

## Documents tab:

28. Click **Add** button
29. Click **Browse** button to locate & select document
30. Select Petition for Modification via **Type** list
31. Type a detailed **Description** of the Petition
32. Click **Upload** button
  - Repeat Steps 28-32 to upload other documents.
33. Click **Next** button

File Name	Type	Size	Description
N/A	Civil Case Information Statement	0.00 MB	

## Payment Summary tab:

34. Select **Payment method**
35. Click **View Payment Detail** button to review fees
36. Click **Close** button
37. Check box to agree to no refunds
38. Click **File and Pay** button

Fee	Amount
Modification	\$85.00

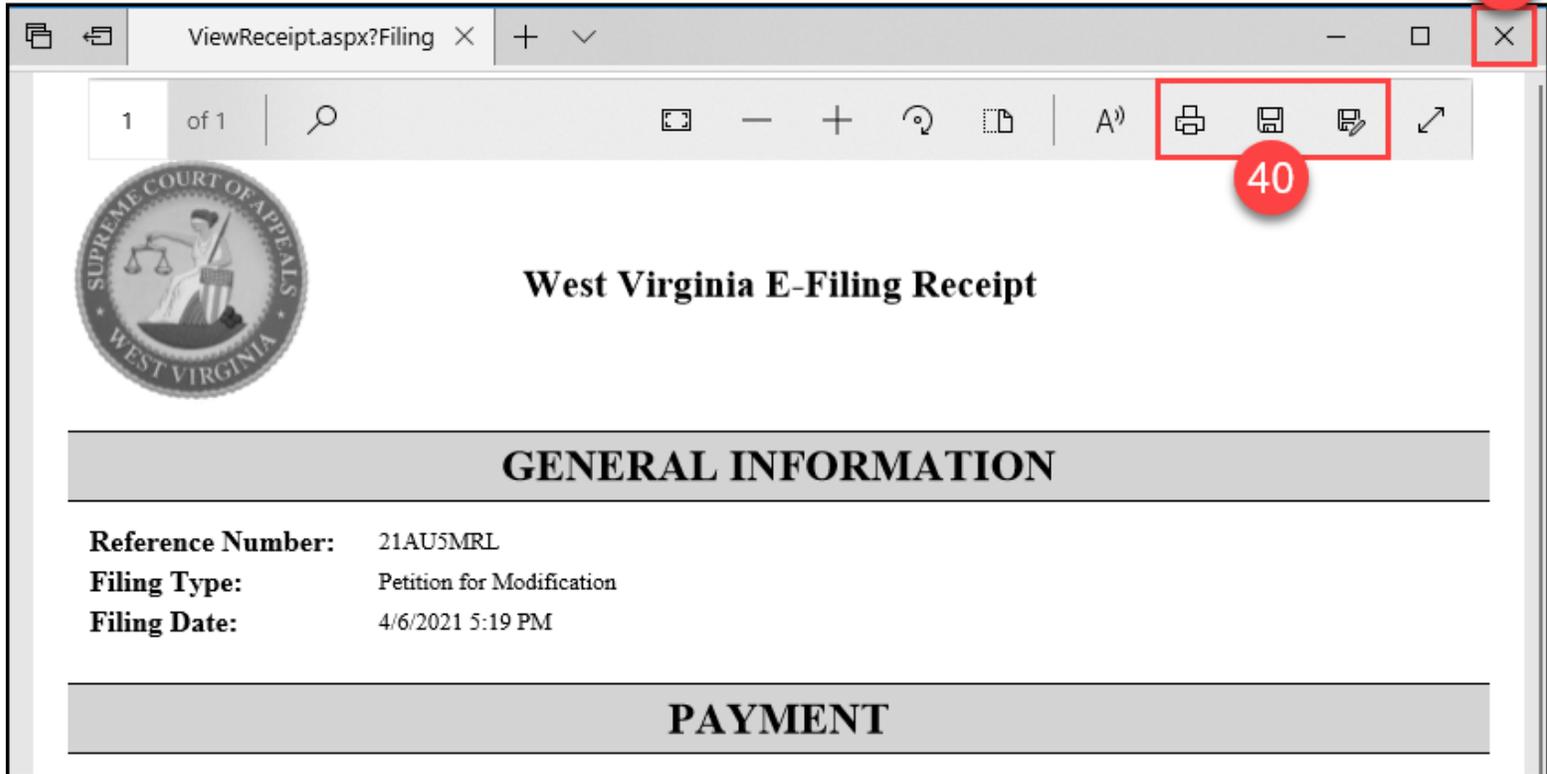
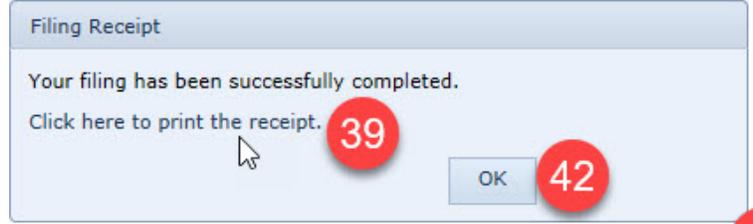
**Important:** Please review all of the information that you have entered. After you click "File and Pay" no refunds will be made.



# Steps to E-File a Petition for Modification

## Filing Receipt:

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



## 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@courtsvw.gov](mailto:ServiceDesk@courtsvw.gov) for more information

Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status
21AU5MRL	Petition for Modification	FC-98-2021-D-1	\$85.00	9	4/6/2021 5:19:07 PM	4/6/2021 5:19:17 PM	Judge Review
21ZJ8ATX	Notice of Appearance	CC-98-2021-C-1	\$0.00	18	4/5/2021 3:38:32 PM	4/5/2021 3:38:41 PM	Processed
21MI3CHY	Motion	CC-98-2021-JA-4	\$0.00	12	3/31/2021 2:01:22 PM	3/31/2021 2:01:29 PM	Judge Review
216TS48Z	Complaint	CC-98-2021-C-9	\$0.00	1	3/15/2021 11:55:31 AM	3/15/2021 11:55:41 AM	Processed
21AUS4I2	Supporting Documents	CC-98-2018-JA-12	\$0.00	3	3/15/2021 11:43:33 AM	3/15/2021 11:43:53 AM	Processed
21L6BW8P	Motion	CC-98-2021-C-1	\$0.00	15	3/3/2021 5:18:40 PM	3/3/2021 5:18:48 PM	Judge Review