



# Steps to E-File a Supporting Document

**NOTE:** Supporting Documents are immediately added in the electronic case file and Notification of Filing is emailed to all Attorneys on the case that are registered for E-File. Supporting Documents are **NOT** sent to a Judge or Clerk for review.

## Steps to E-File a Supporting Document:

### Menu Selection:

1. Select **Miscellaneous** → **Supporting Document**

### 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: 17
7. Select **Yes** for **Additional Cases**, to batch file the supporting document(s) into multiple cases.

### OR

Select **No** for **Additional Cases** to file the supporting document(s) into a single case.

8. Click **Next** button

### Additional Cases tab (Only if **Yes** is selected in Case Lookup tab):

9. Click **Add Related Cases** button (Optional) to add cases related to the case entered in Case Lookup tab.
10. **Select/De-Select** Related Cases
11. Click **OK** button to add related cases or **Cancel** button to proceed without adding related cases.
12. Click **Add** button (Optional) to add cases related and/or unrelated to the case in Case Lookup tab.
13. Select **County**
14. Select **Case Type**
15. Select **Year**
16. Type **Sequence** (Sequential number for case)
  - Example: 11
17. Click **OK** button to add case(s) or **Cancel** button to proceed without adding case(s).
18. Click **Next** button

### Party List tab:

19. **Parties – Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
20. **Parties – Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
21. Click **Next** button

**WARNING:** All parties and attorneys **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.



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## Supporting Documents tab:

22. Type a detailed **Description** of the Supporting Document(s) filing.
23. Click **Next** button

## Parties Represented tab:

24. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer.

25. Click **Add Attorneys** button (Optional) to add Co-Counsel

26. Click **Add** button

27. Select **Attorney Type**

- Attorney
- Pro Hac Vice
- Government

28. 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.

29. Click **OK** button

30. Click **Close** button

31. Click **Next** button

#	Party	Name
Case Number: CC-98-2020-C-11		
<input checked="" type="checkbox"/>	P-001	ABC Corporation
<input type="checkbox"/>	D-001	ABC Corporation
Case Number: CC-98-2020-C-17		
<input checked="" type="checkbox"/>	P-001	Plaintiff One
<input type="checkbox"/>	P-002	Plaintiff Two
<input type="checkbox"/>	D-001	Defendant One

## Documents tab:

32. Click **Add** button

33. Click **Browse** button to locate & select Supporting Document

34. Select **Supporting Document** via **Type** list

35. Type a detailed **Description** of the Supporting Document(s)

36. Click **Upload** button

- Repeat Steps 32-36 to upload other documents.

37. Click **File** button

## CourtPLUS and WV E-File Terminology:

- **Batch Filing** – A filing into multiple cases via a single transaction.
- **Single Filing** – A filing into a single case.
- **Related Cases** – A group of cases (2 or more) linked together in CourtPLUS.
  - **Common Examples:**
    - Boundover & Felony Cases
    - Juvenile Abuse & Neglect Cases for multiple children within a family
- **Unrelated Case** – A single case that is not linked to a group of cases in CourtPLUS.
- **Additional Cases** – One or more cases (related and/or unrelated) that are associated with a filing.