Steps to E-File a Supporting Document

Miscellaneous •

Supporting Documents

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 <u>NOT</u> 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
 Sologt Case Type
- 4. Select **Case Type**
- 5. Select Year
- 6. Type Case Number (Sequential number)
 Example: 17
- Select Yes for Additional Cases, to batch file the supporting document(s) into multiple cases.
 OR

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

8. Click Next button

Additional Cases tab (Only if <u>Yes</u> is selected in Case Lookup tab):

- 9. Click **Add Related Cases** button (Optional) to add cases <u>related</u> 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 <u>related</u> <u>and/or unrelated</u> 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

Letter to Clerk Letter to Judge File Supporting Documents Party List Supporting Documents 📀 📀 Case Lookup Additional Case 2 County: Standard 💌 4 Case Type: Year: Case Number 17 Additional Cases:
Q Yes
Q No Next 8



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. Revision 5-10-2021 AKS



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 cocounsel.

Note: 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.

- 29. Click **OK** button
- 30. Click Close button
- 31. Click Next button

Documents tab:

- 32. Click Add button
- 33. Click **Browse** button to locate & select Supporting Document
- 34. Select <u>Supporting Document</u> 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.

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	*	Case	Number:)-C-17	Attorney Type: Attorney 27						
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File Supporting Docu	ments Cas	se: CC-98-2020-C-1	17 8	Style: Plaintiff One v. Defendant One				
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	Case Lookup	Additional Case	Party List	Supporting Documents	00
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