



How to E-File a Motion to Intervene

Steps to E-File a Motion to Intervene:

TIP: Motion to Intervene filing is exempt from pre-requisite to be listed as attorney of record in electronic case file.

Menu Selection:

1. Select **Motions** → **New Motion to Intervene**

Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
 - Non-Standard Examples: 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** indicate parties that will receive electronic Notification of Filing via email to the email address listed.
9. **Parties – Notified by Mail** indicate parties that the E-Filer is responsible for providing Notification of Filing. The E-Filer will receive a **Service.pdf** document via email that will provide Notification of Filing for all Parties Notified by Mail.

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

10. Click **Next** button

Motion tab:

11. **Motion to Intervene** defaults for **Motion Type**
12. Check **Substantial Hardship Requested** checkbox, if applicable
13. Click **Next** button

Parties Represented tab (OPTIONAL):

14. Verify or check appropriate box(es) to indicate parties represented by the E-Filer, if applicable.
15. Click **Next** button

Intervenor tab:

16. Click **Add** button
17. Complete **Intervenor** information fields
18. Click **OK** button
19. Click **Next** button

Documents tab:

20. Click **Add** button
21. Click **Browse** button to locate & select **Motion to Intervene**
22. Select **Motion** via Document **Type** list
23. Type detailed **Description** of document
24. Click **Upload** button
 - Repeat Steps 20–24 to upload add'l documents.
25. Click **Next** button



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Payment Summary tab:

26. Select **Payment method**
27. Click **View Payment Detail** button to review fees
28. Click **Close** button
29. **Check box** to agree to no refunds
30. Click **File and Pay** button

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
- Posting Filing Fee – Filing in progress.
- 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
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