

WV E-File Registration Instructions

WV E-File Registration link: <u>https://efile.courtswva.com/Pages/Account/Register.aspx</u>

Training is required prior to registration. Self-Learning guides are available at <u>www.courtswv.gov/e-file/guides</u> Email address serves as E-File User ID and destination for notifications from the WV E-File system. <u>**Tip**</u>: Attorneys may permit support staff to file on their behalf. (See <u>FAQ – Act on Behalf of Attorney</u>)

Attorney Registration (In-State Attorney with WV State Bar ID):

- 1. Select Attorney User Type
- 2. Enter WV State Bar ID in Bar ID field
- 3. Enter **Date of Birth**
- 4. Enter Email Address
- 5. Create a **Password**
- Minimum Requirements: 5 characters (1 upper case, 1 lower case, 1 number or special character)
- 6. **Check box** to certify fulfillment of E-File Training requirements.
- 7. Click Next Button
- 8. Verify Personal Information
- 9. Click **Next** Button
- 10. Enter Additional Emails (optional) to enable "Cc" Notification of Filings (See FAQ Additional Emails)
- 11. Click Finish Button
- 12. Click Confirmation Link email from notifications@courtswva.com

Pro Hac Vice Registration (Out-of-State Attorney admitted pro hac vice):

- 1. Select **Pro Hac Vice** User Type
- 2. Enter WV State Bar ID in Bar ID field
- 3. Enter Out-of-State Bar ID in Primary State Bar ID field
- 4. Enter **Email A**ddress
- 5. Create a **Password**
 - a. Minimum Requirements: 5 characters (1 upper case, 1 lower case, 1 number or special character)
- 6. **Check box** to certify fulfillment of E-File Training requirements.
- 7. Click Next Button
- 8. Verify Personal Information
- 9. Click **Next** Button
- 10. Enter Additional Emails (optional) to enable "Cc" Notification of Filings (See FAQ Additional Emails)
- 11. Click Finish Button
- 12. Click Confirmation Link email from notifications@courtswva.com

<u>Staff Registration</u> (Filing on Behalf of Attorney or Government Office):

- 1. Select **Other** User Type
- 2. Enter **Email A**ddress
- 3. Create a **Password**
 - a. Minimum Requirements: 5 characters (1 upper case, 1 lower case, 1 number or special character)
- 4. **Check box** to certify fulfillment of E-File Training requirements.
- 5. Click **Next** Button
- 6. Enter **Personal** Information
- 7. Click **Next** Button
- 8. Enter Additional Emails (optional) to enable "Cc" Notification of Filings (See <u>FAQ Additional Emails</u>)
- 9. Click Finish Button
- 10. Click Confirmation Link email from <u>notifications@courtswva.com</u>