

## Steps to E-File an Infant Guardianship Case

### Steps to E-File an Infant Guardianship Case:

### **Menu Selection**:

1. Select Complaints  $\rightarrow$  New Case  $\rightarrow$  New Petition  $\rightarrow$  Other

### **Petition** tab:

- 2. Select County
- 3. Select Case Type (CIG or FIG)

WARNING: Case Type CANNOT be changed by Clerk after filing.

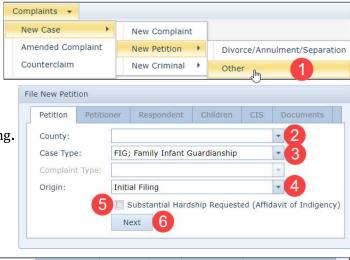
- 4. **Origin** defaults to "Initial Filing"
- 5. Check **Substantial Hardship Requested** checkbox, if applicable. (Requires Affidavit of Indigency upload)
- 6. Click **Next** button

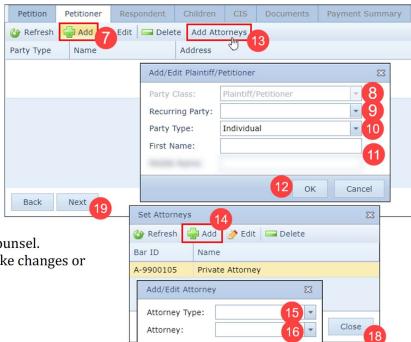
### **Petitioner** tab:

- 7. Click **Add** button
- 8. **Party Class** defaults to "Plaintiff/Petitioner"
- 9. Select **Recurring Party** via list (Optional see "Steps to Set Up Recurring Parties" E-File guide)
- 10. Select **Party Type**, "Individual" defaults
- 11. Complete **Plaintiff** information fields
- 12. Click **OK** button
  - Repeat Steps 7-12 to add additional plaintiffs.
- Click Add Attorneys button (Optional) to add Co-Counsel
- 14. Click **Add** button
- 15. Select Attorney Type
  - Attorney
  - Pro Hac Vice
  - Government
- 16. Type WV State Bar ID or Government ID for co-counsel.
  <u>Tip</u>: Highlight Attorney record & click Edit to make changes or Delete to remove the Attorney.
- 17. Click **OK** button
- 18. Click Close button
- 19. Click **Next** button

### **Respondent** tab:

- 20. Click Add button
- 21. **Party Class** defaults to "Defendant/Respondent"
- 22. Select **Recurring Party** via list (Optional see "Steps to Set Up Recurring Parties" E-File guide)
- 23. Select **Party Type**, "Individual" defaults
- 24. Select **Service** via **Service Type** list <u>Tip</u>: If a Service by "Filer..." option is selected, a <u>Service.pdf</u> document will be emailed to the e-filing Attorney to print & serve.
- 25. Complete **Defendant** information fields
- 26. Click **OK** button
  - Repeat Steps 20-26 to add additional non-petitioner parents whose rights have not been previously terminated; any other person with custodial interests listed in petition; any minor named in petition who is 14 years of age or more; and any proposed guardian if someone other than the petitioner.
  - Note: List deceased parents. Select "No Service" as Service Type selection for deceased parties.
- 27. Click **Next** button





Cancel





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### Children tab:

- 28. Click Add button
- 29. Party Class defaults to "Child"
- 30. Select **Recurring Party** via list (Optional see "Steps to Set Up Recurring Parties" E-File guide)
- 31. **Party Type** defaults to "Individual"
- 32. Complete **Child** information fields
- 33. Click **OK** button
  - Repeat Steps 28-33 to add additional children.
- 34. Click **Next** button

### CIS tab:

- 35. Check **Accommodations** check box, if applicable
  - Check requested accommodations
- 36. Check **Request Jury Trial** check box, if applicable
- 37. Check **Request Mediation** check box, if applicable
- 38. Click **Next** button

### **Documents** tab:

- 39. Click Add button
- 40. Click **Browse** button to locate & select document
- 41. Select <u>Petition</u> via **Type** list
- 42. Type a detailed **Description** of the Petition
- 43. Click **Upload** button
  - Repeat Steps 39–43 to upload additional documents.
- 44. Click Next button

### **Payment Summary** tab:

- 45. Select Payment method
- 46. Click View Payment Detail button to review fees
- 47. Click **Close** button
- 48. **Check box** to agree to <u>no refunds</u>
- 49. Click File and Pay button

