



# Steps 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

The screenshots illustrate the following steps:

- Motions Menu:** Select 'New Motion to Intervene'.
- Case Lookup:** Fill in County, Case Type (Standard), Year, and Case Number (124). Click 'Next'.
- Party List:** Add parties (John Doe, Jane Doe) and select notification methods. Click 'Next'.
- Motion Type:** Select 'Motion To Intervene'. Check 'Substantial Hardship Requested' if applicable. Click 'Next'.
- Parties Represented:** Check boxes for parties represented by the filer. Click 'Next'.
- Intervenor:** Click 'Add' and fill in the 'Add/Edit Intervenor' form. Click 'OK'.
- Documents:** Click 'Add' and fill in the 'Add Document' form. Click 'Upload'.



# Steps to E-File a Motion to Intervene

## 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

Intervenor Documents Payment Summary

Government Agency

☐ Filing on behalf of a government agency

Payment Type

☒ One Time Payment ☐ Selected Account

☒ Visa ☐ MasterCard ☐ Discover

Payment Summary

Payment Amount:	\$200.00
Credit Card Service Fee:	\$8.00
Total Charges:	<b>\$208.00</b>

**27** View Payment Detail

**28** Close

**29** ☒ I agree with no refund policy..

**30** Back File and Pay

Payment Detail

Fee	Amount
Filing Fees for Defendants, Respondents or Intervenor	\$200.00

## 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](mailto: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	