

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 <u>Service.pdf</u> 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):

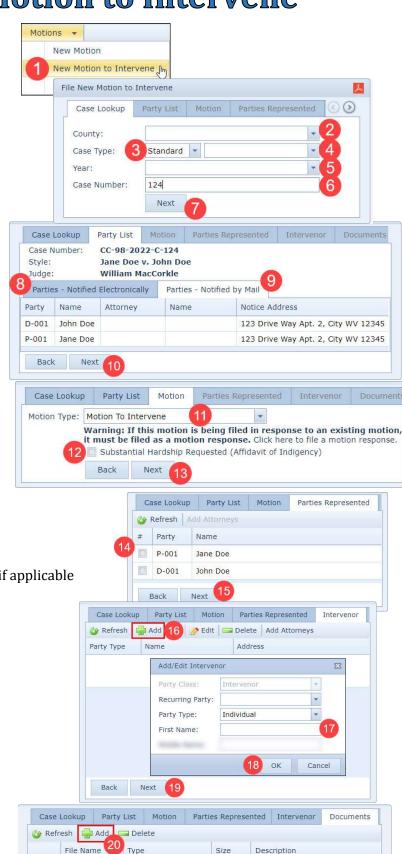
- 14. Verify or check appropriate box(es) to indicate parties represented by the E-Filer, if applicable.
- 15. Click Next button

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 <u>Motion to Intervene</u>
- 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



0.03 MB Motion to Intervene

Cancel

Add Document

Description:

Example.pdf Motion

Example.pdf Supporting Document



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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 <u>no refunds</u>
- 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

Nost Recent F	inalize 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 Reviev
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 Reviev