FAQ – E-File Registration

WV E-File Registration Instructions

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

Training is required prior to registration. Self-Learning guides are available at www.courtswv.gov/e-file/guides

Email address serves as E-File User ID and destination for notifications from the WV E-File system.

Tip: Attorneys may permit support staff to file on their behalf. (See FAQ – Act on Behalf of Attorney)

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

Staff Registration (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 FAQ – Additional Emails)
9. Click **Finish** Button
10. Click **Confirmation Link** email from notifications@courtswva.com