



FAQ - E-File Service by Filer

Question: Where does **Service Notification** go when service by **“Filer...”** is selected in an e-filing?

Answer: Two locations (Emails tab within E-File AND Inbox for email address registered for e-file)

➤ E-File **Emails** tab: [Service.pdf](#)

The screenshot shows the West Virginia E-Filing web application. At the top left is the court's seal. The main header reads "West Virginia E-Filing". Below this is a navigation menu with tabs: Complaints, Motions, Post Judgment, Proposed Orders, Miscellaneous, **Emails** (highlighted in red), History, Administration, and Account. A table below the menu lists filings. The first row is highlighted in yellow and contains the following information:

Subject	Case Number	Date
Notice of Notice of Case Hearing Filing - CC-98-2020-C-4	CC-98-2020-C-4	8/4/2020 4:17:59 PM

Below the table is a pagination bar showing page 1 of 6, and a "Page size: 100" dropdown. An email notification is displayed below the table with the following details:

From: WV E-File Notice
To: [Redacted]
Date: Tuesday, August 4, 2020 4:17:59 PM
Subject: Notice of Notice of Case Hearing Filing - CC-98-2020-C-4
Attachments: Filing.pdf; [Service.pdf](#)

Below the email details is a "ViewAttachment.aspx" browser window. A red arrow points from the "Service.pdf" attachment in the email to the browser window. The browser window displays the "West Virginia E-Filing Notice" with the court seal and the following information:

CC-98-2020-C-4
Judge: Circuit Judge

➤ Email **Inbox**: [Service.pdf](#)

The screenshot shows an email inbox window titled "Notice of Notice of Case Hearing Filing - CC-98-2020-C-4". The email is from "notifications@courtswwa.com" and was received on 8/4/2020. It contains two attachments: "Filing.pdf" (135 KB) and "Service.pdf" (139 KB). A red arrow points from the "Service.pdf" attachment to a browser window below. The browser window displays the "West Virginia E-Filing Notice" with the court seal and the following information:

CC-98-2020-C-4
Judge: Circuit Judge