



# Steps to E-File a Subpoena

## Steps to E-File a Subpoena:

### Menu Selection:

1. Select **Miscellaneous** → **Subpoena**

### Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
  - Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
4. Select **Case Type**
5. Select **Year**
6. Type **Case Number** (Sequential number)
  - Example: 17
7. Select **Yes Additional Cases**, to batch file the Subpoena(s) into multiple cases.

**Important:** Additional/Multiple case Subpoena filings are only available for filings without fees, such as government agency filings and subpoenas filed with a fee waiver.

**OR**

Select **No Additional Cases** to file the Subpoena(s) into a single case.

8. Click **Next** button

### Additional Cases tab (Only if **Yes** is selected in Case Lookup tab):

9. Click **Add Related Cases** button (Optional) to add cases related to the case entered in Case Lookup tab.
10. **Select/De-Select** Related Cases
11. Click **OK** button to add related cases or **Cancel** button to proceed without adding related cases.
12. Click **Add** button (Optional) to add cases related and/or unrelated to the case in Case Lookup tab.
13. Select **County**
14. Select **Case Type**
15. Select **Year**
16. Type **Sequence** (Sequential number for case)
  - Example: 11
17. Click **OK** button to add case(s) or **Cancel** button to proceed without adding case(s).
18. Click **Next** button

### Party List tab:

19. **Parties – Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
20. **Parties – Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
21. Click **Next** button

Party	Name	Attorney	Name	Notice Address
D-001	John Doe			456 Drive Way, City WV 12345

**WARNING:** All parties **MUST** be listed in the Party List tab prior to filing. Contact the Circuit Clerk's Office, before proceeding with filing, if parties are missing from the case.



# Steps to E-File a Subpoena

## Subpoena tab:

22. Type detailed **Description** of Subpoena
23. Check **Substantial Hardship Requested** checkbox, if applicable.

## Appearance:

24. Select **Appearance Command**, if applicable
25. Select **Reason**
26. Select **Appearance Date(s)**
27. Enter **Address**
28. Enter **City**
29. Select **State**
30. Enter **Zip**

## Production/Inspection of Items:

31. Select **Production/Inspection of Items Command**, if applicable
32. Select **Deadline Date**
33. Enter location or details in **Deliver items to** field
34. Enter **Items**
35. Check box *I will upload a Production/Inspection of Items document.*, if applicable.

**Important:** Items field must be completed OR checkbox must be checked to continue.

**Tip:** "See attached Production/Inspection of Items document." is printed on Subpoena, if checkbox is checked.

## Inspection of Premises:

36. Select **Inspection of Premises Command**, if applicable
37. Select **Inspection Date**
38. Enter **Address**
39. Enter **City**
40. Select **State**
41. Enter **Zip**
42. Enter **Notes**
43. Click **Next** button

## Parties Represented tab:

44. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer
45. Click **Next** button

File Subpoena Case: CC-98-2022-C-17 Style: Jane Doe v. John Doe

Case Lookup Party List Subpoena Parties Represented Subpoena Party Subpoena New Wil

Description:  22

Substantial Hardship Requested (Affidavit of Indigency) 23

Command:  Appearance 24  Production/Inspection of Items  Inspection of Premises

Detail: Appearance

Reason:  25

Appearance Date(s):  Through:  26

Address:  27

City:  28

State:  29

ZIP:  30

Command:  Appearance  Production/Inspection of Items 31  Inspection of Premises

Detail: Production/Inspection of Items

Deadline Date:  32

Deliver items to:  33

Items:  34

I will upload a Production/Inspection of Items document. 35

Command:  Appearance  Production/Inspection of Items  Inspection of Premises 36

Detail: Inspection of Premises

Inspection Date:  37

Address:  38

City:  39

State:  40

ZIP:  41

Notes:  42

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Case Lookup Party List Subpoena Parties Represented

Refresh Add Attorneys

#	Party	Name
<input type="checkbox"/>	P-001	Jane Doe
<input type="checkbox"/>	D-001	John Doe

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# Steps to E-File a Subpoena

## Subpoena Party tab (without Additional Cases):

46. Select a **Party**
47. Click **Set Service** button
48. Select **Service** via **Service Type** list
49. Verify/Update **Address**
50. Click **OK** button
  - Repeat Steps 46-50 to subpoena additional parties.
51. Click **Next** button

The screenshot shows the 'Subpoena Party' tab with a table containing two parties: P-001 (Jane Doe) and D-001 (John Doe). The 'Set Service' dialog box is open for P-001, showing fields for Name, Service Type (Filer - Private Process Server), Address (123 Drive Way), Address 2 (Apt. 2), City, State (WV), and ZIP (12345). Red callouts 46-51 indicate the sequence of actions.

## Subpoena Party tab (with Additional Cases):

52. Click **Add** button
53. Select a **Party** from one or more cases
54. Click **Set Party Name/Address** button
55. Select **Service** tab
56. Select **Service** via **Service Type** list
57. Verify/Update **Address**
58. Click **OK** button
  - Repeat Steps 52-58 to subpoena additional parties.
59. Click **OK** button
60. Click **Next** button

The screenshot shows the 'Subpoena Party' tab with an 'Additional Cases' section. A table lists parties from two cases: CC-98-2022-C-17 and CC-98-2022-C-4. Multiple 'Set Service' dialog boxes are open, showing the process of selecting a service type and updating address information for different parties. Red callouts 52-60 indicate the sequence of actions.

**Note:** If a service by “Filer...”

**Service Type** is selected, a Service.pdf document will be emailed to the E-Filing

Attorney (email registered by Attorney in E-File) and the E-Filing Attorney is responsible for service.

**Tip:** Skip to step 61 if parties to be subpoenaed are not already parties in the case.

## Subpoena New Witness tab:

61. Click **Add** button
62. **Party Class** defaults to “Witness”
63. Select **Recurring Party** via list (Optional – see “Steps to Set Up Recurring Parties” E-File guide)
64. Select **Party Type**, “Individual” defaults
65. Select **Service** via **Service Type** list
  - Note:** If Service by “Filer...” is selected, Service.pdf document will be emailed to the e-filing Attorney to print & serve.
66. Complete **Witness** information fields
67. Click **OK** button
  - Repeat Steps 61-67 to subpoena additional witnesses.
68. Click **Next** button

The screenshot shows the 'Subpoena New Witness' tab with an 'Add/Edit Witness' dialog box. The dialog box contains fields for Party Class (Witness), Recurring Party, Party Type (Individual), Service Type, and First Name. Red callouts 61-68 indicate the sequence of actions.



# Steps to E-File a Subpoena

## Documents tab:

69. Click **Add** button (Optional)
70. Click **Browse** button to locate & select the document.
71. Select Document **Type** via list
  - Affidavit of Indigency
  - Production/Inspection of Items
72. Type detailed **Description** of document
73. Click **Upload** button
  - Repeat Steps 69-73 to upload additional documents.
74. Click **Next** button

## Payment Summary tab:

75. Select **Payment method**
76. Check box to agree to no refunds
77. Click **File and Pay** button

**Notice:** Additional/Multiple case batch subpoena filing is only available for filings without fees, such as government attorney subpoena filings and subpoenas filed with a fee waiver. Therefore, if a fee is due and a proper Government Agency is not selected, the filer will receive the following error message: *Multiple case batch subpoena filing with a fee is currently not supported.*