



Steps to E-File a Notice of Appearance

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IMPORTANT: Every attorney representing a party or witness in any case must file a Notice of Appearance in the case unless the attorney has previously e-filed a document in the case on behalf of the client. If the case is **public**, the filing attorney will be **immediately** listed as attorney of record upon completion of the Notice of Appearance filing. If the case is **confidential**, the filing will be submitted for **review by the Judge** assigned to the case. Upon judge approval of the Notice of Appearance in the confidential case, the filing attorney will be listed as attorney of record.

Once an attorney is listed as an attorney of record in an e-file case, that attorney will automatically receive "Notice of Electronic Filing" notification emails for all subsequent filings into that case file. "Notice of Electronic Filing" notification emails are sent to the email address used by the attorney for the WV E-File User ID, as well as any "Additional E-mails" within that attorney's WV E-File user account.

Menu Selection:

1. Select **Miscellaneous** → **Notice of Appearance**

Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
 - Non-Standard Examples: J, MAP, PCR, 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** indicates parties/attorneys that will receive electronic Notification of Filing.
9. **Parties – Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
10. Click **Next** button

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

Notice of Appearance tab:

11. Type detailed **Description** of Notice of Appearance
12. Click **Next** button

Parties Represented tab:

13. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer
 - Optional: Add Co-Counsel via **Add Attorneys**
14. Click **Next** button

Documents tab:

15. Click **Add** button
16. Click **Browse** button to locate & select document
17. Select **Notice of Appearance** via **Type** list
18. Type a detailed **Description** of the Notice of Appearance
19. Click **Upload** button
 - Repeat Steps 15–19 to upload other documents.
20. Click **File** button



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Filing Receipt:

21. Select **Click here to print the receipt** hyperlink
22. Print or Download receipt, if desired.
Tip: Filing Receipts are always available in Filing History via "History" tab.
23. Click **X** to close receipt window.
24. Click **OK** button to return to E-File Desktop

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
- Unable to Process – Filing cannot be processed
 - Email ServiceDesk@courtsvw.gov for more information

Most Recent Filings							
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