



# Steps to E-File an Infant Guardianship Case

## Steps to E-File an Infant Guardianship Case:

### Menu Selection:

1. Select **Complaints** → **New Case** → **New Petition** → **Other**

### Petitioner tab:

2. Select **County**
3. Select **Case Type** (CIG or FIG)  
**WARNING:** Case Type CANNOT be changed by Clerk after filing.
4. **Origin** defaults to "Initial Filing"
5. Check **Substantial Hardship Requested** checkbox, if applicable. (Requires Affidavit of Indigency upload)
6. Click **Next** button

### Petitioner tab:

7. Click **Add** button
8. **Party Class** defaults to "Plaintiff/Petitioner"
9. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
10. Select **Party Type**, "Individual" defaults
11. Complete **Plaintiff** information fields
12. Click **OK** button
  - Repeat Steps 7-12 to add additional plaintiffs.
13. Click **Add Attorneys** button (Optional) to add Co-Counsel
14. Click **Add** button
15. Select **Attorney Type**
  - Attorney
  - Pro Hac Vice
  - Government
16. Type WV State **Bar ID** or Government ID for co-counsel.  
**Tip: Highlight** Attorney record & click **Edit** to make changes or **Delete** to remove the Attorney.
17. Click **OK** button
18. Click **Close** button
19. Click **Next** button

### Respondent tab:

20. Click **Add** button
21. **Party Class** defaults to "Defendant/Respondent"
22. Select **Recurring Party** via list (Optional - see "Steps to Set Up Recurring Parties" E-File guide)
23. Select **Party Type**, "Individual" defaults
24. Select **Service** via **Service Type** list  
**Tip:** If a Service by "Filer..." option is selected, a [Service.pdf](#) document will be emailed to the e-filing Attorney to print & serve.
25. Complete **Defendant** information fields
26. Click **OK** button
  - Repeat Steps 20-26 to add additional non-petitioner parents whose rights have not been previously terminated; any other person with custodial interests listed in petition; any minor named in petition who is 14 years of age or more; and any proposed guardian if someone other than the petitioner.
  - Note: List deceased parents. Select "No Service" as Service Type selection for deceased parties.
27. Click **Next** button



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## Children tab:

28. Click **Add** button
29. **Party Class** defaults to "Child"
30. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
31. **Party Type** defaults to "Individual"
32. Complete **Child** information fields
33. Click **OK** button
  - Repeat Steps 28-33 to add additional children.
34. Click **Next** button

## CIS tab:

35. Check **Accommodations** check box, if applicable
  - Check requested accommodations
36. Check **Request Jury Trial** check box, if applicable
37. Check **Request Mediation** check box, if applicable
38. Click **Next** button

## Documents tab:

39. Click **Add** button
40. Click **Browse** button to locate & select document
41. Select **Petition** via **Type** list
42. Type a detailed **Description** of the **Petition**
43. Click **Upload** button
  - Repeat Steps 39–43 to upload additional documents.
44. Click **Next** button

## Payment Summary tab:

45. Select **Payment method**
46. Click **View Payment Detail** button to review fees
47. Click **Close** button
48. **Check box** to agree to no refunds
49. Click **File and Pay** button