



# WVClerks - Correspondence

This document will show you how to upload and file Correspondence

## Correspondence

A letter to the attorney on the case from the Judge's or Clerk's office.

**Search Options** – Fill in the County, Case Type, Year, and Case Number for the appropriate case. All fields are required. The Case Number, Judge Name, and Style will show up on the right if entered correctly. Click the Clear button to start over.

**Correspondence** – Click the Browse button here to find the Correspondence letter itself on your machine (must be a PDF). Click the Upload button when found. If the preview that will show up on the right side of the screen looks correct, click the File button to finish.

The screenshot shows the WVClerks interface. At the top, there are status bars for 'Judge Review: 121 new items', 'Clerk Review: 19 new items', and 'Clerk E-mails: 459 new items'. Below these are navigation tabs: 'My Clerk', 'My Judge', 'File', 'Search', 'Vault', 'Reports', 'Accounting', 'Conversion', 'Administration', and 'Account'. A search bar with 'Enter case #' and a 'Go' button is on the right, followed by the user name 'Joshua Taylor Acting on behalf of Kathy Griffin'. The main content area displays case information: 'Case Number: CC-60-2017-B-2', 'Judge Name: Kathy Griffin', and 'Style: State of West Virginia v. Tim Tracker'. A 'View PDF' link is visible. On the left, there are two sections: 'Search Options' and 'Correspondence'. The 'Search Options' section has dropdowns for 'County' (60; Marion - CORE), 'Case Type' (B; Boundover), and 'Year' (2017), and a text field for 'Case Number' (2). It includes 'Search' and 'Clear' buttons. The 'Correspondence' section has a 'File:' field with a 'Browse...' button, a 'Description:' text area, and 'Upload' and 'File' buttons. Red arrows point from the 'Search Options' and 'Correspondence' sections to the case information area. To the right of the interface is a large red PDF icon with the text 'PDF' below it. Below the icon, the text 'Must be a PDF' is written in red.