

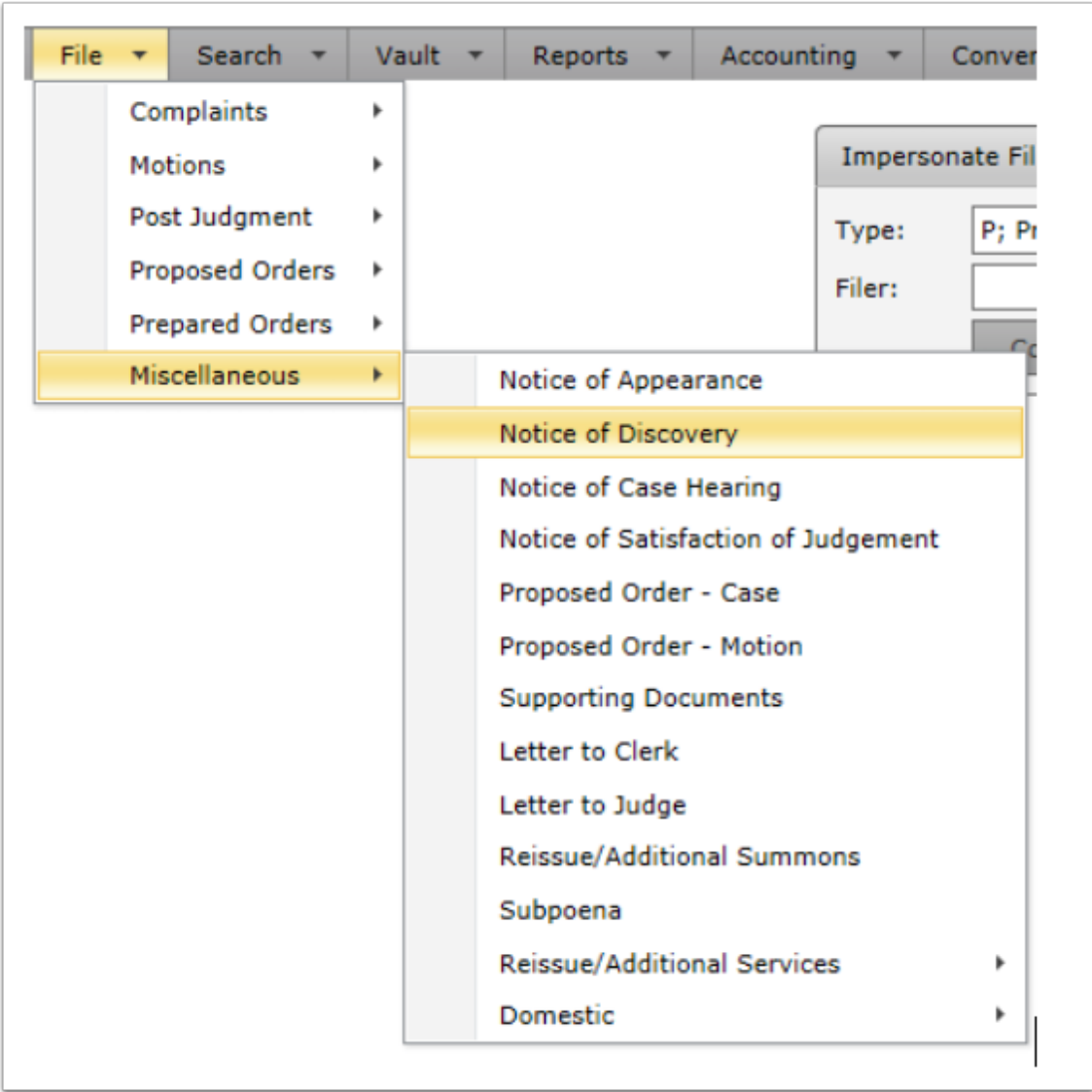


WVClerks - Notice Of Discovery

This document will show you how to file a Notice Of Discovery.

Notice Of Discovery

To file a Notice of Discovery, got the File tab > Miscellaneous > Notice of Discovery.





Filing Type

Begin by starting with your Filing Type, and then select Continue.

Impersonate Filer

Type:

---; Unverified Pro Se/Clerk

Continue



Select The Filing Options

Select your County, Case Type, Year, and Case Number you will be working with. Click Next to continue onto the Case Summary.

File Notice of Discovery

Case Lookup

Case Summary

Notice of Discovery

Represented Parties

Documents

County:

Case Type:

Standard

Year:

Case Number:

Next



Notified Parties

Here you can see the parties that will be notified electronically and by mail. You can change which you are viewing by clicking between the two tabs, 'Parties – Notified Electronically' and 'Parties – Notified by Mail'. Click Next to continue onto the Notice of Discovery tab.

File Notice of Discovery

Case Lookup

Case Summary

Notice of Discovery

Represented Parties

Documents

Case Number:

CC-60-2016-C-1

Style:

Wyatt Halliwell v. Leo Wyatt

Judge:

Bob Iger

Parties - Notified Electronically

Parties - Notified by Mail

Party	Name	Attorney	Name	Email
D-001	Leo Wyatt	A-90000	Josh Taylor	
D-002	First Name	A-90000	Josh Taylor	
P-001	Wyatt Halliwell	A-100022	Robin Tucker	
P-001	Wyatt Halliwell	A-100017	Justin Tucker	

Back

Next



Type The Description

Type in the Description of the Notice of Discovery. Click Next to continue onto the Represented Parties tab.

File Notice of Discovery

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Description:

Notice of Discovery

×

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Represented Parties

Check mark the represented party. Click next to continue onto the Documents tab.

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Party Class:

Plaintiff

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Wyatt Halliwell

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Next



Add Documents

Click Add to add in a document from your PC, Delete to remove a selected document, and Scan to add in a document by using the scanning program.

File Notice of Discovery

Case LookupCase SummaryNotice of DiscoveryRepresented PartiesDocuments

Refresh

Add

Delete

Scan

File Name

Type

Size

Description

No data to display

Back

File



Add Documents cont.

When adding in new document, select Browse to find the document on your PC. Select the Type of Document you are going to upload, and add in a description. When done, click upload.

Add Document

File:

Test PDF.pdf

Browse...

Type:

Notice of Discovery

▼

Description:

Notice of Discovery

⬆⬇

Upload

Cancel



Filing Receipt

Select File on the payment screen when finished, and you will see this screen. This is your confirmation that your filing was complete. You can also view a receipt here if needed. Click ok to return to the Desktop.

Filing Receipt

Your filing has been successfully completed.

[Click here to print the receipt.](#)

Note: If you do not get an e-mail within one hour please contact us at ccsefile@courtswv.gov or call us at (304) 550-3256 between 7:30am - 5:00pm (EST) on a regular business day. After regular business hours you may send us an e-mail or text message.