

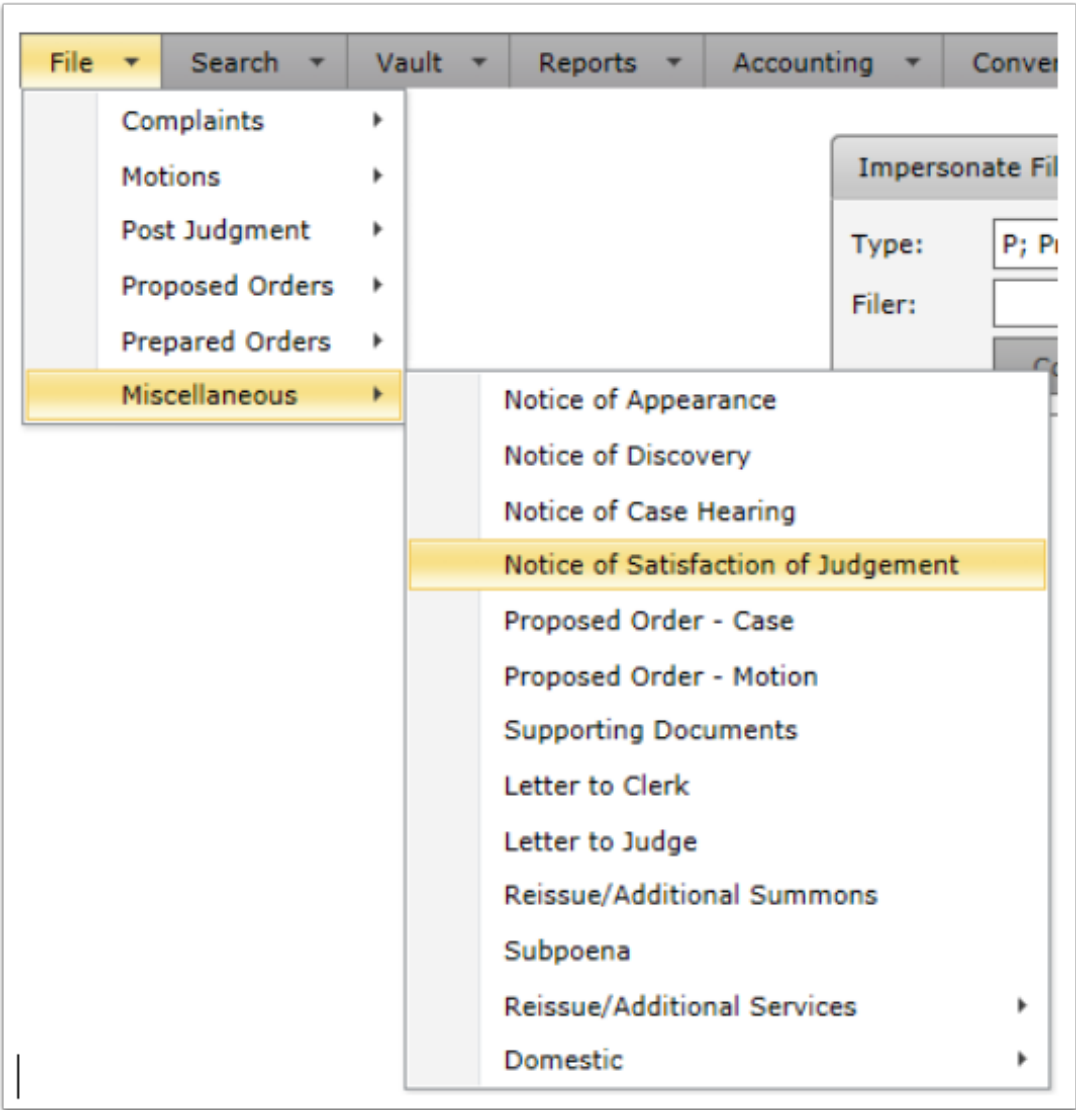


# WVClerks - Notice of Satisfaction of Judgment

This document will show you how to file a Notice of Satisfaction of Judgment.

## Notice of Satisfaction of Judgment.

To file a Notice of Satisfaction of Judgment, go to File > Miscellaneous > Notice of Satisfaction Judgment.





# WVClerks - Notice of Satisfaction of Judgment

## Filing Type

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

Impersonate Filer

Type: 

---; Unverified Pro Se/Clerk

Continue



## Filing Options

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

File Notice of Satisfaction of Judgement

Case Lookup

Case Summary

Satisfaction of Judgement

Represented Parties

Documents

<

>

County:

Case Type:

Standard

Year:

Case Number:

Next



## Parties Notified

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 to the Satisfaction of Judgment tab.

File Notice of Satisfaction of Judgement

Case Lookup

Case Summary

Satisfaction of Judgement

Represented Parties

Documents

Case Number:

CC-60-2017-C-3

Style:

John Tanaka v. Tim Tracker

Judge:

Bridget Cohee

Parties - Notified Electronically

Parties - Notified by Mail

Party	Name	Attorney	Name	Email
P-001	John Tanaka	A-90000	Josh Taylor	joshers744@yahoo.com

Back

Next



Type Description

Type in the Description for the Satisfaction of Judgment here. Click Next to continue to the Represented Parties tab.

File Notice of Satisfaction of Judgement

Case Lookup

Case Summary

Satisfaction of Judgement

Represented Parties

Documents

<

>

Description:

Satisfaction of Judgmentx

☐ Substantial Hardship Requested (Affidavit of Indigency)

Back

Next



Select Represented Party

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

File Notice of Satisfaction of Judgement

Case Lookup

Case Summary

Satisfaction of Judgement

Represented Parties

Documents

Party Class:

Plaintiff

#	Party	Name
<input checked="" type="checkbox"/>	P-001	John Tanaka

Back

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 Satisfaction of Judgement

Satisfaction of Judgement

Represented Parties

Documents

Payment Summary

Refresh

Add

Delete

Scan

File Name	Type	Size	Description
No data to display			

Back

Next



## 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. Click Next on the Documents screen to continue to the Payment screen.

Add Document

File:

Test PDF.pdf

Browse...

Type:

Notice of Satisfaction of Judgement

Description:

Notice

Upload

Cancel





## Payment Screen

Select File on the payment screen when finished, and you will see this screen. This is your confirmation that your filing was complete.

File Notice of Satisfaction of Judgement

Satisfaction of Judgement

Represented Parties

Documents

Payment Summary

Government Agency

☐ Filing on behalf of a government agency

Fee Multiplier

Select the fee multiplier:

Payment Type

Check

Payment Summary

Payment Amount:

\$1.00

Convenience Fee:

\$0.00

Total Charges:

**\$1.00**

View Payment Detail

Back

File



# WVClerks - Notice of Satisfaction of Judgment

## Filing Receipt

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](mailto: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.

OK