WVClerks - Parties Tab

This document will show you how to use the Parties Tab

Parties Tab

In the Parties tab, you can view a party's information, Add, Edit, or Delete parties within the case.

Edit Delete Case Refresh Create Order Merge Cases Unmerge Cases Quick Views ▼		

Court:	**Circuit**	County:	**60 - Marion - CORE**	Case Number:	**CC-60-2017-C-1**
Judge:	**Bob Iger**	Created Date:	**1/5/2017**	Status:	**Open**
Case Type:	**Civil**	Case Sub-Type:	**Contract**	Security Level:	**Public**
Style:	**Conard Smith v. John Hammond**				

Case Information	Parties	Attorneys	Financials	Docket Entries	Documents	Hearings	Audit Trail	Notes

Add   Edit   Delete   Refresh

Party	Name
P-001	Conard Smith
D-001	John Hammond
W-001	Bill Trinen

Left Side Of The Screen

When you click a party on the left side of the screen, more info about that party will appear on the right. Here you can add or delete Attorneys, view Services, Add/Edit/Delete Bonds, Export/Add/Edit/Delete/ Pay Cost on Statement of Cost, Pay Miscellaneous Fees, and Pay Third Party Fees.

Add/Edit Attorney

Click Add under Attorneys to pull open the Add/Edit Attorney window. Click the drop down beside Attorney Type to select Attorney, Government, Pro Hac Vice, or Pro Se.

Code	Description
A	Attorney
G	Government
H	Pro Hac Vice
P	Pro Se

Select An Attorney

Click the drop down next to Attorney to select an attorney. You can also search for an attorney by typing their name in the search box. Click OK when finished.

Set, Edit, Delete Bonds

Back on the party's information screen, under bonds you can Set, Edit, Delete bonds, pay fee, or post bonds.

Set A Bond

Click Set to set a bond. Select the bond type, enter the amount, and a description for the bond. Click OK when finished.

Change The Amount Or Description Of A Bond

To change the amount or description of a bond, select the bond you wish to edit and click Edit. To delete a bond, select the bond and click delete. You can also Pay Fee or Post a bond by selecting the bond and clicking either Pay Fee or Post.

Bonds						
Refresh	Set	Edit	Delete	Pay Fee	Post	
Type	Description	Created Date	Amount	Balance	Status	Fee Collected
Cash	test	3/6/2017	$50.00	$0.00	Set	☑
Property	Description	3/14/2017	$70,000.00		Set	☐

Pay Fee

When Pay Fee is selected, select the payment type and enter a description. Click OK when finished.

Take Payment ✕

Payment Type: ⦿ Cash ◯ Check ◯ Credit Card

Description: Pay Fee ✕

Payment Amount: $25.00
Convenience Fee: $0.00
Total Charges: $25.00

OK   Cancel

Posting

When Post is selected, the status of the bond will change from Set to Posted as seen below.

Bonds						
↻ Refresh	➕ Set	✏ Edit	➖ Delete	Pay Fee		
Type	Description	Created Date	Amount	Balance	Status	Fee Collected
Cash	test	3/6/2017	$50.00	$0.00	Set	☑
Property	Description	3/14/2017	$70,000.00		Posted	☐

Statement Of Cost

In the Statement of Cost section, you can Export to a PDF, XLS, XLSX, RTF, or a CVS file. You can also Add, Edit, Delete, or Pay Cost.

Statement of Costs			
↻ Refresh Export ➕ Add ✏ Edit ➖ Delete Pay Costs			
Account	Due	Paid	Balance
20001 - Clerk's Fees	$75.00	$0.00	$75.00
	Sum=$75.00	Sum=$0.00	Sum=$75.00

Adding Or Editing A Statement Of Cost

When adding or editing, select an assessment and the amount will auto fill in. You can also change the amount if needed.

Add/Edit Cost ✕

Assessment: 20002 - Sheriff's Fees; Fixed; 23.00 ▼

Amount: $23.00

OK   Cancel

Pay Cost

When Pay Cost is selected, select the Payment Type, Description, and Payment Amount. If you change the Payment Amount, click Total to change the total charges along with it. Click OK when finished.

Take Payment ✕

Payment Type: ◉ Cash ○ Check ○ Credit Card

Description:

Payment Amount: $308.00   Total

Convenience Fee: $0.00
Total Charges: **$308.00**

OK   Cancel

Miscellaneous Fees

In the Miscellaneous Fees section, click Pay Miscellaneous Fee to select to pay the Probation, Drug Testing, Drug Court, Duplicate CD, or Miscellaneous Fee.

Add A New Party

Back on the left side of the screen, to add a new party to the case, click the Add button. You can also Edit or Delete a party.

	Case Information	Parties	Attorneys	Financials	Dc

	Party	Name
	P-001	Conard Smith
	D-001	John Hammond
	W-001	Bill Trinen

Add | Edit | Delete | Refresh

Add/Edit Party

In the Add/Edit Party window on the Party tab, you can enter in the Party Class, Type, Status, Name, Social Security Number, Gender, and their Date Of Birth. Check mark Special Accommodation, Receives Mail Notifications, and/or Receives Service Notifications if needed.

Address Tab

While still in the Add/Edit Party window, click the Address tab. Enter in the new party's address and phone number here. You can also check if their address should be confidential by placing a check in the box. Click OK when done.