

**West Virginia
Statutory Filing Fees
Senate Bill 458**

Example 1- Filing a Pleading on Behalf of Multiple Parties

If three parties that your firm represents want to file a 3rd Party Complaint jointly and one of the parties has previously paid the \$200.00 Statutory Fee in a separate transaction, first file a transaction for the party that has already paid the statutory fees,

1. On the *Filing & Service Tab*, select “File and/or Serve in an Existing Case.” Remember, these document types cannot be filed in a Multi-Case transaction.
2. On the *Documents Tab*,
 - a. Upload your complaint and select the document type, “Complaint- 3rd Party- Statutory Fee Previously Paid”.
 - b. Upload the receipt associated with the previously paid Statutory Fee for the party that has previously paid the Statutory Fee and select the document type, “Receipt- Statutory Fee Previously Paid”. Be sure to “Electronically Staple” the receipt to the complaint by using the *Main/Supporting* dropdown menu on the *Attached Documents List*. (An example of the receipt is available on page three of this document).
 - c. Upload any additional documents that you want to include in the transaction.
3. Complete the transaction as usual.

Then, file separate transactions for each of the additional parties that need to pay the Statutory Fees by,

1. On the *Filing & Service Tab*, select “File and/or Serve in an Existing Case.” Remember, these document types cannot be filed in a Multi-Case transaction.
2. On the *Documents Tab*,
 - a. Upload your complaint and select the document type, “Complaint-3rd Party”. A \$200 Statutory Fee will be displayed when you select this document type.
 - b. Upload any additional documents that you want to include in the transaction.
3. Complete the transaction as usual.

Repeat the steps above for any additional parties that have not paid the Statutory Filing Fee.

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Example 2- Two Documents With Fees in the Same Transaction

If your firm must file two of the document types that have the \$200.00 Statutory Fees in the same transaction **and on behalf of the same party** (i.e. a Cross Claim and Counter Claim for a single party), when uploading the documents, you will select one of the document types with fees for one of the pleadings and the other with “Statutory Fee Previously Paid” for the other.

1. On the *Filing & Service Tab*, select “File and/or Serve in an Existing Case.” Remember, these document types cannot be filed in a multi-case transaction.
2. On the *Documents Tab*,
 - a. Upload the first document, selecting the document type with a fee associated with it (e.g. “Crossclaim”). A \$200 Statutory Fee will be displayed when you select this document type.
 - b. Upload the next document, selecting the document type with the label “Statutory Fee Previously Paid” (e.g. “Counterclaim- Statutory Fee Previously Paid”). There will not be the need to include a receipt, as the payment for the Statutory Fee will be included in the same transaction.
 - c. Upload any additional documents that you want to include in the transaction.
3. Complete the transaction as usual.

Please note that if you are filing the documents on behalf of different parties (i.e Cross Claim for ABC and Counter Claim for XYZ) and neither party has previously paid the Statutory Fee in that case, you will have to select both document types that contain the Statutory Fees.

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Example of “Receipt- Statutory Fee Previously Paid”

To obtain a copy of the receipt,

1. Use the *Quick Find* search in the homepage to find the transaction.
2. Click on the “Document History” link.
3. A new page will open. Print the Document History page to PDF to be attached to your transaction as proof of a previously paid Statutory Filing Fee.
4. Please note the appropriate way to title the receipt should include the previous TID parenthetically (i.e. “Receipt for Statutory Fees Previously Paid by ABC Corp (TID # 123456)”).

Document History

Transaction ID: 52414464
Submitted by: Attorney, Adam **Authorized by:** Attorney, Adam
 Mock Firm A-Bellevue Mock Firm A-Bellevue
Authorized Date: Jun 26 2014 3:55PM EDT
Court: WV Kanawha County Circuit Court
Division/Courtroom: N/A
Case Number: 14-C-123 KAN **Case Name:** Doe, John et al vs 3 M Co et al

Submit Date	Review Status	Reviewer	Reason	Comment	Document Type	Document Title	Access Type	Statutory Fee
Jun 26 2014 3:56PM EDT	Accepted (6/26/2014)	Gatson, Cathy			Answer & Crossclaim	Defendant ABC Corporation's Answer and Crossclaim	Public	Statutory Fee \$200.00 Total \$200.00
Jun 26 2014 3:55PM EDT	Pending			Document created	Answer & Crossclaim	Defendant ABC Corporation's Answer and Crossclaim	Public	\$0.00

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