

# File & Serve *Xpress*<sup>™</sup> by ozato

## **West Virginia Mass Tort Litigation Reference Manual**

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## Overview

This reference manual covers electronic filing and service that is currently implemented in the following Courts: **West Virginia- Mass Litigation Panel (Mandatory e-Filing & e-Service)**

### Registration and Training Information

There are no fees to register a new account on the File & ServeXpress system. To register an account, please visit [www.fileandservexpress.com](http://www.fileandservexpress.com) and click on the “Register” button. For complimentary, jurisdiction specific training on these and other File & ServeXpress topics, please contact your regional trainer.

### Contact Information

The following resources for the Central Region are provided for additional information and assistance with the File & ServeXpress system.

#### 24/7 Client Support

1.888.529.7587

#### Russ Hofer- Product Training

[rhofer@fileandservexpress.com](mailto:rhofer@fileandservexpress.com)

#### Robert Rodriguez- Firm Coordinator

[rrodriguez@fileandservexpress.com](mailto:rrodriguez@fileandservexpress.com)

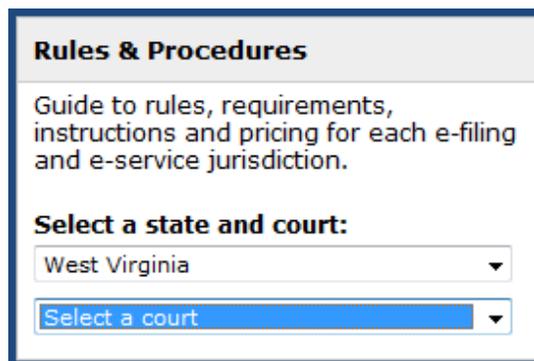
#### Dana Argroves- Court Account Manager

[sbarnes@fileandservexpress.com](mailto:sbarnes@fileandservexpress.com)

## Navigation to the File & ServeXpress Resource Center<sup>1</sup>

Many of the important rules, editable forms, and other quick guides that this manual references can be found on the File & ServeXpress **Resource Center**. For your convenience, we have provided the following simple steps to get you there:

1. Log in to File & ServeXpress.
2. Click the **Resource Center** link on the bottom of the home page.
3. For your convenience, several quick guides are available on the File & ServeXpress **Resource Center** using the *Quick Guides* link (see available Quick Guides on next page).
4. For jurisdiction specific information: Choose *West Virginia* and the specific court *using* the dropdown menus under the *Rule & Procedures* section.



**Rules & Procedures**

Guide to rules, requirements, instructions and pricing for each e-filing and e-service jurisdiction.

**Select a state and court:**

West Virginia ▼

Select a court ▼

<sup>1</sup> Hyperlink to Resource Center provided in Appendix C of this document

## **Importance of Local Rules**

Prior to e-Filing, firms should review The State of West Virginia's Trial Court Rule **TCR 15 Electronic Filing and Service**, effective October 9<sup>th</sup>, 2008. These rules provide guidelines for electronic filing and service of documents in the Mass Litigations.

Failure to follow the Local Rules may result in a firm's transactions being rejected by the Court. When this occurs, the firm is required to resubmit their transaction. The Local Rules are available on the **Resource Center** via the File & ServeXpress Home page.

## **West Virginia Mass Litigation General Processes & Procedures**

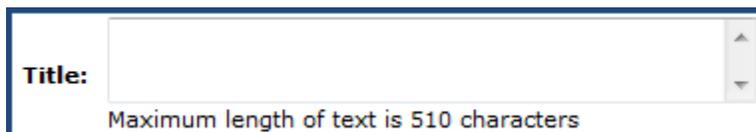
These processes and procedures apply generally to all Mass Litigations in West Virginia. As stated above, it is important for filers to review the local rules prior to e-Filing. The information provided below is for your convenience to familiarize you with how the File & ServeXpress system is used when e-Filing/e-serving in this jurisdiction. Please refer to the litigation-specific case management orders for more information regarding electronic filing and service procedures.

### **Document Format**

You can upload your documents in a variety of formats (i.e. .doc, .wpd, .txt, .rtf, .pdf, .tif, .bmp, .jpg, .gif, and .hfd). If you want to remove metadata that may exist in your document(s) prior to uploading it, you may use third party software designed to do that or save your document(s) in an .rtf format and upload that version. Please note that you must upload proposed orders in an rtf format. See **TCR 15** for more details.

### **Document Title Field**

Remember to include the full descriptive title when entering the Document Title in File & Serve. Below is a screen shot of the Document Title Box found on the Document Tab:

A screenshot of a web form field for entering a document title. The field is a rectangular box with a blue border. To the left of the box, the word "Title:" is written in bold. Below the box, the text "Maximum length of text is 510 characters" is displayed in a smaller font. The box itself is empty, and there are small up and down arrow icons on the right side of the box.

The title of each electronically filed document should include:

- (1) Party or parties filing the document,
- (2) Descriptive title of the document,
- (3) Party or parties against whom relief, if any, is sought, and
- (4) Nature of the relief sought,
- (5) The circuit case numbers and county abbreviation

Example: Defendant ABC Corporation's Motion for Summary Judgment against Plaintiff John Doe, 08-C-123 KAN

## Order of Documents

You should upload documents within a transaction separately. Upload the main document first and then upload any supporting documents (e.g., a pleading such as a motion is the main document and exhibits and proposed order are supporting documents). You can upload more than one main document in one transaction. If you are filing/serving multiple main documents within the same transaction, upload the first main document followed by its supporting documents, then upload the next main document followed by the appropriate supporting documents, etc. (See screen shot below).

Attached Documents List				
ID	Document Type	Access	Conversion Status	Main/Supporting
735747	Motion for Summary Judgment	Public	Converted	Main <input type="button" value="v"/>
<b>Document Title:</b> <a href="#">Def. Century Glove's Motion for Summary Judgment against Plf. Bernola; 05-C-310 KAN</a>				
735748	Exhibit	Public	Converted	735747 <input type="button" value="v"/>
<b>Document Title:</b> <a href="#">Def. Century Glove's Exhibit A to Motion for Summary Judgment against Plf. Bernola; 05-C-310 KAN</a>				
735749	Proposed Order	Public	Converted	735747 <input type="button" value="v"/>
<b>Document Title:</b> <a href="#">Def. Century Glove's Proposed Order Granting Motion for Summary Judgment against Plf John Bernola; 05-C-310 KAN</a>				
735750	Notice of Motion	Public	Converted	Main <input type="button" value="v"/>
<b>Document Title:</b> <a href="#">Def. Century Glove's Notice of Motion to Seal Documents 05-C-310 KAN</a>				
735751	Proposed Order	Public	Converted	735750 <input type="button" value="v"/>
<b>Document Title:</b> <a href="#">Def. Century Glove's Proposed Order re: Notice of Motion to Seal Documents 05-C-310 KAN</a>				

When uploading documents, **DO NOT** combine multiple documents into one file. For example, do not upload a Motion to Dismiss combined with an Answer to a Complaint as one document. These are two distinct document types and should not be combined. They can, however, be uploaded in the same transaction.

## Creating Associations Between Related Documents

**TCR 15** requires firms to use the **Main & Supporting** functionality located on the Documents Tab of File & ServeXpress. This feature essentially electronically “staples” related documents together.

For example, filing a Motion for Summary Judgment would be considered the **Main** document. However, any Notices, Proposed Orders, or Exhibits would be uploaded and selected as **Supporting** documents.

To electronically “staple” a **Supporting** document to the **Main** document, simply use the drop-down menu to select the document ID number that corresponds to the Main document.

This will indicate that these documents are related:

**Attached Documents List**

ID	Document Type	Access	Conversion Status	Main/Supporting
54865000	Motion for Summary Judgment	Public	Converted	Main
<b>Document Title:</b> <a href="#">Motion for Summary Judgment</a>				
54865043	Proposed Order	Public	Converted	54865000
<b>Document Title:</b> <a href="#">Proposed Order Granting Motion</a>				
54865063	Filing Other	Public	Converted	Main
<b>Document Title:</b> <a href="#">Exhibit A</a>				

**Linking Responses and Replies to Previously Filed Documents**

Firms are required to “link” responses and replies to originally filed motions and responses. Failure to link a “response” or “reply” may result in the court not considering your pleading.

To “link” a document to a previously filed document, simply click the *Edit Link* hyperlink located under the “Linked To:” column (on the Documents Tab).

**Attached Documents List**

ID	Document Type	Linked To:
54865479	Answer	None
<b>Document Title:</b> Defendant's Answer to Complaint Filed		

This displays a list of all previously submitted transactions in the case. Check the documents you want to link your response or reply to and click the done button.

**Document List** 1 through 4 of 4  
 Select the check box beside each document you want to link to your transaction document  
 When you finish selecting, click **Done**

<input checked="" type="checkbox"/>	<b>Transaction ID:</b> <a href="#">45655093</a> <b>Document Title:</b> <a href="#">Complaint filed on behalf of Mock Collections Agency</a>	<b>Document Type:</b> Complaint
<input type="checkbox"/>	<b>Transaction ID:</b> <a href="#">45655093</a> <b>Document Title:</b> <a href="#">Exhibit A</a>	<b>Document Type:</b> Filing Other
<input type="checkbox"/>	<b>Transaction ID:</b> <a href="#">45655093</a> <b>Document Title:</b> <a href="#">Civil Case Cover Sheet</a>	<b>Document Type:</b> Civil Case Cover Sheet

The “Linked To:” column will update to show that the documents are related:



### Submitting Previously Paper-Filed Documents

You may be directed to e-File documents that have already been filed in paper. There is no File & ServeXpress fee incurred by these filings. You may also e-Serve the documents with no FSX fee.

The following previously filed document types available are:

- Entered Order
- Filed Complaint
- Previously Filed Answer
- Previously Filed Motion
- Previously Filed Response

To e-File the previously paper-filed documents:

1. Scan the paper filed copy, and upload it selecting one of the above document types.
2. Attach a civil case information sheet (complete one if there was not one filed in paper):
3. You may choose to e-Serve these documents.
4. If ordered by the Court, you MUST serve all of the judges and Kim Fields, Mass Litigation Manager, via the "Additional Recipients" tab:

### Procedures for Submitting Documents for Which Statutory Fess Will be Assessed

Senate Bill 458, amends and reenacts West Virginia Code §59-1-11, File & ServeXpress set up document types to collect the new Statutory Fees that become effective on July 1, 2014. West Virginia Code §59-1-11(a)(6) requires a party filing any pleading in a circuit court case that includes a **counterclaim, cross claim, third-party complaint, or motion to intervene** to pay a one-time \$200.00 filing fee- "[T]his subdivision and the fee it imposes does not apply in family court cases nor may more than one such fee be imposed on any one party in any one civil action."

1. File only one document that includes a Statutory Filing Fee per transaction. Do not use the Multi-Case filing feature for any counterclaims, cross claims, third-party complaints or motions to intervene.
2. If multiple parties need to pay the fee, you must file the documents in separate transactions. Do not file a multiple party filing when multiple fees are involved.
3. If successors in interest are included in the transaction, be sure to include the successors in interest in the document title field. DO NOT choose the successors as sending parties.

Successors in interest are not considered multiple parties when calculating Statutory Filing Fees.

4. Statutory fees are assessed only once per party. If you have paid the fees on a pleading on behalf of a party, select the document type with the ending "Fees Previously Paid."
5. **If a previously filed counterclaim, cross claim, third-party complaint or motion to intervene is incorporated by reference in a new filing, the Statutory Filing Fee will be assessed at the time of the new filing.** This is most likely to occur in asbestos cases where a cross claim or counter claim previously filed in an answer to the Master Complaint is incorporated by reference in a Short Form Answer to a Complaint. No statutory fees will be assessed for filing in the Master Case as the fee will be assessed when the claim is subsequently raised in the individual case.
6. The Court will reject any document with the label "Statutory Fee Previously Paid" that does not include a receipt in the same transaction OR a Statutory Fee charged within the same transaction. (See below paragraphs as to how to obtain the receipt that shall be filed.)
7. Always title your document with specificity in the document title field (include whether a cross claim, counterclaim, third-party complaint or motion to intervene is asserted, and the party on whose behalf it is filed).
8. To properly title a receipt, please include the party that already paid the fees in the document title and the transaction identification number in parenthesis, e.g. "Receipt for Statutory Fees Previously Paid by ABC, Inc. (TID#123456)".
9. To access examples of filing scenarios that include statutory fees, a receipt of fees previously paid, and a document title that includes successors in interest, please visit the document ["WV Senate Bill 458 Examples"](#) in the File & ServeXpress Resource Center.

### **Filing the Same Document In Multiple Cases**

If you are e-Filing the **same document(s)** in multiple cases and/or case groups, please use the "File in Multiple Cases" option (found in Start Transactions area of the Filing & Service tab). This will allow you to conduct only ONE transaction while "e-Filing" your document(s) into the multiple cases you have selected. Please remember to include all the civil action numbers on the caption of your document.

Do not select the Multi-case Filing Feature if you're uploading distinct documents for distinct cases. (For example, do not upload and file 10 Proposed Orders for 10 different cases using the Multi-case feature. These would each need to be filed separately). Only use the Multi-Case Filing Feature when filing the **same document** which applies to all cases and properly belongs in all cases.

### **Sealed or In Camera Documents**

Sealed documents shall not be electronically filed. To file a sealed document, a motion to seal documents shall be e-Filed and served. **Please see TCR15.12.** However, any documents that are the subject of a motion to seal shall be filed with the court enclosed in sealed envelopes to be opened as directed by the court pursuant to Rule 26(c)(8) of the Rules of Civil Procedure and a

copy of the documents that are the subject of the motion to seal shall be provided to the Presiding Judge for review.

### **Procedure For Submitting A Confidential Document Through File & ServeXpress After The Court Has Determined A Document Is Confidential Or Subject To A Protective Order**

All three steps outlined below **must** be completed for e-Filing and e-Service to be complete. If all three steps are not completed, the confidential document may not be considered properly e-Filed and e-Served.

**Step 1: e-File ONLY** a transaction with the **redacted** version of the document and/or exhibit(s) by completing the following:

- Upload the redacted documents and complete the “Sending Parties” tab.
- Do not select any participants on the “Service” tab.
- On the “Review & Submit” tab, select **“File with the Court and Serve Selected Parties.”** There will be a red text box indicating no parties have been selected for service and the transaction is being sent File Only.

If the entire document and/or exhibit(s) are confidential, **e-File ONLY** a **cover sheet** containing the caption of the case, the title of the document and/or exhibit(s), and a statement that the entire document and/or exhibits are determined by the Court to be confidential or subject to a protective order. Filers must accurately enter the document title in the document title field on File & ServeXpress and should indicate in the document title field that the document is confidential or subject to a protective order.

**Step 2:** In a separate transaction, **e-Serve ONLY Private** the unredacted version of the confidential document and/or exhibit(s) upon all counsel by completing the following:

- **On the “Documents” tab, select the document type “Unredacted Document (for Serve Only – Private)”** and change the setting on the Access drop down to **“Sealed.”** This setting ensures that only those parties e-Served with the document(s) will be able to view the document(s). **Use the Document Access “Sealed” setting ONLY for e-Service.** The “Sealed” Document Access should not be used when e-Filing into the Court file.
- Complete the “Sending Parties” tab.
- Select counsel for service on the “Service” tab.
- Select the Judges who will be ruling on the document(s), and the Mass Litigation Manager using the “Additional Recipients” tab. Enter the Judges’ and the Mass Litigation Manager’s names into the name fields and click search. Check the box to the left of their name to serve them online via their File & ServeXpress INBOX.
- **On the “Review & Submit” tab, select the Delivery Option “Serve Only – Private.”** This ensures that only those who are actually served will have the ability to see the transaction and view the document(s).

**Step 3: File a hard copy** of the confidential document and/or exhibit(s) in a sealed envelope with the Court. **The sealed envelope must state:**

- the appropriate Case Caption (See Section 6. Case Captions);
- the contents are Confidential or Subject to Protective Order;
- that a redacted version of the contents were efiled;
- the e filing date and Transaction ID number of the e filing; and
- a general description of the envelope’s contents (i.e., exhibits).

**Filing Into the Master Case**

The Clerk of the Court will maintain a Master Case File under a style respective to the litigation (e.g. “In re: Asbestos Personal Injury Civil Action No. 03-C-9600”). The Master Case File shall contain pleadings or documents of general applicability to this Mass Litigation such as Trial Calendars, Case Management Orders, Notices of Deposition if they are not case specific, Master Pleadings, master Discovery and similar documents. When a pleading is intended to be applicable to all actions this shall be indicated on the document by the words, “THIS DOCUMENT RELATES TO ALL CASES” and the document shall be filed electronically in the Master Case File. When a document is intended to apply to less than all cases, the civil action number for each individual case to which the document(s) relate shall appear immediately after the words: “THIS DOCUMENT RELATES TO...” and shall be filed electronically in each case to which the document(s) applies. Following are examples of the pleading style:

**For a document that applies to all cases:**

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

In re: Digitek® Litigation Civil Action No. 08-C-5555

THIS DOCUMENT RELATES TO ALL CASES

CASE MANAGEMENT ORDER

**For a document that applies to specific cases:**

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

In re: Digitek® Litigation

Civil Action No. 08-C-5555

THIS DOCUMENT APPLIES TO:

John S. Doe v. ABC Corporation, et al.	Civil Action No. 08-C-123 KAN
Jane E. Smith v. ABC Corporation, et al.	Civil Action No. 08-C-124 KAN
Jill Jones v. ABC Corporation, et al.	Civil Action No. 08-C-125 KAN
Mary E. Rogers v. ABC Corporation, et al.	Civil Action No. 07-C-222 WNE
James E. Jones v. ABC Corporation, et al.	Civil Action No. 07-C-561 BNE
Suzy Harris v. ABC Corporation, et al.	Civil Action No. 08-C-124 PNM
James Abbott (Jon Adams) v. ABC Corporation, et al.	Civil Action No. 06-C-255 OHI
James Abbott (Gail E. Harris) v. ABC Corporation, et al.	“ ”
James Abbott (Tammy J. Craig) v. ABC Corporation, et al.	“ ”
James Abbott (George Jones) v. ABC Corporation, et al.	“ ”
Gerald A. Cart v. ABC Corporation, et al.	Civil Action No. 06-C-555 RAL

DEFENDANT ABC CORPORATION'S MOTION TO DISMISS

### Service of Documents

Except where otherwise provided, every document electronically filed shall be electronically served. Unless otherwise ordered, the e-Service of a document, in accordance with these rules, shall be considered service under Rule 5 of the Rules of Civil Procedure. Electronic service shall be treated the same as service by mail for purposes of Rule 6(e) of the Rules of Civil Procedure. **Please see TCR 15.04(a).**

### Official Service is to the File & ServeXpress Online Inbox

It is the responsibility of the participant to check his or her online Inbox to view and e-Served documents. **Courtesy e-mail notifications of a filing shall not constitute service. Please see TCR 15.11(c).**

### Case Numbering

In most Mass Litigation Panel litigations, the original circuit court number was retained. A County indicator was added to the circuit court number, which represents the county where the case was originally filed. A listing of the county indicators can be found in Appendix B of this document. The Litigations listed below follow this case numbering methodology. See the jurisdiction-specific sections of this guide for additional information regarding case numbering.

- Asbestos Personal Injury 03-C-9600
- Digitek Litigation 08-C-5555
- Mingo County Coal Slurry Litigation 10-C-5000
- Zoloft Litigation 14-C-7000
- Mountain State University Litigation 12-C-9000
- Tobacco Litigation 00-C-5000
- University Commons Litigation 13-C-7000
- Carbon Monoxide Exposure Litigation 14-C-8000

## **Discovery**

Remember that you only need to e-File your Certificate of Service with the court. DO NOT e-File your interrogatories and/or answers to interrogatories with the court. You will have to submit two separate transactions to accomplish this, one for e-Filing the certificate of service and one to e-Serve counsel the actual discovery items and certificate of service.

In order to e-File your Certificate of Service with the court, you should NOT select any participants on the Service tab. File & ServeXpress will remind you that you have not selected any parties for service. That is correct. You are only charged the \$8.00 e-Filing fee to just e-File a transaction (refer to the Pricing Sheet for pricing on multi-case transactions).

To e-Serve your discovery and certificate of service on counsel, you will want to select all the parties for service and choose "Serve Only - Private" on the Review & Submit tab. Submitting a transaction for e-Service only incurs the \$12 e-Service fee per transaction (refer to the Pricing Sheet for pricing on multi-case transactions).

Selecting "Serve Only-Private" ensures that only the sending parties and the parties you serve have access and viewing rights to the document(s). Because discovery contains personally identifiable information, it is important to select "Serve Only - Private".

If you mistakenly e-File your discovery with the court, your transaction will be rejected by the Court.

## **Ohio County Tobacco Litigation**

The following instructions pertain only to Ohio County, West Virginia, In Re: Tobacco Litigation (Individual Personal Injury Litigation).

### **Case Set-up**

All defendants are listed on all cases within the Tobacco Litigation. Since Defense Liaison Counsel is charged by the Court with ensuring that all of their respective counsel received copies of all court orders and filings, all defendants are included on all cases. The mere presence of a defendant on the service list of a case is not determinative of whether a particular defendant is now or ever has been a party in any particular individual case consolidated in this matter.

### **Multiple Plaintiff Case**

There are a few cases in the Tobacco Personal Injury Litigation which contain multiple plaintiffs. To distinguish each discrete plaintiff case, the plaintiff's last name has been added to the case number after the 3 digit county identifier. It will look similar to the following:

97-C-21 RAL Jones

97-C-21 RAL Smith

97-C-21 RAL Myers

(plaintiff names are not the real, but serve as examples).

## **Ohio County Mingo County Coal Slurry Litigation**

The following instructions pertain only to the Mingo County Coal Slurry Litigation Civil Action No. 10-C-5000. The West Virginia Supreme Court distributed the following instructions to Liaison Counsel regarding the e-Filing and serving of confidential information in the Mingo County Coal Slurry Litigation.

### **Case Set-up**

In addition to the Master Case and individual plaintiff cases, a separate case has been established on File & ServeXpress for the Insurance Coverage Action. It can be found on the system with the following case number and name:

<u>Case Number</u>	<u>▲ Case Name</u>
06-C-520 MNG	DISMISSED Halley, Danny Darrell Sr vs Rawl Sales & Processing Co
06-C-520 MNG Insurance Coverage Action	Rawl Sales Processing Co et al vs A I G Casualty Co et al

<u>Case Number</u>	<u>▲ Case Name</u>
06-C-520 MNG Insurance Coverage Action	Rawl Sales Processing Co et al vs A I G Casualty Co et al

### **File & Serve in the Appropriate Case**

Firms have filed in the Master Case (10-C-5000) in error when they should be filing in the Insurance Coverage Action Case (06-C-520 MNG Insurance Coverage Action). Pursuant to the June 24, 2010 E-Filing and Service Case Management Order, "the Master Case file shall contain only pleadings or documents of general applicability to the entire Mingo County Coal Slurry litigation."

### **Follow Formatting Guidelines**

Letters are governed by the [Mingo County Coal Slurry Litigation E-Filing and Service Case Management Order](#) (June 24, 2010) and need to follow the same caption and title formatting guidelines.

## **Raleigh County Float-Sink Litigation**

The following instructions pertain only to Raleigh County Circuit Court, West Virginia, In Re: Float-Sink Litigation, Civil Action No. 11-C-5000000.

**Master Case Name: Float Sink Litigation 11-C-5000000 Master Case**

**Master Case Number: MC 11-C-5000000**

### **Multi Case Filing Feature To Be Used By Defense Counsel Only**

This feature can only be used when the filing party (a/k/a sending party) is listed in all the cases you select for your multi case filing transaction.

The multi case filing feature is available for defense firms to submit a document(s) into more than one case as long as that document applies to all cases selected for the multi case transaction and the firm represents the same party in all the selected cases. If the above criteria are not satisfied, you cannot use this feature.

Unfortunately, this feature is not available for plaintiff counsel because plaintiff parties are discrete for each individual case. As a result, plaintiffs must file individual transactions.

### **Case Groups**

Since trial groups are expected to be defined for this litigation, it is recommended that firms establish their own "Case Groups". Each firm's case groups should be May 10, 2011 defined with only the cases your firm is in for that trial group. You should not include a case in your case group that your firm is not involved in. Once your case group(s) are established, you may select that case group when doing a multi-case filing. Remember, that in order to use the multi case filing feature, your filing must pertain to EVERY case in the case group. You can edit the case group as well if your party is dismissed from a particular case or add to a case group if an additional case is added to a trial group.

### **Float Sink Case Numbering**

Raleigh County assigned new case numbers to each case/plaintiff in the Float-Sink Litigation so that they could integrate case-specific docket entries into their case management system. The case number is in the format of 11-C-5#####, where the first two digits after the 5 represent the county and the last 4 digits are an incremental counter.

Two of the multi-plaintiff cases were not assigned individual case numbers by the original court; however, Raleigh County assigned separate numbers to each plaintiff.

## Appendix A- West Virginia County Abbreviations

Abbreviation	County	Judicial District
BRB	Barbour	Nineteenth Judicial Circuit
BER	Berkeley	Twenty-Third Judicial Circuit
BNE	Boone	Twenty-Fifth Judicial Circuit
BRX	Braxton	Fourteenth Judicial Circuit
BRK	Brooke	First Judicial Circuit
CBL	Cabell	Sixth Judicial Circuit
CAL	Calhoun	Fifth Judicial Circuit
CLA	Clay	Fourteenth Judicial Circuit
DOD	Doddridge	Third Judicial Circuit
FAY	Fayette	Twelfth Judicial Circuit
GIL	Gilmer	Fourteenth Judicial Circuit
GRT	Grant	Twenty-First Judicial Circuit
GRN	Greenbrier	Eleventh Judicial Circuit
HMP	Hampshire	Twenty-Second Judicial Circuit
HNK	Hancock	First Judicial Circuit
HDY	Hardy	Twenty-Second Judicial Circuit
HRR	Harrison	Fifteenth Judicial Circuit
JKN	Jackson	Fifth Judicial Circuit
JFN	Jefferson	Twenty-Third Judicial Circuit
KAN	Kanawha	Thirteenth Judicial Circuit
LWS	Lewis	Twenty-Sixth Judicial Circuit
LCN	Lincoln	Twenty-Fifth Judicial Circuit
LGN	Logan	Seventh Judicial Circuit
MRN	Marion	Sixteenth Judicial Circuit
MSH	Marshall	Second Judicial Circuit
MAS	Mason	Fifth Judicial Circuit
MCD	McDowell	Eighth Judicial Circuit
MER	Mercer	Ninth Judicial Circuit
MIN	Mineral	Twenty-First Judicial Circuit
MNG	Mingo	Thirtieth Judicial Circuit
MON	Monongalia	Seventeenth Judicial Circuit
MNR	Monroe	Thirty-First Judicial Circuit
MGN	Morgan	Twenty-Third Judicial Circuit
NIC	Nicholas	Twenty-Eighth Judicial Circuit
OHI	Ohio	First Judicial Circuit
PND	Pendleton	Twenty-Second Judicial Circuit

PLE	Pleasants	Third Judicial Circuit
PHS	Pocahontas	Eleventh Judicial Circuit
PRN	Preston	Eighteenth Judicial Circuit
PNM	Putnam	Twenty-Ninth Judicial Circuit
RAL	Raleigh	Tenth Judicial Circuit
RND	Randolph	Twentieth Judicial Circuit
RIT	Ritchie	Third Judicial Circuit
RNE	Roane	Fifth Judicial Circuit
SMR	Summers	Thirty-First Judicial Circuit
TLR	Taylor	Nineteenth Judicial Circuit
TKR	Tucker	Twenty-First Judicial Circuit
TYL	Tyler	Second Judicial Circuit
UPR	Upshur	Twenty-Sixth Judicial Circuit
WNE	Wayne	Twenty-Fourth Judicial Circuit
WBR	Webster	Fourteenth Judicial Circuit
WTZ	Wetzel	Second Judicial Circuit
WRT	Wirt	Second Judicial Circuit
WDE	Wood	Fourth Judicial Circuit
WMG	Wyoming	Twenty-Seventh Judicial Circuit

## **Appendix B- Important Hyperlinks**

West Virginia Judiciary website: <http://www.courtswv.gov/>

File & ServeXpress Resource Center: <http://bit.ly/10l1wO9>

File & ServeXpress Quick Guides: <http://bit.ly/1cmmwq2>

Case & Party Management Quick Guide: <http://bit.ly/1436GzW>

Multi-Case Filing Quick Guide: <http://bit.ly/1436GzW>