

West Virginia- Top Ten Problems with E-Filings

1. Case numbers in document title field do not match the cases into which the document is filed.
2. Wrong document attached.
3. Proposed Orders filed with Motions as one document, and the Proposed Order is not in Rich Text Format. Motion should be the Main Document with the Proposed Order “stapled” as a supporting document in one transaction.
4. No attorney signature on the document.
5. Discovery filed (only the Certificate of Service is to be filed with the Court).
6. Documents not linked properly.
7. Massive amount of documents filed in one transaction. (Motions in Limine biggest problem. Some firms are filing 60 at a time- slows down system and makes it difficult to review properly. If firms could limit it to 30 at time, it would be appreciated.)
8. Confidential information or Personal Identifiers in the body of document being filed. (Note: It is not the clerk’s responsibility to check the body of the pleading during clerk review. The clerk will reject a document with confidential information if it is detected during clerk review, however, it the filer’s responsibility to make sure this information is redacted before filing.)
9. Certificate of Service not filed.
10. Be careful with document titles. Clerk will change if detected, but certain filings may not go into judge review if the correct document type is not selected from the drop down menu.