

STATE OF WEST VIRGINIA  
THIRTEENTH JUDICIAL CIRCUIT  
KANAWHA COUNTY JUDICIAL BUILDING  
111 COURT STREET, 6TH FLOOR  
CHARLESTON, WEST VIRGINIA 25301

TERA L. SALANGO  
JUDGE



TELEPHONE  
304/357-0364  
FAX  
304/357-0594

## MEMORANDUM

**TO:** Kanawha County Bar Association Members

**CC:** Kanawha County Circuit Judges  
Kanawha County Family Court Judges  
Chris McClung, Trial Court Administrator  
Mary Jane Pickens, Executive Director, West Virginia State Bar

**FROM:** Honorable Tera L. Salango, Chief Judge

**DATE:** September 25, 2023

**RE:** October 18, 2023, E-Filing Implementation Meeting

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Please be advised that I was notified by John Street, Business Analyst with the West Virginia Supreme Court of Appeals, that Kanawha County has been scheduled for the implementation of E-filing for all Circuit and Family Court matters on April 1, 2024.

As such, an informational meeting regarding E-filing has been scheduled to occur via TEAMS on **October 18, 2023, at 12:00 p.m.** Anyone wishing to attend the meeting may do so by clicking on the TEAMS meeting link included in the accompanying Bar Blast.

The 30-minute presentation is not designed to be “training” for attorneys. The goal of the 30-minute overview presentation is to ensure that Circuit Court and Family Court CourtPLUS and WV E-File users have a general understanding of how the system works, along with the next steps for each office (specifically, preparatory and training needs).

All attorneys with a West Virginia Bar ID are encouraged to:

1. Review the pre-recorded WV E-File training seminar within the CLE materials on [www.wvbar.org](http://www.wvbar.org)

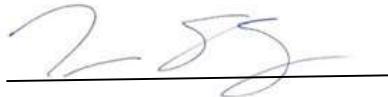
2. Review the “Attorneys Guides” at <http://www.courtswv.gov/e-file/guides.html>
3. Register for WV E-Filing at <https://efile.courtswva.com/>

Additional information regarding WV E-File, including a “Status Map” of active counties, can be found at: <http://www.courtswv.gov/e-file/status.html>

WV Trial Court Rule 15A, which governs electronic filing in West Virginia Circuit and Family courts, can be found at <http://www.courtswv.gov/e-file/rules.html>

Implementation of the e-filing system is tentatively scheduled for April 1, 2024. It is critical that all players – practitioners, court workers, etc. – hit the ground running, so I encourage each of you to review the above information, ensure you have registered for WV E-File, and to attend the informational meeting with an eye to prepare your practice for implementation. Should you have any questions please do not hesitate to contact the Office of the Circuit Clerk at (304) 357-0440.

Sincerely,



Tera L. Salango, Chief Judge