

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA

In re

GENERAL ORDER 08-07

GENERAL ORDER ADOPTING ADMINISTRATIVE PROCEDURES  
FOR ELECTRONIC CASE FILING;  
VACATING AND SUPERCEDING GENERAL ORDERS 03-01, 03-02, 04-01, 04-02

Federal Rule of Civil Procedure 5(e) and Federal Rules of Bankruptcy Procedure 5005, 9011, 9029 authorize this Court to establish practices and procedures for the filing, signing, and verification of pleadings and papers by electronic means. The Court has reviewed the attached ed *Administrative Procedures for Electronic Case Filing* and it is now

ORDERED THAT:

1. The *Administrative Procedures for Electronic Case Filing* effective August 4, 2008, and attached hereto, are hereby approved by the Court.
2. The provisions of this Order shall apply to all cases and proceedings filed electronically or converted to the Electronic Case Filing System, presently pending or subsequently filed in the United States Bankruptcy Court for the Southern District of West Virginia. Amendments to this Order, or to the *Administrative Procedures* adopted by it, may be made from time to time as circumstances and/or suggestions of the Bar demonstrate need.
3. The following General Orders regarding Electronic Filing are hereby vacated and superceded by this Order and the *Administrative Procedures For Electronic Case Filing* effective August 4, 2008.
  - a. General Order 03-01, titled *General Order Relating To Electronic Case Filing Procedures*.

- b. General Order 03-02, titled *General Order Regarding Verification Of Social Security Numbers.*
- c. General 04-01, titled *General Order Relating To Amended Electronic Case Filing Procedures.*
- d. General Order 04-02, titled *General Order Modifying Amended Administrative Procedures To Permit The Electronic Filing Of Proofs Of Claim.*

ENTERED: **AUG 04 2008**



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RONALD G. PEARSON, JUDGE

*United States Bankruptcy Court  
for the  
Southern District of West Virginia*



*Administrative Procedures for Electronic  
Case Filing*

**(Effective August 4, 2008, pursuant to General Order 08-07)**

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**I. Use of the Electronic Case Filing System**

**A. Designation of Cases and Assignment of Case Numbers**

Unless otherwise directed by the Court, all cases will be entered into the Case Management/Electronic Case Files System (hereafter CM/ECF System) utilized by the Office of the Clerk. Unless otherwise expressly provided in these Administrative Procedures, or in exceptional circumstances preventing a Filing User from filing electronically, all petitions, motions, memoranda of law, proposed orders, or other pleadings and documents filed with the Court by a Filing User in connection with a case assigned to the CM/ECF System must be electronically filed.

Main bankruptcy cases will be assigned case numbers in the CM/ECF System according to the county in which the debtor(s) reside. Adversary proceedings will be assigned case numbers in the CM/ECF System according to the division assigned to the related main bankruptcy case.

**B. Eligibility, Registration, Certification, and Passwords**

1. Filing User is defined as one who has a Court-issued login and password to file documents electronically.
2. A registration form must be submitted for every person who wishes to be a Filing User. Registration forms are available at the link below:

<http://www.wvsb.uscourts.gov/CMECF/regforms.htm>

3. Attorneys, Trustees, United States Trustee and Other Court-Permitted Parties
  - a. Attorneys admitted to practice and currently in good standing in this Court (including those regularly admitted or admitted *pro hac vice* and attorneys authorized to represent the United States without being admitted to the bar), each trustee, the United States Trustee, and other parties as the Court may permit, shall be eligible to register as a Filing User of the Court's CM/ECF System. An attorney registrant must also provide authorization for credit card payment of filing fees. Attorneys admitted to appear *pro hac vice* in a particular case must attach a copy of the order granting *pro hac vice* admission to their registration form and will be limited to filing in that particular case. The Attorney/ Trustee/United States Trustee Registration Form and Credit Card Authorization Form are available at the website above.

- b. In addition to registration, to be eligible to be a Filing User, each attorney, trustee, United States Trustee must also be certified as having successfully completed a prescribed training course presented by the Office of the Clerk of this Court or other authorized training program.
- c. Registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class mail and request for notice by electronic means pursuant to Rule 9036 Fed.R.Bankr.P.; and (2) waiver of the right to service by personal service or first class mail and consent to service by electronic means, pursuant to Rule 7005 Fed.R.Bankr.P.

4. Limited Access Users

The following users shall be eligible to register as Limited Access Users of the Court's CM/ECF System for the limited purposes indicated. The Limited Access Registration Form is available at the website above.

- a. Claims Agents shall be eligible to register for the limited purpose of filing proofs of claim and related documents.
- b. Accountants and bookkeepers employed by debtors or bankruptcy trustees shall be eligible to register for the limited purpose of filing periodic operating reports and related documents.
- c. Transcribers shall be eligible to register for the limited purpose of filing transcripts and related documents.

5. All registration forms are to be returned to:

United States Bankruptcy Court  
Southern District of West Virginia  
ATTN: CM/ECF Registration  
300 Virginia Street East, Room 3200  
Charleston, WV, 25301

- 6. Upon registration and any necessary certification, the registrant will be assigned a login and password for the CM/ECF System. Each registrant will receive an e-mail containing their assigned login and password to ensure that the e-mail address has been entered correctly in the CM/ECF System.
- 7. The login and password required to file documents in the CM/ECF System serve as the Filing User's signature on all documents electronically filed with

the Court. The password also serves as a signature for purposes of Rule 9011 Fed.R.Bankr.P., other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court.

8. Filing Users agree to protect the security of their passwords and immediately notify the Clerk if they learn that their password has been compromised. Misuse of the CM/ECF System login and password may result in revocation of login and password privileges and/or the imposition of sanctions.
9. Once registered, a Filing User may withdraw from participation in the CM/ECF System by filing notice of such withdrawal in each pending case in which the Filing User appears. Such filing will serve as notice to registered attorneys, trustees and the United States Trustee who have appeared in cases in which the Filing User has appeared. Upon filing of the notice, the Clerk's Office will promptly cancel the Filing User's password and delete the Filing User from any applicable electronic service list. *However, this does not authorize an attorney to withdraw as the attorney of record for his/her client.* An attorney who wishes to withdraw as the attorney of record for his/her client must still follow required procedures to withdraw as attorney of record.

## **II. Electronic Filing of Documents**

### **A. Signatures**

1. The login and password required to file documents in the CM/ECF System serve as the Filing User's signature on all documents electronically filed with the Court. The login and password also serve as a signature for purposes of Rule 9011 Fed.R.Bankr.P., other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court. No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.
2. Electronically filed documents must include a signature block and must set forth the name, address, telephone number and, if applicable, attorney bar registration number of the Filing User under whose login and password the document is submitted. In addition, electronically filed documents shall contain an electronic signature of the Filing User, e.g., *"/s/ Jane Doe"* in the space where the signature would otherwise appear, as an indication that the original document was in fact signed.

3. Electronically filed documents that require the signature of a party who is not a Filing User, e.g., petition, schedules, statements, amendments, must include a signature block and must set forth the name and address of the party. Such electronically filed documents shall contain an electronic signature of the party, e.g., “/s/ John Doe”, in the space where the signature would otherwise appear, as an indication that the original document was in fact signed, or may contain a scanned image of the actual signature.
4. In the case of a stipulation or other document to be signed by two or more persons, the following procedure shall be used:
  - a. The Filing User shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall obtain and have in his or her possession the actual signatures of all parties on the document.
  - b. The Filing User shall then file the document electronically, indicating the signatories, e.g., “/s/Jane Doe,” “/s/John Doe,” etc., in the space where the signature would otherwise appear, or by filing a scanned image of the document containing all necessary signatures.
  - c. The filing party shall retain the hard copy of the document containing the original signatures in accordance with subparagraph II(B)(1) below.
5. *Pro Se filers* shall file fully signed paper originals of all petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original signatures or which require verification under Rule 1008 Fed. R. Bankr. P. or an unsworn declaration as provided in 28 U.S.C. § 1746. These documents will be scanned by the Clerk’s Office so they may be docketed electronically.

Cross Reference  
Rule 11 Fed. R. Civ. P.

**B. Retention Requirements**

1. Filing Users shall retain the original paper copy of the bankruptcy petition, lists, schedules, statements, amendments, pleadings, affidavits, and any other documents which must contain original signatures, or which require verification under Rule 1008 Fed. R. Bankr. P., or an unsworn declaration as provided in 28 U.S.C. § 1746, for a period of no less than seven (7) years after the closing of the case and shall make the original document(s) available for



inspection upon request by the Court, the United States Trustee's Office, the case trustee and/or their designees.

2. The Office of the Clerk shall maintain any paper or electronic media document (diskette, tape, CD-ROM) that has not been scanned or uploaded in its entirety to the CM/ECF System pursuant to federal requirements for record retention, but not for less than **twenty (20)** years after the closing of the case. Paper documents or magnetic media documents that have been scanned or uploaded in their entirety to the CM/ECF System may be disposed of, absent prohibition or written request to retrieve such document. The Office of the Clerk shall maintain electronic case records pursuant to requirements for retention of electronic records, but not for less than **twenty (20)** years after the closing of the case.

**C. File Format**

Documents filed electronically must be in the format of a Portable Document Format (pdf) file. PDF files **may not exceed three (3) megabytes (mb) in size**. Documents that exceed three (3) mb shall be separated into pdf files no more than three (3) mb in size and filed in accordance with subparagraph (II)(F)(1) below. In addition to filing the pdf file of a creditor matrix, Filing Users must save the creditor matrix as a Text (.txt) file and upload that txt file to the CM/ECF System to create the creditor database in a case.

**D. Fees Payable to the Clerk**

Attorneys shall be required to provide authorization for credit card payment of prescribed filing fees at the time of registration for a login and password to the CM/ECF System. Registered attorneys shall pay all applicable filing/motion fees through the U.S. Treasury Internet credit card program, Pay.gov, by the close of each business day. To ensure compliance with this policy, registered attorneys who have not paid the required fees within five (5) calendar days from the date the fees were incurred, will be automatically placed in "Lock Out" status. Once a registered attorney is in "Lock Out" status, the CM/ECF System will not allow you to file new documents in any proceeding until the fees are fully paid and future actions are restricted to:

- . Payment of the outstanding filing/motion fee(s)
- . Accessing PACER
- . Querying a case

Once the outstanding fees have been paid, all e-filing privileges will be automatically reinstated. In order to pay outstanding fees, simply select from the CM/ECF Utilities

menu "Internet Payments Due" and this will then execute the Point-of-Sale module operated by the U.S. Treasury Internet credit card program. Any difficulties with the credit card program or with the payment of fees should be reported to the Clerk's Office.

Cross Reference  
28 U.S.C. 1930

**E. Orders**

1. Electronic Submission of Proposed Orders

- a. Proposed orders submitted with electronically filed pleadings shall be saved as a PDF file and shall be submitted as an *Attachment* to the document being filed.
- b. Proposed orders submitted electronically without an accompanying pleading, e.g., reflecting the Court's ruling at a hearing, shall be saved as a PDF file and shall be filed using the event, "Proposed Order" or "Proposed Agreed Order" from the "Miscellaneous" category of events. Courtesy copies of the proposed order need not be mailed to the Judge or lawclerk.

2. Electronic Entry of Orders

All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these Administrative Procedures, which will constitute entry on the docket kept by the Clerk under Rules 5003 and 9021 Fed.R.Bankr.P. All signed orders will be filed electronically by the Court or Court personnel. Any order or other Court-issued document filed electronically without the original signature of a judge or Clerk has the same force and effect as if the Judge or Clerk had signed a paper copy of the order and it had been entered on the docket in a conventional manner. Orders may also be issued as "text-only" entries on the docket, without an attached PDF of a document. Such orders are official and binding.

3. Electronic Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action assigned to the CM/ECF System, the Clerk will transmit to Filing Users in the case, in electronic form, a *Notice of Electronic Filing*. Electronic transmission of the *Notice of Electronic Filing* constitutes the notice required by the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure. The Clerk

must give notice to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Civil Procedure.

Cross Reference

Rule 77(d) Fed. R. Civ. P.

Rule 9022 Fed.R.Bankr.P.

**F. Auto Assignment of Judge/Trustee/§ 341 Meeting**

In Chapter 7 cases **only**, the Judge/Trustee Assignment option is available to attorneys who file cases electronically. The Judge/Trustee Assignment option will automatically assign the Judge, Trustee, and the § 341 Meeting date and time, according to the schedule provided by the United States Trustee. Attorneys are strongly encouraged to use this option because it will group together the § 341 Meetings in cases filed by that particular attorney on that day.

For detailed information and instructions on how to use the Judge/Trustee Assignment option, please refer to the CM/ECF Attorney User Manual at the website below.

<http://www.wvsb.uscourts.gov>

**G. Attachments and Exhibits**

1. **Electronically filed documents may not exceed three (3) megabytes (mb) in size.** Documents that exceed three (3) mb shall be separated into sections, each of which shall contain no more than three (3) mb. The first section shall be filed as the main document, with the succeeding three (3) mb sections filed as attachments to the main document.
2. All documentation that is part of a pleading shall be electronically filed together as one document; e.g., the motion, notice of motion, and certificate of service. Exhibits not prepared in a word processing format must be scanned and electronically filed as attachments to the main document. Proposed orders shall be filed as an attachment as provided in subparagraphs II (E)(1) (a) and (b).
3. A Filing User may submit as exhibits only those excerpts of the referenced document that are directly material to the matter under consideration by the Court. Excerpted material must be clearly and prominently identified as such, and the complete exhibit must be made available forthwith to interested parties, counsel, and/or the Court upon request and at the filer's cost (and must be available in the courtroom at any hearing pertaining to the

matter). A Filing User who files excerpts of exhibits pursuant to this subparagraph does so without prejudice to the right to file additional excerpts or the complete exhibit with the Court at any time. Responding/opposing parties may timely file additional excerpts or the complete exhibit if they believe they are directly material.

4. Excerpts of exhibits may not be filed in connection with a matter to be heard on an expedited basis and the full exhibits must be filed with the motion, application, pleading, etc.
5. Any document that requires leave of the Court to be filed, such as a document to be filed out of time or to amend, shall be attached as an exhibit to the motion requesting leave to file or requesting the Court to reopen the case.

#### **H. Transcripts**

Transcripts may be filed electronically or a transcriber may submit a PDF file containing the transcript to the Clerk for docketing by clicking on the link "Submit a Transcript" on the Court's website, <http://www.wvsb.uscourts.gov/>

Transcripts shall be available at the Clerk's Office for inspection only and not for copying, for a period of ninety (90) days after delivery to the Court. During the ninety (90) day period, any copy of the transcript must be obtained from the court reporter or transcriber at the rate established by the Judicial Conference, and an attorney who obtains the transcript from the reporter or transcriber may obtain remote electronic access to the transcript through the Court's CM/ECF System. After the ninety (90) day period has ended, the filed transcript will be available for inspection and copying in the Clerk's Office and for downloading from the Court's CM/ECF System through the judiciary's PACER system.

#### **I. Hyperlinks**

Electronically filed documents may contain the following types of hyperlinks:

1. Hyperlinks to other portions of the same document; and
2. Hyperlinks to a location on the Internet that contains a source document for a citation.

Hyperlinks to cite authority may not replace standard citation format. Complete citations must be included in the text of the filed document. Neither a hyperlink,

nor any site to which it refers, shall be considered part of the records. Hyperlinks are simply convenient mechanisms for accessing material cited in a file document.

The Court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The Court accepts no responsibility for the availability or functionality of any hyperlink.

**J. Privacy Requirements**

All electronically filed documents must comply with the privacy protections of Rule 9037 Fed.R.Bankr.P. Instructions on how to redact information from an electronic document may be found at the link below.

<http://www.wvsb.uscourts.gov/redactlink.htm>

**K. Technical Failures**

If a CM/ECF System failure occurs during the regular operating hours of the Clerk's Office (8:30 a.m. to 5:00 p.m.), parties unable to electronically file documents shall contact the Clerk's Office to ascertain an alternative method of filing. If a CM/ECF System failure occurs outside of the regular operating hours of the Clerk's Office, parties unable to electronically file documents shall call the Clerk's office prior to 10:00 a.m. of the next business day to ascertain an alternative method of filing. In the event of a power failure or other situation which makes it impossible for the Clerk's Office or Filing User to access the internet, filings may be made using paper format. A Filing User whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

**III. Electronic Service and Notice of Documents**

**A. Definitions**

1. Rule 7004 Service refers to service pursuant to Rule 7004 Fed.R.Bankr.P.
2. Rule 7005 Service refers to service pursuant to Rule 7005 Fed.R.Bankr.P.

**B. Service and Notice of Documents**

1. When a pleading or other document is filed electronically, a *Notice of Electronic Filing* will be automatically generated by the CM/ECF System at the time of filing and sent electronically to the party filing the pleading or other document, as well as to all parties in the case who are registered filing users in the CM/ECF System or have otherwise consented to electronic Rule 7005 Service or notice.
2. Participants in the CM/ECF System, by receiving a login and password from the Court, agree that the *Notice of Electronic Filing* constitutes Rule 7005 Service and notice of the filed document under the federal and local rules. Accordingly, if the filing party is a Filing User and has filed the document or pleading electronically, it is not necessary for the filing party to provide any additional Rule 7005 Service or notice with respect to those Filing Users that received the *Notice of Electronic Filing* from the Clerk.
3. Parties not deemed to have consented to electronic Rule 7005 Service or notice are entitled to receive paper copies of electronically filed documents from the Filing User. The Rule 7005 Service or notice of such paper copies must be made according to the federal and local rules and must be accompanied by the appropriate certificate of service. The certificate of service may be electronically filed with the initial filing.
4. Filing Users can rely on the "Mailing Information for a Case", available from the CM/ECF System, under headings "Utilities", then "Miscellaneous", then "Mailings", to determine which parties have consented to electronic Rule 7005 Service or notice in a case.
5. Because sealed documents may not be filed electronically, the filing of a sealed document will not produce a *Notice of Electronic Filing*. Therefore, service or notice of a sealed document must be made by an alternate method.
6. Nothing contained herein shall eliminate the necessity of Rule 7004 Service in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure. The return of service may be filed electronically.

**NOTE:** The Court may sign, seal and issue a summons electronically, although a summons may not be served electronically. **Service of a summons and complaint filed in an adversary proceeding, a summons and involuntary petition, or a contested matter instituted pursuant to Rule 9014 shall be made pursuant to Rule 7004 Fed.R.Bankr.P.**

7. Certificates of service must state the manner in which service or notice was accomplished on each party so entitled, and may be filed together with the pleading under one document number, as provided in subparagraph II(G)(2).

#### **IV. Consequences of Electronic Filing of Documents**

##### **A. Effect of Filing**

Electronic transmission of a document to the CM/ECF System consistent with these rules, together with the transmission of a *Notice of Electronic Filing* from the Court constitutes:

1. filing of the document for all purposes of the federal and local rules;
2. entry of the document on the docket kept by the Clerk under the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure; and
3. Rule 7005 Service and notice under the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure to those filing users who receive the *Notice of Electronic Filing*.

##### **B. Official Record**

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed. The Filing User must designate a title for the document by selecting the appropriate event title from the categories provided in the CM/ECF System. (The training manual lists the categories and events.) Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by the Clerk's Office.

##### **C. Filing Deadlines**

Filing a document electronically does not alter the filing deadline for that document. The deadline for filing, unless otherwise specifically set, is midnight of the due date (E.S.T.).

**V. Exceptions to Electronic Filing (Conventional Filing)**

The following shall not be filed electronically: (A) documents filed by non-registered attorneys, parties in interest, and pro se parties; and (B) sealed documents and trial exhibits.

**A. Documents Filed by Non-Registered and Pro Se Filers**

Non-registered filers and parties without legal representation may file and serve documents in paper form in accordance with the federal and local rules. All paper filings will be scanned and converted to electronic (PDF) format by the Clerk. For this to be accomplished efficiently, the following should be observed:

1. Paper used must be of a 20 lb. weight to allow it to be readily scanned by a high speed scanner - no coated, heavy or curling paper, no onion skin;
2. No double-sided pages;
3. No staples or bindings;
4. No carbon copies;
5. No tabbed exhibits;
6. Documents must be letter size - 8-1/2 x 11 inches;
7. The left margin of the matrix must be approximately 1" from the left edge of the paper and all entries must be lined up with the left margin.
8. Typeface must be Arial, Courier, CG Times or Times New Roman Font, 12 point type.

**B. Sealed Documents and Trial/Contested Matter Exhibits**

The following documents shall be filed in paper form and not electronically unless specifically authorized by the Court. These documents will not be scanned and will not be available for viewing via the CM/ECF System.

1. Sealed Documents - A motion to file documents(s) under seal may be filed by paper or electronically. If the motion is filed electronically, it should not include the documents to be sealed. Once the order granting the motion to seal has been entered, the sealed document(s) shall be prepared in paper form and submitted to the Clerk of Court with a copy of the order attached to the document(s) under seal.



2. Trial/contested matter exhibits - Trial/contested matter exhibits shall be submitted, maintained and exchanged outside of the CM/ECF System in a manner that comports with local and federal rules and any applicable pretrial or scheduling Order. Exhibit lists submitted prior to trial and/or final hearing in a contested matter may be filed electronically.

## **VI. Public Access to Electronic Records**

### **A. PACER**

For a fee, any person or organization may access electronically filed records at the Court's internet site by obtaining a PACER login and password at the online site, <http://pacer.psc.uscourts.gov>, or by calling the PACER Service Center at 1-800-676-6856. Those who have PACER access but who are not Filing Users may retrieve docket sheets and documents, but they may not file documents. Information posted on the system must not be downloaded for uses inconsistent with the privacy requirements of federal law.

### **B. Motion to Limit Electronic Access**

In connection with the filing of any material in an action assigned to the CM/ECF System, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

### **C. Privacy Requirements**

Information posted on the CM/ECF System must not be downloaded for uses inconsistent with the privacy requirements of federal law.

### **D. Public Access at the Court**

The public may view electronic bankruptcy records at no charge in the Clerk's Office. Electronic bankruptcy records can be viewed in the Clerk's Office during

U. S. Bankruptcy Court-Southern District of West Virginia CM/ECF Administrative Procedures

regular business hours (Monday through Friday - 8:30 am to 5:00 pm, except federal holidays) at the addresses listed below.

Robert C. Byrd U.S. Courthouse  
300 Virginia Street East  
Room 3200  
Charleston, West Virginia 25301  
(304) 347-3003

Robert C. Byrd U.S. Courthouse  
110 North Heber Street  
Room 271  
Beckley, West Virginia 25801  
(304) 253-7402

**E. Paper Copies and Certified/Exemplified Copies**

Paper copies and Certified/Exemplified copies of electronically filed documents may be purchased at the Clerk's Office during regular business hours Monday through Friday - 8:30 am to 5:00 pm - or by mailing in a request to the Clerk's Office at one of the above addresses and designating the document(s) by title or docket number. If requesting through the mail, a self-addressed, stamped return envelope large enough to hold the requested documents and the proper fee must be provided for mailing of the copy work. The fee for copying, certification and/or exemplification will be in accordance with 28 U.S.C. § 1930. Current fees may be obtained by calling the Clerk's Office or at the website below.

<http://www.wvsb.uscourts.gov>