

Court Fee Remittance System

West Virginia State Code

- West Virginia State Code authorizes the West Virginia State Treasurer's Office (WVSTO) to collect court fines and penalties that are assessed by the Circuit Court, Municipal Court, Magistrate Court, County Clerk, and Sheriff's Office.
- Fees are to be reported and payment submitted on a monthly basis to the WVSTO to be deposited into the General Revenue Account.
- The payment submission by the court or office should be made to the State Treasurer's Office for deposit by the tenth day of the month following the month of collection.

Court Fee Remittance System

User Guide

Overview

The Court Fee Remittance System is designed to facilitate the reporting and payment of fees due to the state from the Municipal Courts, Circuit Courts, Magistrate Courts, County Clerks, and County Sheriff's Offices in West Virginia.

The primary functions of the system are data entry and simple reports.

1. **Enter/View Form Data:** Users will access this area to enter and submit new data and payments and review past submissions.
 - a. **Form Entry:** Ability to enter data for new submissions and to recall, but not change past submissions. Users will be able to save new form entries without submitting them, allowing the user to come back and edit the data later. Once successfully submitted (see below), the form data and payment will be transmitted to the State Treasurer's Office (STO) and the form will change to read-only status.
 - b. **Form Submission:** Ability to submit the data entered on the specific entity's form to the State Treasurer's Office (STO) for payment.
2. **Reports:** Users will have access to reports on each individual entry, and transactional reports covering multiple entries over selected date ranges.
 - a. **Individual Form Entry Report:** This report will be available for viewing or printing of the on-screen data while on the Form Entry screen. This report will look very similar to the paper forms currently being submitted.
 - b. **Transaction Summary Report:** This report shows totals for all the users' data entries under their responsibility.
 - c. **Transaction Detail Report:** This report shows details for all the users' data entries under their responsibility.

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Logging In

System Access

To use the system, one must first have obtained access. In order to be added as a user, please contact the WVSTO Cash Management Department by calling (304) 558-3599 or (304) 341-0764 or by email at FeesGroup@wvsto.com.

Note: *If you have submitted the EFT Authorization form your account has already been setup with the email provided on the form.*

Log In

Once your setup is completed by Cash Management, you will be able to log in to the system using your web browser at <https://apps.wvsto.com/CFRS/Default.aspx> and entering your supplied credentials, as below:

1. User Name = email address
2. Password = temporary password assigned and provided to you by Cash Management

Court Fee Remittance System

Login

Enter/View Form Data Reports Home About Contact Login

Log In

User Name:

Password:

Log In

[Forgot Password?](#)

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Court Fee Remittance System

Login



[Enter/View Form Data](#) [Reports](#) [Home](#) [About](#) [Contact](#)

[Login](#)

Log In
User Name:
Password:

[Forgot Password?](#)

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During your first sign in, you will be required to change the temporary password and set up a password recovery question and answer.

Court Fee Remittance System



[Enter/View Form Data](#) [Reports](#) [Home](#) [About](#) [Contact](#)

[Logout](#)

User Name:
New Password:
Repeat Password:
Security Question:
Security Answer:

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Enter the password you would like to use in the New Password and Repeat Password fields, and enter the Security Question and Security Answer you want to use as a prompt should you forget and need to reset your password.

Court Fee Remittance System



[Enter/View Form Data](#) [Reports](#) [Home](#) [About](#) [Contact](#)

[Logout](#)

User Name:	<input type="text" value="greg.james@wvsto.com"/>
New Password:	<input type="password" value="*****"/>
Repeat Password:	<input type="password" value="*****"/>
Security Question:	<input type="text" value="What is your favorite type of dog?"/>
Security Answer:	<input type="text" value="hot dog"/> x
<input type="button" value="Submit"/>	

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As soon as you submit the password change, you will be returned to the Log In page and your new password will be active. Enter your email and new password to access the system.

Data Entry

Enter Form Data

The Remittance Page is the main screen of the system. It is found on the “Enter/View Form Data” tab and is used to perform entry and submission of forms for payment to the WVSTO. When a user logs in, if he/she only has one court/office available to him/her, the remittance page will automatically load with their court/office displayed for the current month and year, as shown below:

Court Fee Remittance System

Remittance Page



Enter/View Form Data Reports Home About Contact

Logout
Welcome James, Greg

Court: Putnam County Clerk

Transaction #: of 0

Status: Unsubmitted

Remittance By County Clerk

MONTH OF YEAR Submission Revision?

PREPARED BY: James, Greg ON 2/1/2019 1:17:01 PM PHONE: 304-341-0729

CHANGED BY: James, Greg ON 2/1/2019 1:17:01 PM

	Fund	Authority	Amount	\$ Remitted
1	Courthouse Facilities Improvement Fund	§29-26-6(a)		
A	Certificate of Redemption	§11A-3-26(a)	10.00	0.00
B	Marriage License Fee	§59-1-10(c)(3)	10.00	0.00
2	Farmland Protection Fund	§8A-12-17		
A	Deed Recordation Fee	§59-1-10(a)(8)	2.00	0.00
B	Other Document Recordation Fee	§59-1-10(a)(8)	2.50	0.00
3	Outdoor Heritage Conservation Fund	§5B-2G-8(b)(2)		
A	Deed Recordation Fee	§59-1-10(a)(8)	2.00	0.00
B	Other Document Recordation Fee	§59-1-10(a)(8)	2.50	0.00
4	WV Prosecuting Attorneys Institute Fund	§7-4-6(g)	0.00	0.00
5	Fund for Civil Legal Services for Low Income Persons	§59-1-10(c)(4)(B)		
A	Marriage License Fee	§59-1-10(c)(4)(B)	5.00	0.00
6	Marriage Education Fund	§48-2-702		
A	Marriage License Fee	§59-1-10(c)(4)(C)	10.00	0.00
7	Courthouse Facilities Improvement Fund	§29-26-6(a)		
A	Deed of Conveyance	§59-1-10(f)	3.00	0.00

Note: Users who have access to more than one office shall select the office for which they wish to make a submission from the drop-down list before proceeding.

From this page, the user is able to perform all remittance related activities including:

- new form entries and submissions,
- retrieval of previously saved and submitted remittance forms,
- printing of the currently displayed form (even if blank) and
- cancellation of the selected remittance form if it has not yet been submitted.

New remittance forms are started by:

a. selecting the Court (if more than one is available),

b. selecting the month and year, and clicking on New.

Enter/View Form Data Reports Home

Court Putnam County Clerk ▼

Transaction # ▼ of 0

Status: Unsubmitted

Retrieve Form New

Remittance By County Clerk

MONTH OF February ▼ YEAR 2019 ▼ Submissi

BY: James. Grea ON 2/1/2019 1:17:01 PM

This will display the selected court's/office's remittance form as currently set up in the system and will allow input of the remitted amounts. An example screen of the filled-in form and buttons is below:

B	Medical Liability Filing Fee	§59-1-11(a)(2)	10.00	10.00
C	Appeals	§59-1-11(b)(80)	5.00	0.00
D	Criminal Fees			
E	i. Felony conviction	§59-1-11(d)(2)	10.00	0.00
F	ii. Bond fee	§59-1-11(e)	25.00	0.00
G	iii. Bail peace processing	§59-1-11(f)	10.00	0.00
H	iv. Misdemeanor fee	§59-2-17(a)	5.00	15.00
I	v. Felony fee	§59-2-17(d)	5.00	0.00
19	Regional Jail Operations Partial Reimbursement Fund	§31-20-10(b)		
A	Civil Filing Fees	§59-1-28a(a)(3)	20.00	0.00
B	Criminal Fees	§59-1-28a(e)	30.00	0.00
20	Guardianship & Conservatorship Fund	§44A-2-1(e)		
A	Guardianship & Conservatorship Filing Fee	§44A-2-1(c)	35.00	0.00
21	WV State Police DNA Database Account	§15-2B-15		
A	DNA Testing	§15-2B-15	150.00	0.00
22	Division of Forestry			
A	Civil Penalty	§19-1A-3b	500.00	0.00
23	Fund for Civil Legal Services for Low Income Persons	§59-1-10(c)(4)(b)		
A	Civil Action Filing Fee	§59-1-11(a)(1)	45.00	0.00
B	Motion to Intervene, Third Party Complaint Cross Claim and Counterclaim Filing Fee	§59-1-11(a)(6)	200.00	0.00
24	WV Patient Injury Compensation Fund	§29-12D-1		
A	Assessment on Claims filed under the Medical Professional Liability Act	§29-12D-1a(c)	0.00	32.00
25	State Police Forensic Laboratory Fund			
A	Civil Action Filing Fee	§15-2-24d	5.00	5.00
26	WV State Police Criminal History Fund			
A	Petition for criminal offense reduction	§61-11B-4(b)	100.00	0.00
27	WV Supreme Court of Appeals Fund			
A	Magnetic or electronic recording duplication fee	§51-2A-8(c)	5.00	0.00
				682.50

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At any point, the user may save the data entered at this point by clicking the Save Form button.

Once the user has filled out the form completely and has verified the amounts, he/she needs to click the Save & Submit Form button, which saves all the data and submits the form and payment through the E-Gov payment system to the WVSTO.

Enter Revision

If you have already successfully submitted a form for a given court/office, month, and year but need to submit an additional form for the same for any reason, you can submit a revision.

To submit a revision:

- start as if you are beginning a new form by selecting the court/office
- select the month and year
- click the “Submission Revision?” checkbox. This will mark the new form as a revision to an existing one.

Court Fee Remittance System

Remittance Page



[Enter/View Form Data](#)

[Reports](#)

[Home](#)

[About](#)

[Contact](#)

[Logout](#)

Welcome James, Greg

Court

Transaction # of 0

Status: Unsubmitted

Remittance By County Clerk

MONTH OF YEAR Submission Revision?

PREPARED BY: James, Greg ON 2/27/2019 7:11:13 AM PHONE: 304-341-0729

CHANGED BY: James, Greg ON 2/27/2019 7:11:13 AM

	Fund	Authority	Amount	\$ Remitted
1	Courthouse Facilities Improvement Fund	§29-26-6(a)		
A	Certificate of Redemption	§11A-3-26(a)	10.00	<input type="text" value="0.00"/>
B	Marriage License Fee	§59-1-10(c)(3)	10.00	<input type="text" value="0.00"/>
2	Farmland Protection Fund	§8A-12-17		
A	Deed Recordation Fee	§59-1-10(a)(8)	2.00	<input type="text" value="0.00"/>
B	Other Document Recordation Fee	§59-1-10(a)(8)	2.50	<input type="text" value="0.00"/>
3	Outdoor Heritage Conservation Fund	§5B-2G-8(b)(2)		
A	Deed Recordation Fee	§59-1-10(a)(8)	2.00	<input type="text" value="0.00"/>
B	Other Document Recordation Fee	§59-1-10(a)(8)	2.50	<input type="text" value="0.00"/>
4	WV Prosecuting Attorneys Institute Fund	§7-4-6(g)	0.00	<input type="text" value="0.00"/>
5	Fund for Civil Legal Services for Low Income Persons	§59-1-10(c)(4)(B)		
A	Marriage License Fee	§59-1-10(c)(4)(B)	5.00	<input type="text" value="0.00"/>
6	Marriage Education Fund	§48-2-702		
A	Marriage License Fee	§59-1-10(c)(4)(C)	10.00	<input type="text" value="0.00"/>
7	Courthouse Facilities Improvement Fund	§29-26-6(a)		
A	Deed of Conveyance	§59-1-10(8)	3.00	<input type="text" value="0.00"/>
				<input type="text" value="0.00"/>

- Perform all the data entry, save and submit steps as with a standard form.

Note: You can only submit additional payments with a revision form, not request refunds.

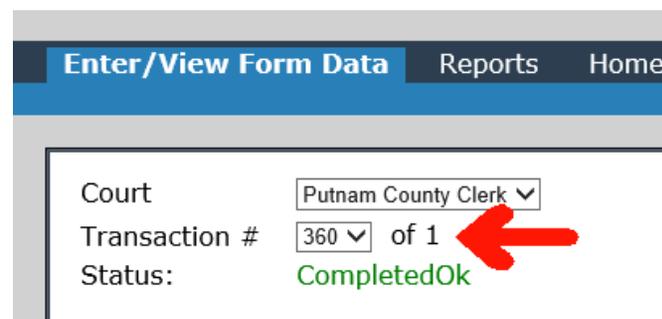
Review and Edit Forms

The user can retrieve previously saved/submitted remittance data by:

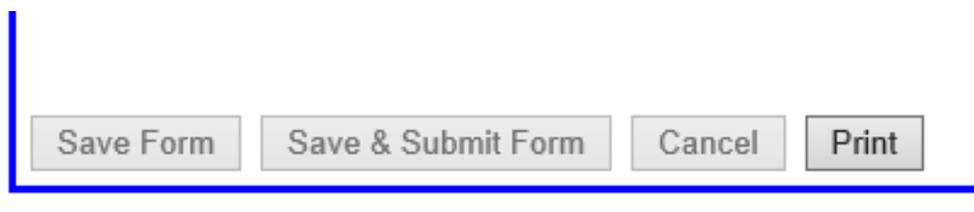
- selecting the Court (if necessary),
- select the month and year,
- click the “Retrieve Form” button.

If any transactions for this given combination exist, the primary remittance will be selected and displayed. If revisions exist for this court/office, month, and year, they will be available by selecting the various transactions from the Transaction # list. Notice in the example here that there is only one submission.

Only saved and unprocessed transactions can be edited, but any transaction can be printed. Notice how the control buttons are greyed out in the excerpt below because the selected transaction is already processed.



The screenshot shows a web application interface with a navigation bar at the top containing 'Enter/View Form Data', 'Reports', and 'Home'. Below the navigation bar, there is a form with the following fields: 'Court' with a dropdown menu showing 'Putnam County Clerk', 'Transaction #' with a dropdown menu showing '360' and 'of 1', and 'Status:' with the text 'CompletedOk'. A red arrow points to the '360 of 1' dropdown menu.



The screenshot shows a web application interface with a blue border. Below the border, there are four buttons: 'Save Form', 'Save & Submit Form', 'Cancel', and 'Print'. All buttons are greyed out.

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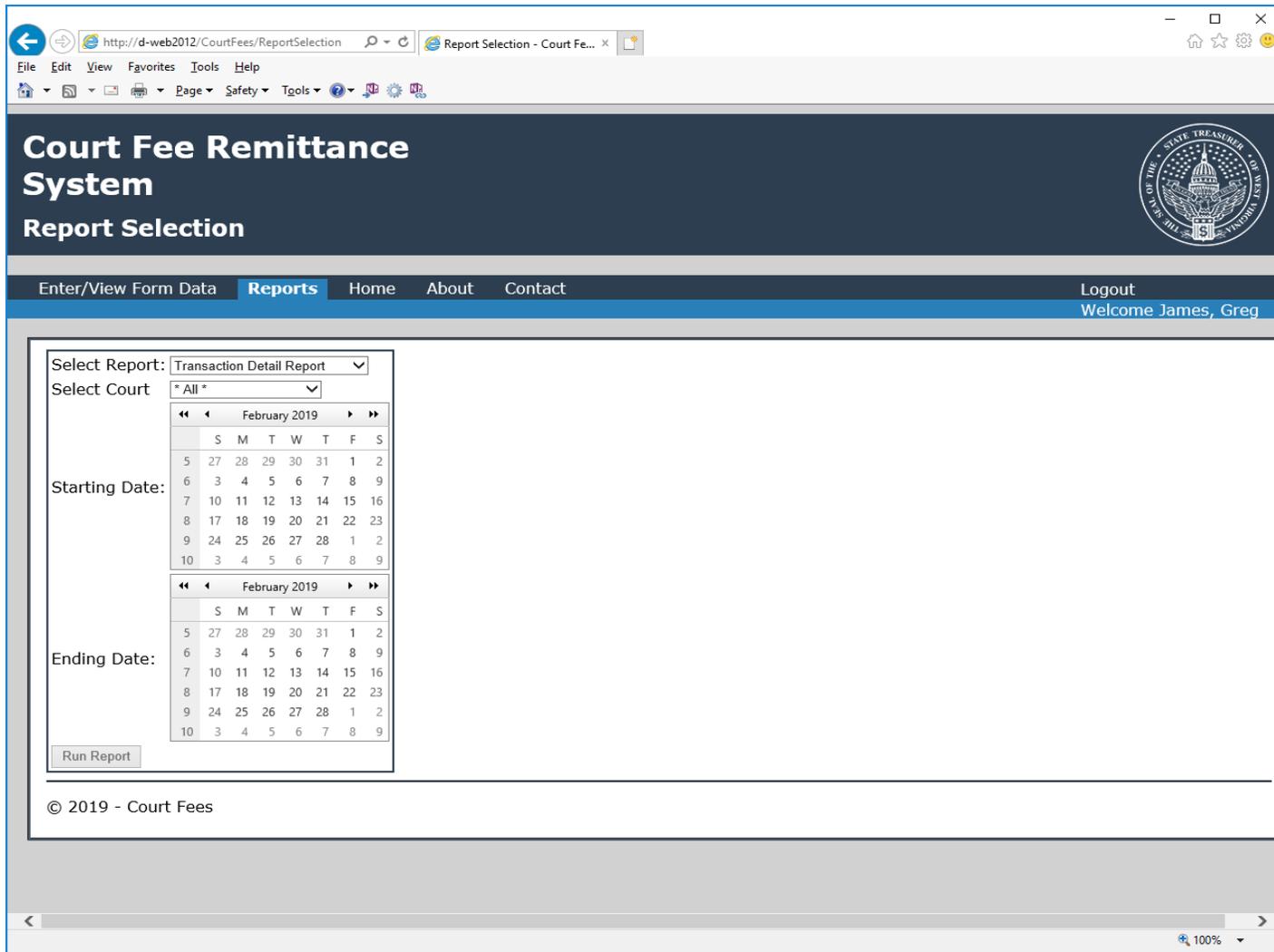
The following save/submission rules always apply:

1. A remittance form for a given month/year cannot be marked as a revision if there is not a primary (non-revision) form for the same period that was already successfully submitted.
2. Neither can a new primary form be saved for a period if one already exists. If the primary isn't submitted yet, you can edit it; otherwise, a new revision form must be created by checking the “Submission Revision” box.

3. No form can be saved or submitted with invalid numbers or negative values in any of the remittance amounts. Negative amounts are not allowed as the system cannot handle refunds. Any refund that might be required will have to follow the external manual steps to request, approve, and send the refund to the individual court. After that is completed, the Court Fee Remittance System should be updated by an administrator for the court/office, month, and year that requires a correction.
4. An administrator cannot submit a remittance form; nor can he/she change data that has not yet been processed for payment. A remittance form that has already been processed can be edited by an administrator using the Admin Edit function. This should only be done to correct data if an external transaction (such as a refund payment) altered the amounts processed through this system. No changes to actual banking accounts or transactions with E-Gov will occur because of this update.

Reporting

The monthly court form is printable, as already seen, from the Enter/View Data screen. All other reports are available from the Reports selection of the main menu.



- From the Reports page, all the other reports can be accessed by selecting the report you desire from the drop down list and then supplying the required parameters.
- Starting and ending dates are required for all reports.
- Use the calendar displays to select the date in each calendar to indicate the range. Note that the starting date will automatically be set with a time of 00:00:00 and the ending date will be set with a time of 23:59:59 to insure that all records are including between the starting and ending date.
- Also, the date range is the date the transactions were last changed, not the month they were submitted for. So, if you submit a transaction for December in January, the report system will not pick up any data if you search for Dec 1 thru Dec 31 because the actual change to the data took place in January.

The following screen images show the parameters and the output for the Transaction Summary Report:

Court Fee Remittance System

Report Selection



Enter/View Form Data **Reports** Home About Contact

Logout
Welcome James, Greg

Select Report: Transaction Summary Report

Starting Date:

July 2018						
S	M	T	W	T	F	S
26	24	25	26	27	28	29
30	27	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4					

Ending Date:

February 2019						
S	M	T	W	T	F	S
5	27	28	29	30	31	1
2	6	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9					

Run Report

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Court Fee Remittance System

Reporting - Transaction Summary Report



Enter/View Form Data **Reports** Home About Contact

Logout
Welcome James, Greg

Navigation icons: back, forward, refresh, search, zoom (100%), save, print, find | next

West Virginia State Treasurer's Office
Court Fee Remittance Summary Report
Date Range: 7/1/2018 - 2/28/2019

Type of Court	Court Title	Month	*	Remittance
County Clerk	Putnam County Clerk	Jun 2018	P	\$95.00
		Nov 2018	P	\$68.00
		Dec 2018	P	\$0.00
		Jan 2019	P	\$49.00
		Feb 2019	S	\$41.00
			\$253.00	
			\$253.00	

* P = Processed, S = Saved Only

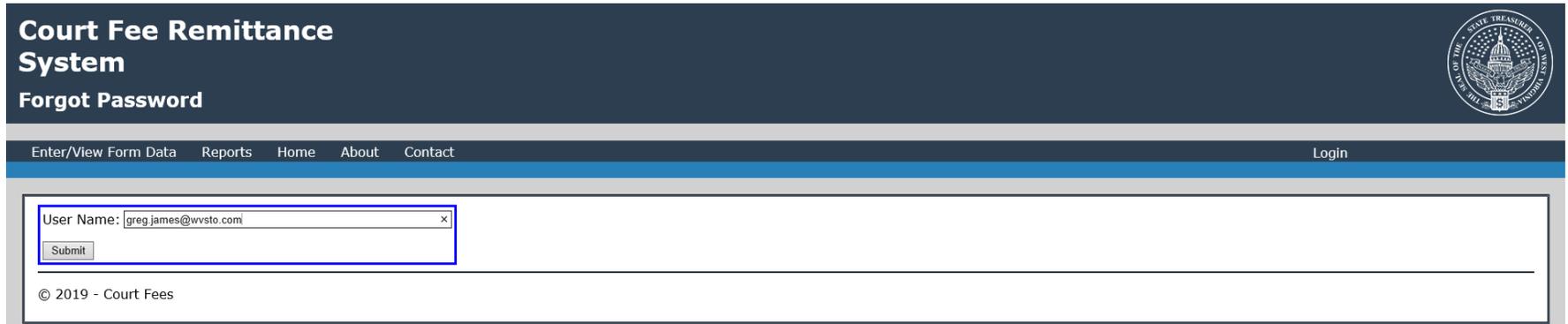
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- Please note that the reports open in a new tab/window.
- It is recommended that you close that tab/window when you are finished with it.
- Do **not** use the Logout option on the report output screen as it will confuse your main session and you will likely have to close your browser completely (all tabs and windows) in order to log back in to the system.

Helpful Tips

Forgot Password

If you forget your password, you can self-correct the situation by clicking the “Forgot Password?” link on the Login page. This takes you to the Forgot Password page which asks for your User Name, see example below:



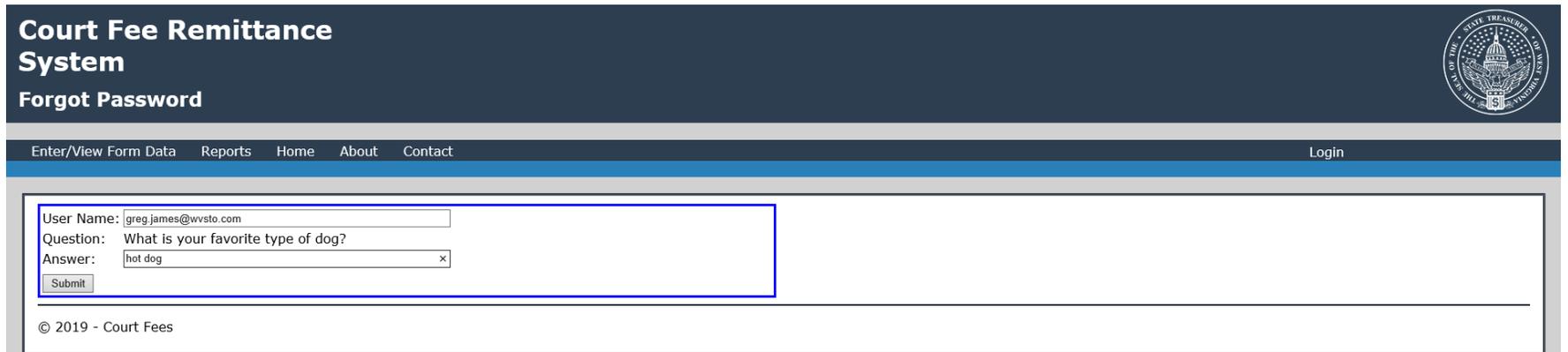
Court Fee Remittance System
Forgot Password

Enter/View Form Data Reports Home About Contact Login

User Name: greg.james@wvsto.com x
Submit

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When you click Submit, your challenge question will be presented. Enter the answer you set up previously and click Submit again.



Court Fee Remittance System
Forgot Password

Enter/View Form Data Reports Home About Contact Login

User Name: greg.james@wvsto.com
Question: What is your favorite type of dog?
Answer: hot dog x
Submit

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You should get the system message as shown below:

Court Fee Remittance System

Forgot Password



Check your email for a message containing a link that will allow you to reset your password. Please close this page now.

[Enter/View Form Data](#) [Reports](#) [Home](#) [About](#) [Contact](#)

[Login](#)

User Name:
Question: What is your favorite type of dog?
Answer:

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At this point, close the window and check your email. It is important that you close the web page. Once you receive the email, click on the link and it will open your default browser to the system's reset password screen. If necessary, you may copy/paste the link into the browser.



Court Fee Remittance System



[Enter/View Form Data](#) [Reports](#) [Home](#) [About](#) [Contact](#)

[Login](#)

User Name: greg.james@wvsto.com
New Password:
Repeat Password:
Security Question: What is your favorite type of dog?
Security Answer: hot dog

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Enter and re-enter your desired password and click Submit. This will return you to the Log In page where you can use your newly changed password to sign in.

Possible System Messages

Any necessary messages will be displayed directly above the menu. Messages can include errors, warnings, and successful saves and submissions. Some sample messages are displayed below:

The standard amount for 2A. Deed Recordation Fee is \$2 each, so \$11 does not divide evenly by 2.
This is only a warning. The form can still be saved and submitted for payment.

Court Fee Remittance System
Remittance Page

Remit \$ is not evenly divisible by standard amount

Enter/View Form Data Reports Home About Contact Logout
Welcome James, Greg

Court: Hurricane Municipal Court [Retrieve Form] [New]
Transaction #: [] of 0
Status: Unsubmitted

Remittance By Municipal Court
MONTH OF: January YEAR: 2019 Submission Revision?
PREPARED BY: James, Greg ON 2/15/2019 8:47:24 AM PHONE: 304-341-0729
CHANGED BY: James, Greg ON 2/15/2019 8:47:24 AM

Fund	Authority	Amount	\$ Remitted
1 Crime Victim's Compensation Fund	§14-2A-4(b)		
A Misdemeanor Offenses (except non-moving violations)	§14-2A-4(a)	8.00	0.00
B DUI Fines per §17C-5-2 (20% of fine)	§14-2A-4(a)	0.00	0.00
2 Law Enforcement Training Fund	§30-29-4(c)		
A Criminal Fees	§30-29-4(a)	2.00	3.00
B Bond Forfeiture	§30-29-4(b)	2.00	0.00
3 Litter Control Fund	§22-15A-4		
A 50% of Penalties Collected	§22-15A-4	0.00	0.00
4 Regional Jail & Correctional Facility Development Fund	§31-20-10		
A Traffic, moving violation, jail time offenses	§8-11-1	40.00	0.00
5 Community Corrections Fund	§62-11C-4		
A Probation Fees	§62-11C-4(b)	0.00	0.00
B Home Confinement Fees	§62-11C-4(c)	2.50	0.00
C Criminal Conviction Fees	§62-11C-4(d)	10.00	0.00
			3.00

[Save Form] [Save & Submit Form] [Cancel] [Print]

The 1A. Certificate of Redemption has a negative value and negative amounts are not allowed.
 This is an error and this form cannot be submitted until this value is changed.

Court Fee Remittance System
Remittance Page

ERROR: Negative \$ amounts are not allowed

Enter/View Form Data | Reports | Home | About | Contact | Logout | Welcome James, Greg

Court: Putnam County Clerk | Retrieve Form | New

Transaction #: 472 of 1 | Status: Unsubmitted

Remittance By County Clerk
 MONTH OF: February | YEAR: 2019 | Submission Revision?
 PREPARED BY: James, Greg ON 2/1/2019 2:10:00 PM | PHONE: 304-341-0729
 CHANGED BY: James, Greg ON 2/1/2019 2:19:00 PM

	Fund	Authority	Amount	\$ Remitted
1	Courthouse Facilities Improvement Fund	§29-26-6(a)		
	A Certificate of Redemption	§11A-3-26(a)	10.00	-10
	B Marriage License Fee	§59-1-10(c)(3)	10.00	10.00 x
2	Farmland Protection Fund	§8A-12-17		
	A Deed Recordation Fee	§59-1-10(a)(8)	2.00	12.00
	B Other Document Recordation Fee	§59-1-10(a)(8)	2.50	0.00

This message occurred because submission of the remittance was attempted for February 2019 during the month of February. This is an error. The form data is saved but this form cannot be submitted until the 1st of March. Notice the Status stayed "Unsubmitted".

Court Fee Remittance System

Remittance Page



You cannot post for a month in the future

[Enter/View Form Data](#) [Reports](#) [Home](#) [About](#) [Contact](#)

[Logout](#)
Welcome James, Greg

Court:

Transaction #: of 1

Status: Unsubmitted

Remittance By County Clerk

MONTH OF YEAR Submission Revision?

PREPARED BY: James, Greg ON 2/1/2019 1:51:09 PM PHONE: 304-341-0729

CHANGED BY: James, Greg ON 2/1/2019 1:51:09 PM

	Fund	Authority	Amount	\$ Remitted
1	Courthouse Facilities Improvement Fund	§29-26-6(a)		
	A Certificate of Redemption	§11A-3-26(a)	10.00	<input type="text" value="10"/>
	B Marriage License Fee	§59-1-10(c)(3)	10.00	<input type="text" value="10"/>
2	Farmland Protection Fund	§8A-12-17		
	A Deed Recordation Fee	§59-1-10(a)(8)	2.00	<input type="text" value="12"/>
	B Other Document Recordation Fee	§59-1-10(a)(8)	2.50	<input type="text" value="0.00"/>
3	Outdoor Heritage Conservation Fund	§5B-2G-8(b)(2)		

This remittance data was successfully saved but not submitted for payment.
This is indicated by the "Data Saved" message but the Status is still "Unsubmitted".

Court Fee Remittance System

Remittance Page

Data Saved

Enter/View Form Data Reports Home About Contact

Court Putnam County Clerk

Retrieve Form New

Transaction # 474 of 1

Status: Unsubmitted

Remittance By County Clerk

MONTH OF December YEAR 2018 Submission Revision?

PREPARED BY: James, Greg ON 2/1/2019 2:36:33 PM PHONE: 304-341-0729

CHANGED BY: James, Greg ON 2/1/2019 2:36:33 PM

	Fund	Authority	Amount	\$ Remitted
1	Courthouse Facilities Improvement Fund	§29-26-6(a)		

When a remittance is successfully submitted, the Transaction # will be filled in and the Status will change to "CompletedOK". This does not mean the payment was successful. If insufficient funds or other problems occur that issue will need to be handled manually.



Court Fee Remittance System

Remittance Page



Data Saved

Enter/View Form Data Reports Home About Contact Logout Welcome James, Greg

Court: Putnam County Clerk Retrieve Form New

Transaction #: 473 of 1

Status: **CompletedOK**

Remittance By County Clerk

MONTH OF: January YEAR: 2019 Submission Revision?

PREPARED BY: James, Greg ON 2/1/2019 2:16:24 PM PHONE: 304-341-0729

CHANGED BY: James, Greg ON 2/1/2019 2:16:24 PM

	Fund	Authority	Amount	\$ Remitted
1	Courthouse Facilities Improvement Fund	§29-26-6(a)		
	A Certificate of Redemption	§11A-3-26(a)	10.00	0.00
	B Marriage License Fee	§59-1-10(c)(3)	10.00	20.00
2	Farmland Protection Fund	§8A-12-17		

Contact Us

Any questions or comments may be directed to Cash Management: FeesGroup@wvsto.com

Technical questions should be directed to Software IT: ITSoftwareGroup@wvsto.com

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