

How to Access a Formal Case



1. Go to www.psc.state.wv.us
2. Click "Case Information" on the left side of the page, under the subhead of Formal Case Information
3. Click "Case" on the left side of the page
4. In the Case Number field, enter the Case Number. You only need the numbers, but you must include the hyphen
5. Click the "Search" button or hit "Enter"
6. Click "Activities" on the right side of the page. This will take you to all of the non-restricted documents in the case. You may view them and/or download them as PDF or Text.

How to Subscribe to a Case

1. Go to www.psc.state.wv.us
2. On the left side of the page, under the heading "Formal Case Information," click on "Case Subscriptions."
3. On the next screen, click on "Register" and fill out the form to create an account.
4. When you have registered, the site will return you to the Case Subscriptions page. Enter your email address and password to log in.
5. On the Manage Case Subscriptions page, click "Add a Subscription."
6. On the next screen, fill in the "Description" field (this can be anything that lets you identify the case). Click the arrow in the "Recent Cases" field and scroll through the dropdown menu until you find the Case Number. you wish to subscribe to. Click the Case Number then scroll down to the bottom of the page and click "Subscribe."
7. You will be taken back to the Manage Case Subscriptions page, where you can follow steps 4-6 to add another subscription or click on "Log out."
8. You will now receive an email update every time any unrestricted document is filed in the cases to which you have subscribed.
9. If you no longer wish to receive email updates, you may sign in and click "Delete Subscriber and All Subscriptions" on the Manage Case Subscriptions page.