FAQ - E-File Order Templates

What can WV E-File Order Templates do for you?

WV E-File Order Editor **Template** options:
- **(Form).rtf**: <u>Inserts (adds) data</u> in case AND creates <u>body of Order</u>
- **.rtf**: <u>Inserts (adds) data</u> in case, but does NOT create body of Order

Templates <u>Insert (add) Data</u> into Case:
- **Divorce.rtf** Template inserts:
  - Date of Divorce
- **Set Bond.rtf** & **Set Bond (Form).rtf** Templates inserts:
  - **Bond**
    - Bond Type
    - Bond Description
    - Created Date
    - Bond Amount
    - Bond Status = Set
  - **Docket Entry**
    - Bond Set Event: [Description, Type, Amount]
- **Modify Bond.rtf** & **Modify Bond (Form).rtf** Templates inserts:
  - **Bond**
    - Modified Bond Type
    - Modified Bond Amount
  - **Docket Entry** (includes modified elements)
    - Bond Reduced Event: [Description, Original Amount, Reduced Amount]

- **Sentencing.rtf** & **Sentencing (Form).rtf** Templates inserts:
  - **Sentencing Charges**
    - Filing Charges
    - Additional/Modified Charges
  - **Docket Entry**
    - Criminal Charge Listed Event(s): [Sentencing Charge, # of Counts]
    - Criminal Cost Assessed Event: [Balance]
  - **Statement of Costs**
    - Sentencing Order – Felony (Fees Added):

20001 - Clerk's Fees	Fixed	$20.00
20004 - Prosecuting Attorney's Fees	Fixed	$30.00
20008 - Witness Fee	Witness	$0.00
20103 - Court Security Fund - Criminal	Fixed	$5.00
20202 - Crime Victim's Compensation Fund – Felony	Charge Multiplier	$50.00
20601 - Law Enforcement Training Fund – Criminal	Fixed	$12.00
20903 - WV Community Corrections Fund – Criminal Conviction	Fixed	$10.00
20904 - WV Community Corrections Fund – Felony Conviction	Charge Multiplier	$25.00
21002 - Regional Jail & Correctional Facility Fund – Criminal	Fixed	$40.00
21804-1 - Courthouse Facilities Improvement Fund – Felony Conviction	Fixed	$10.00
21804-5 - Courthouse Facilities Improvement Fund – Felony Fee	Fixed	$5.00
21902 - Regional Jail Operations Partial Reimbursement Fund – Criminal	Fixed	$30.00

- Sentencing Order – Misdemeanor (Fees Added):

20001 - Clerk's Fees	Fixed	$10.00
20004 - Prosecuting Attorney's Fees	Fixed	$10.00
20103 - Court Security Fund - Criminal	Fixed	$5.00
20201 - Crime Victim's Compensation Fund – Misdemeanor	Fixed	$10.00
20601 - Law Enforcement Training Fund – Criminal	Fixed	$12.00
20903 - WV Community Corrections Fund – Criminal Conviction	Fixed	$10.00
21002 - Regional Jail & Correctional Facility Fund – Criminal	Fixed	$40.00
21804-4 - Courthouse Facilities Improvement Fund – Misdemeanor	Fixed	$5.00
21902 - Regional Jail Operations Partial Reimbursement Fund – Criminal	Fixed	$30.00

- Sentencing Order – Temporary Financial Exploitation (Fees Added):

20001 - Clerk's Fees	Fixed	$25.00
20011 - Magistrate Court Fund	Fixed	$10.00
20101 - Court Security Fund - Civil	Fixed	$5.00
21001 - Regional Jail & Correctional Facility Fund – Civil	Fixed	$10.00

Template prompts filer to insert order language required for Title IV-E grant funding for the State of WV, in Juvenile cases.
- **Title IV-E Findings.rtf** Template prompts:
  - **Order of First Removal Findings**:
    - It is contrary to the welfare of the child to remain in the child's home.
    - It is in the best interest of the child to be removed from the child's home.
    - The child is without proper care, custody, or support and immediate protective custody is necessary to prevent personal harm to the child.
    - The removal from the home is/was necessary to protect the child.
    - The child is being neglected and is without proper care and supervision.
    - The child's condition (or the circumstances surrounding the child's care) requires that custody be immediately assumed to safeguard the child's welfare.
    - The child will commit or attempt to commit other self-injurious offences.
    - The child is in immediate danger of imminent serious physical injury or sexual abuse.

TIP: Fullscreen button works as toggle between Fullscreen view (**Maximized** Order Editor) and Exit of Fullscreen view (**Minimized** Order Editor).

How do I access Templates?

Where to Create an **Order**:
- **Proposed Orders → Proposed Order** – Case (Rtf Editor)
    - Select **Templates** button via **Order Editor** tab
- **Proposed Orders → Proposed Order** – Motion (Rtf Editor)
    - Select **Templates** button via **Order Editor** tab

**Most Commonly Used Order Templates folder:
- **Miscellaneous**: <u>Root → State Templates → Miscellaneous</u>

How do I import a drafted Order into the Order Editor?

WV E-File Order Editor **Import** options:
- **Form (Insert)**: <u>Inserts</u> content from uploaded document into Order Editor <u>at location of cursor</u> when Import button is selected.
  <u>Note</u>: Form (Insert) works with templates and does not replace manually entered text or content.
- **Body (Replace Template)**: <u>Deletes</u> all <u>content</u> in Order Editor (<u>Exceptions</u>: Auto-generated Case Style, Title, and Judge's signature), then <u>Inserts</u> content from uploaded document <u>into body</u> of Order.
  <u>Note</u>: Body (Replace Template) replaces templates, text, and imported content.

How do I create Orders using Templates?

How to Create a **Final Divorce Order** via Template:
- Click **Templates** button
- Select **Divorce.rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File** Order

<u>Data added into case</u> upon submission of **Final Divorce Order by the Judge:
- ☑ Date of Divorce automatically populated in case.

How to Create an **Order Setting Bond** via Template:
- Click **Templates** button
- Select **Set Bond.rtf** or **Set Bond (Form).rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File** Order

<u>Data added into case</u> upon submission of **Set Bond Order by the Judge:
- ☑ Bond Type
- ☑ Bond Description
- ☑ Created Date
- ☑ Bond Amount
- ☑ Bond Status = Set

How to Create a **Bond Modification Order** via Template:
- Click **Templates** button
- Select **Modify Bond.rtf** or **Modify Bond (Form).rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File** Order

<u>Data added into case</u> upon submission of **Modify Bond Order by the Judge:
- ☑ Modified Bond Type
- ☑ Modified Bond Amount

How to Create a **Sentencing Order** via Template:
- Click **Templates** button
- Select **Sentencing.rtf** or **Sentencing Bond (Form).rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File** Order

<u>Data added into case</u> upon submission of **Sentencing Order by the Judge:
- ☑ Sentenced Charges
- ☑ Assessed Costs