

WARNING: <u>Proposed Order – Motion</u> should be filed when filing a Proposed Order on a previously e-filed Motion.

Prop	osed Orders 🔻		
الم	Proposed Order -	Case (Rtf Editor)	1
U	Proposed Order -	Motion (Rtf Editor)	-

Additional Cases Party List Parties Represented 📀 📀

Case: CC-98-2021-F-1

State of West Virginia v. John Doe

State of West Virginia v. John Doe

Case: CC-98-2021-F-1

Party List

Add 12

OK

Style:

11

Parties Represented

12

衫 Edit 🛛 📼 Delete

Cancel

Additional Cases Party List Parties Represented

🍪 Refresh 🚽 Add Related Cases g 🖨 Add 📝 Edit 🖃 Delete

Style

Style

File Proposed Order - Case - Rtf Editor

Standard -

O Yes O No

Next

File Proposed Order - Case - Rtf Editor

Case Lookup

County

Year:

Case Type:

Case Number:

Additional Cases:

Case Lookup

A Refresh

7

V

10) 🚽

Case Lookup

Case Number

CC-98-2021-B-4

Case Number

File Proposed Order - Case - Rtf Editor

🍪 Refresh 🛛 🙀 Add Related Cases

Add Related Cases

Case Number

CC-98-2021-B-4

CC-98-2021-F-4

Additional Cases

**NOTE:** <u>Proposed Orders</u> are not included in the electronic case file.

However, Notification of Proposed Order Filings are emailed to all Attorneys on the case that are registered for E-File.

# Steps to E-File a Proposed Order – Case (Rtf Editor): <u>Menu Selection</u>:

1. Select **Proposed Orders → Proposed Order - Case (Rtf Editor)** 

## Case Lookup tab:

- 1. Select County
- 2. Select **Standard** or **Non-Standard** Case Type
- Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
- 3. Select Case Type
- 4. Select Year
- 5. Type Case Number (Sequential number)
  - Example: 1
- Select <u>Yes</u> for Additional Cases, to batch file the supporting document(s) into multiple cases.
  OR

Select <u>No</u> for **Additional Cases** to file the supporting document(s) into a single case.

7. Click **Next** button

Additional Cases tab (Only if <u>Yes</u> is selected in Case Lookup tab):

- 8. Click **Add Related Cases** button (Optional) to add cases <u>related</u> to the case entered in Case Lookup tab.
- 9. Select/De-Select Related Cases
- 10. Click **OK** button to add related cases or **Cancel** button to proceed without adding related cases.
- 11. Click **Add** button (Optional) to add cases <u>related</u> <u>and/or unrelated</u> to the case in Case Lookup tab.
- 12. Select County
- 13. Select Case Type
- 14. Select Year
- 15. Type Sequence (Sequential number for case)Example: 11
- 16. Click **OK** button to add case(s) or **Cancel** button to proceed without adding case(s).
- 17. Click Next button

### Party List tab:

- Parties Notified Electronically indicates parties/attorneys that will receive electronic Notification of Filing.
- 19. **Parties Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
- 20. Click Next button

)			CC-98- Back	Next	Case Year Seq	e Typ	e:	ок	- 14 - 15 16 Cancel	
	Ca St Ju	ase L ase N yle: dge:	ookup umber:	Additional Ca CC-98-202 State of W William Ma	ases 1-F-1 est Vir acCork	Par ginia	ty List a v. Joh	Parties R n Doe	tepresented	Proposed Orde
	18 P	artie	s - Notifi	ed Electronicall	y P	arties	s - Notifi	ed by Mail	19	
r	Par	ty	Name		Attor	ney	Name		Notice Addre	SS
	D-0	001	John Do	e					123 My Way,	City WV 12345
		Back	N	ext 20						

Add/Edit Case

County:

# WARNING: All parties MUST be listed in the Party List tab prior to filing.

Contact the Circuit Clerk's Office, before proceeding with your filing, if parties are missing from the case.



# Steps to E-File a Proposed Order - Case (Rtf)

#### Parties Represented tab:

- 21. Verify or check appropriate box(es) to indicate the Party or Parties Represented by the **E-Filer Optional: Add Co-Counsel** via Add Attorneys button
- 22. Click Next button

6	Refre	sh Ad	d Attorneys				
	#	Party	Name		Case Number		
×	Case	e Numbe	er: CC-98-2021-B-4				
		P-001	State of West V	irginia	CC-98-2021-	B-4	
		D-001	John Doe		CC-98-2021-	B-4	
		W-001	First Witness		CC-98-2021-	B-4	
*	Case	e Numbe	er: CC-98-2021-F-1				
		P-001	State of West V	irginia	CC-98-2021-	F-1	
		D-001	John Doe		CC-98-2021-	F-1	
~	Case	e Numbe	er: CC-98-2021-F-4				

#### Proposed Order tab:

- 23. Type a detailed **Description** for <u>Title</u> of Proposed Order
- 24. New Order for pre-built header & case style OR

[TITLE]

25. Click Next button

State of West Virginia,

Plaintiff,

vs.) John Doe, Defendant

u orucr tab.	
ype a detailed <b>Description</b> for <u>Title</u> of	Additional Cases Party List Parties Represented Proposed Order
roposed Order	23 Description:
<u>lew Order</u> for pre-built header & case style	
DR	
<u>lew Order (Custom Style)</u> to manually type	Operation: Operation: New Order New Order (Custom Style) 24
he header and case style in the Order Editor.	Back Next 25
lick <b>Next</b> button	
In the Circuit Court of Whitewater County, West Virginia	
'West Virginia	[Style goes here]
, )	[UtitLE]
) ) Case No. CC-98-2021-F	R.1
, Case 110. 00-50-2021-1	



**Order Editor** Menu/Toolbar/Buttons:

Home	Insert	Page Layout Reference	es Viev	1																					
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Home offers the following tools:

- Undo | Redo
- Copy | Cut | Paste
- Font Type | Font Size (\*\*<u>TIP</u>: Submitted Orders are in <u>Arial 12pt</u>.\*\*)
- Font: Bold | Italicize | Underline | Strikethrough | Superscript | Subscript | Color | Highlight | Clear Formatting
- Paragraph: Bullets | Indent | Alignment | Spacing | Background Color
- Quick Styles: Paragraph Styles | Character Styles
- Find | Replace | Select All

Home	Insert	Page Lay	out References	View							
岩 Page Br	reak	Table 🔻	🚨 Inline Picture	📕 Bookmark	🚷 Hyperlink	📒 Header	Footer	# Page Number	Page Count	Text Box	$\Omega$ Symbol

**Insert** offers the following tools:

- Page Break | Table | Inline Picture
- Bookmark | Hyperlink
- Header | Footer | Page Number | Page Count
- Symbol

Home	Insert	Page Layout	References	View		
🔲 Margins	s 👻 💾 (	Drientation 👻 👖	Size 👻 📗 🤅	Columns 👻	H Breaks	顲 Page Color 👻

#### **<u>Page Layout</u>** offers the following tools:

• Breaks: Page | Column

Home	Insert	Page Layout	References	View			
Table of the second	of Contents	📳 Update Tal	ole 📑 Add Te	ext 🔻	📃 Insert Caption 🔻	📒 Insert Table of Figures দ	🛛 🛃 Update Table

#### **<u>References</u>** offers the following tools:

- Table of Contents
- Insert Caption (Figures/Tables/Equations)
- Table of Figures

Home	Insert	Page Layout	References	View	
Horizo	ntal Ruler	Full Screen			
Viou	fore the	following	toolo		

<u>View</u> offers the following tools:

- Horizontal Ruler
- Full Screen

Back	Next	Fullscreen	Preview	Templates	Import
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### Buttons:

- <u>Back</u> navigate to previous filing tab
- <u>Next</u> navigate to next filing tab
- <u>Fullscreen</u> Enable/Disable full screen mode
- <u>Preview</u> View Order as PDF
- <u>Templates</u> Divorce, Bond, Sentence, Title IV-E (\*\*See <u>FAQ E-File Order Templates</u> Guide\*\*)
- Import Acceptable file types: Microsoft Word (.docx & .doc), Open Office Text (.odt), & Rich Text Format (.rtf)
  - **Form (Insert)** <u>Inserts</u> content from uploaded document into Order Editor <u>at location of cursor</u> when Import button is selected.

Note: 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 in Editor. <u>Note</u>: Body (Replace Template) replaces templates, text, and imported content.



# Steps to E-File a Proposed Order - Case (Rtf)

Party List

Party List

📟 Delete

Additional Cases

Additional Cases

Back

🍪 Refresh 🛛 🖶 Add

File Name

File

36

# Order Editor tab:

- 26. Delete "[Order goes here]" text
- 27. Create Order **Options:** 
  - Type
  - Import
  - **Order Templates**
- 28. Click Preview button
- 29. Close Preview
- 30. Click Next button

Home Insert Page Layout References View [TITLE] [Order goes here] /s/JudgeName Circuit Court Judge 500th Judicial Circuit Back Next Fullscreen Preview Templates Import 30 28

Parties Represented

Supporting Document

Туре

File:

Type:

Description:

Add Document

Parties Represented

Proposed Order

Proposed Order

Size

Browse.

Order Editor

Description

53

Order Editor

23

00

Close

Documents

## **Documents** tab:

- 31. Click Add button (Optional)
- 32. Click Browse button to locate & select document
- 33. Select Supporting Document via **Type** list
- 34. Type a detailed **Description** of the Supporting Document
- 35. Click Upload button Repeat Steps 29-33 to  $\triangleright$
- upload other documents. 36. Click File button

## Filing Receipt:



Revision 5-10-2021 AKS

Filing Date:

4/19/2021 9:11 PM



#### E-File Desktop (E-File Home Page):

Most Recent Filings - lists filing attorney's ten most recent filings Ref. Code - hyperlink to Filing Receipt Filing **Status**:

- Processed Filing received by the Court •
- Generating Notice Filing notifications are being generated •
- Clerk Review Filing in Circuit Clerk's queue for review ٠
- Rejected Filing rejected by the Court
- Judge Review Filing in Judge's queue for review •
- Unable to Process Filing cannot be processed •
  - Email <u>ServiceDesk@courtswy.gov</u> for more information

Мо	st Recent Filings	8									
3	C Refresh Finalize Acknowledge										
	Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status			
	21LMVX4B	Proposed Order - Case - Rtf Editor	CC-98-2021-F-4	\$0.00	2	4/19/2021 9:11:30 PM	4/19/2021 9:11:38 PM	Judge Review	~		
	218RDMG3	Proposed Order - Case - Rtf Editor	CC-98-2021-B-4	\$0.00	2	4/19/2021 9:11:28 PM	4/19/2021 9:11:37 PM	Judge Review			
	21731W8Z	Proposed Order - Case - Rtf Editor	CC-98-2021-F-1	\$0.00	3	4/19/2021 9:11:22 PM	4/19/2021 9:11:37 PM	Judge Review			
	21R4ZAW7	Proposed Order - Case - Rtf Editor	CC-98-2021-C-1	\$0.00	22	4/16/2021 10:38:28 AM	4/16/2021 10:38:35 AM	Judge Review			
	217NWS33	Proposed Order - Case - Rtf Editor	CC-98-2020-F-2	\$0.00	29	4/13/2021 2:19:14 PM	4/13/2021 2:19:19 PM	Judge Review			
	21AU5MRL	Petition for Modification	FC-98-2021-D-1	\$85.00	9	4/6/2021 5:19:07 PM	4/6/2021 5:19:17 PM	Judge Review			