



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

**REMINDER:** Proposed Order – Motion should ALWAYS be used to file a Proposed Order that relates to a pending e-filed Motion.

**NOTE:** Proposed Orders 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.

Proposed Orders

- Proposed Order - Case (Rtf Editor)
- Proposed Order - Motion (Rtf Editor) **1**

## Steps to E-File a Proposed Order – Motion (Rtf Editor):

### Menu Selection:

1. Select **Proposed Orders** → **Proposed Order – Motion (Rtf Editor)**

### Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
  - Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
4. Select **Case Type**
5. Select **Year**
6. Type **Case Number** (Sequential number)
  - Example: 1
7. Click **Next** button

File Proposed Order - Motion - Rtf Editor

Case Lookup Party List Motion Lookup Parties Represented

County: [dropdown] **2**

Case Type: **3** Standard **4**

Year: [dropdown] **5**

Case Number: [text] **6**

Next **7**

### Party List tab:

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

Case Lookup Party List Motion Lookup Parties Represented Proposed Order

Case Number: **CC-98-2021-C-1**

Style: **Jane Doe v. John Doe**

Judge: **Circuit Judge**

**8** Parties - Notified Electronically **9** Parties - Notified by Mail

Party	Name	Attorney	Name	Email
D-001	John Doe	A-9900109	Private Lawyer	Private.Lawyer2@gmail.com
P-001	Jane Doe	A-9900003	Private Attorney	Private.Attorney@yahoo.com

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**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.

### Motion Lookup tab:

11. Select **Motion**
12. Click **Next** button

Case Lookup Party List Motion Lookup Parties Represented Proposed Order Order Editor

Type	Filer	Filing #	Disposition	Filing Date
<b>11</b> Add Party	Private Attorney	15	Pending	3/3/2021 5:18:40 PM

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### Parties Represented tab:

13. 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
14. Click **Next** button

File Proposed Order - Motion - Rtf Editor Case: **CC-98-2021-C-1**

Case Lookup Party List Motion Lookup Parties Represented

Refresh Add Attorneys

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Jane Doe
<input type="checkbox"/>	D-001	John Doe

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

## Proposed Order tab:

15. Type a detailed **Description** for Title of Proposed Order
16. New Order for pre-built header & case style  
**OR**  
New Order (Custom Style) to manually type the header and case style in the Order Editor.
17. Click **Next** button

## Order Editor tab:

18. Delete "[Order goes here]" text
19. Create Order  
Options:
  - Type
  - Import
  - Order Templates
20. Click **Preview** button
21. **Close** Preview
22. Click **Next** button



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

## Order Editor Menu/Toolbar/Buttons:



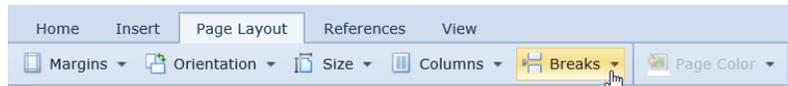
### Home offers the following tools:

- Undo | Redo
- Copy | Cut | Paste
- Font Type | Font Size (\*\*TIP: Submitted Orders are in Arial 12pt.\*\*)
  - 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



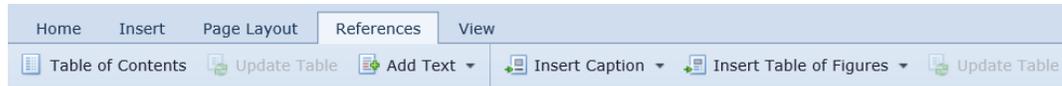
### Insert offers the following tools:

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



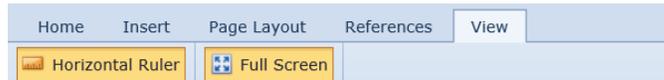
### Page Layout offers the following tools:

- Breaks: Page | Column



### References offers the following tools:

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



### View offers the following tools:

- Horizontal Ruler
- Full Screen



### Buttons:

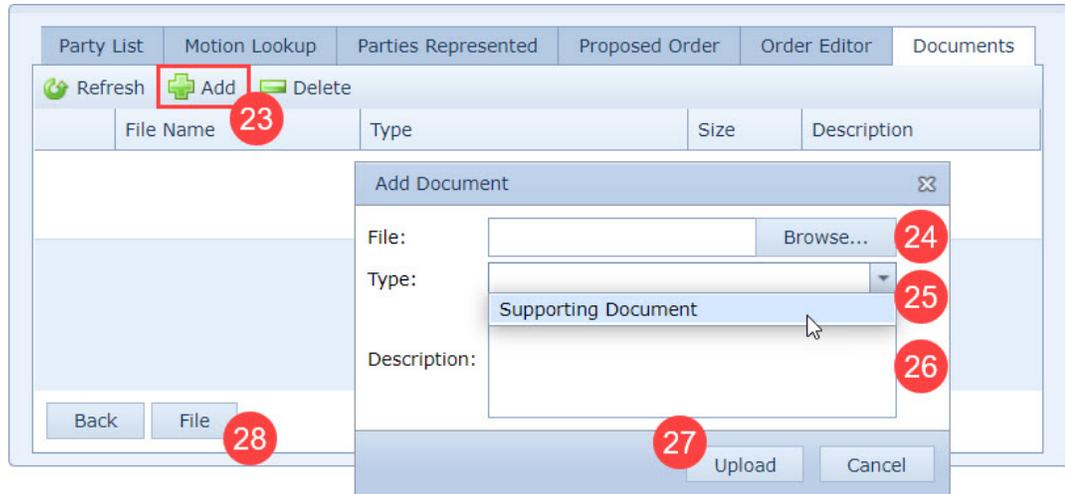
- **Back** – navigate to previous filing tab
- **Next** – navigate to next filing tab
- **Fullscreen** – Enable/Disable full screen mode
- **Preview** – View Order as PDF
- **Templates** – Divorce, Bond, Sentence, Title IV-E (\*\*See [FAQ - E-File Order Templates Guide](#)\*\*)
  - **Import** – Acceptable file types: Microsoft Word (.docx & .doc), Open Office Text (.odt), & Rich Text Format (.rtf)
    - **Form (Insert)** - Inserts content from uploaded document into Order Editor at location of cursor when Import button is selected.
      - Note: Form (Insert) works with templates and does not replace manually entered text or content.
    - **Body (Replace Template):** Deletes all content in Order Editor (Exceptions: Auto-generated Case Style, Title, and Judge’s signature), then Inserts content from uploaded document into body of Order in Editor.
      - Note: Body (Replace Template) replaces templates, text, and imported content.



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

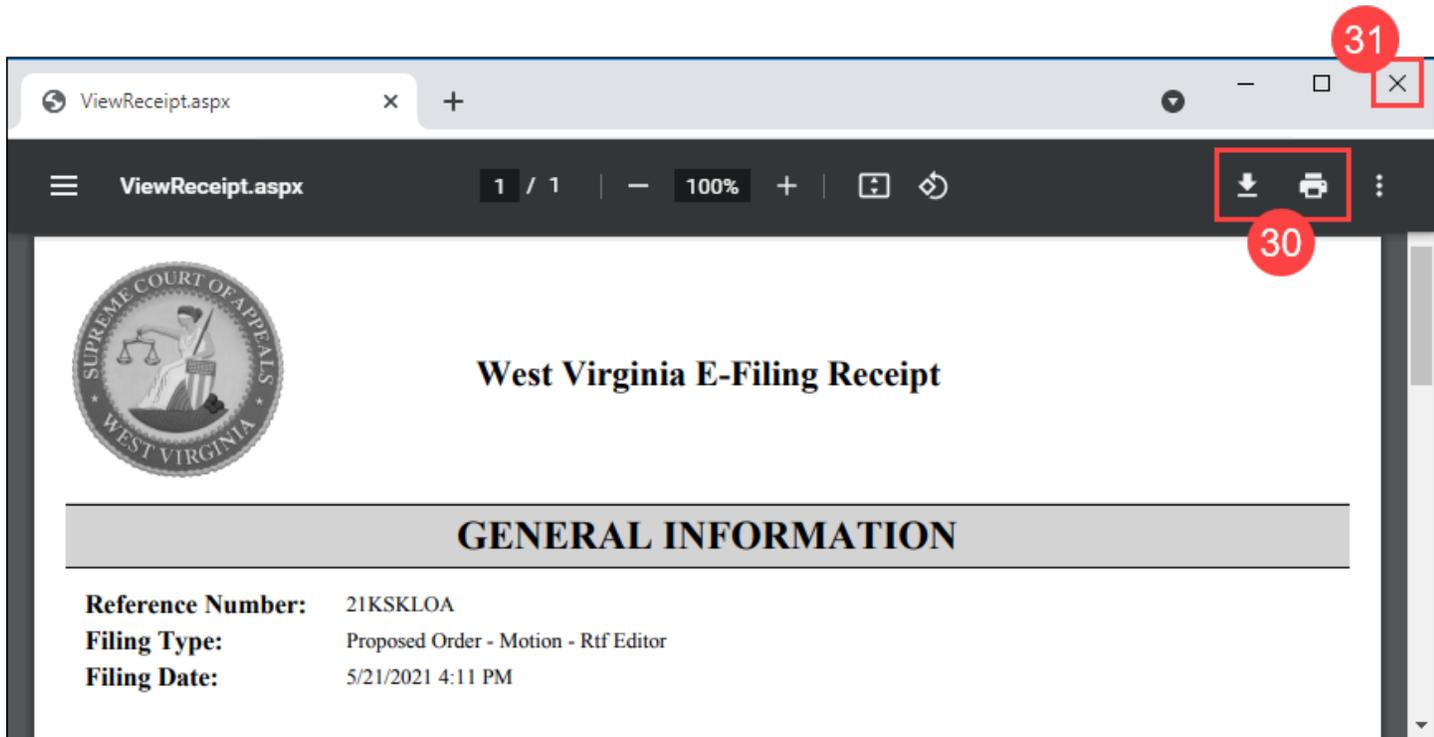
## Documents tab:

23. Click **Add** button (Optional)
24. Click **Browse** button to locate & select document
25. Select **Supporting Document** via **Type** list
26. Type a detailed **Description** of the Supporting Document
27. Click **Upload** button
  - Repeat Steps 23–27 to upload other documents.
28. Click **File** button



## Filing Receipt:

29. Select **Click here to print the receipt** hyperlink
30. Print or Download receipt, if desired.
  - Tip:** Filing Receipts are always available in Filing History via “History” tab.
31. Click **X** to close receipt window.
32. Click **OK** button to return to E-File Desktop





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

## 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
- Rejected – Filing rejected by the Court
- Judge Review - Filing in Judge's queue for review
- Unable to Process – Filing cannot be processed
  - Email [ServiceDesk@courtsvw.gov](mailto:ServiceDesk@courtsvw.gov) for more information

Most Recent Filings								
	Refresh		Finalize		Acknowledge			
Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status	
21KSKLOA	Proposed Order - Motion - Rtf Editor	CC-98-2021-C-1	\$0.00	33	5/21/2021 4:11:42 PM	5/21/2021 4:11:49 PM	Judge Review	▲
21SXU31B	Petition for Miscellaneous Proceedings	CC-98-2021-P-5	\$0.00	1	5/18/2021 10:57:45 PM	5/18/2021 10:57:54 PM	Processed	
217KL3PJ	Proposed Order - Motion - Pdf	CC-98-2021-C-1	\$0.00	25	4/22/2021 10:20:48 AM	4/22/2021 10:20:56 AM	Processed	
21D99VUG	Proposed Order - Case - Pdf	CC-98-2021-C-1	\$0.00	24	4/22/2021 10:16:43 AM	4/22/2021 10:16:50 AM	Judge Review	
21FMAA5S	Proposed Order - Case - Rtf Editor	CC-98-2021-JA-6	\$0.00	10	4/21/2021 1:34:08 PM	4/21/2021 1:34:17 PM	Judge Review	
21C60TFQ	Proposed Order - Case - Rtf Editor	CC-98-2021-JA-5	\$0.00	10	4/21/2021 1:34:07 PM	4/21/2021 1:34:15 PM	Judge Review	
215B9ZSI	Proposed Order - Case - Rtf Editor	CC-98-2021-JA-4	\$0.00	13	4/21/2021 1:34:05 PM	4/21/2021 1:34:11 PM	Judge Review	
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	Rejected	
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	Rejected	
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	Rejected	▼