



# 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

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### 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
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

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

Party List Motion Lookup Parties Represented Proposed Order

Description: Title

Operation: ☒ New Order ☐ New Order (Custom Style)

Back Next

In the Circuit Court of Whitewater County, West Virginia

State of West Virginia, )  
Plaintiff, )  
vs.) ) Case No. CC-98-2021-F-1  
John Doe, )  
Defendant )

[TITLE]

[Style goes here] [TITLE]

## **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

Party List Motion Lookup Parties Represented Proposed Order Order Editor Documents

Home Insert Page Layout References View

[TITLE]

[Order goes here]

/s/JudgeName  
Circuit Court Judge  
500th Judicial Circuit

Back Next Fullscreen Preview Templates Import

Preview Order

In the Circuit Court of Whitewater County, West Virginia

Jane Doe, )  
Plaintiff, )  
vs.) ) Case No. CC-98-2021-C-1  
John Doe, )  
Defendant )

Title

[Order goes here]

/s/JudgeName  
Circuit Court Judge  
500th Judicial Circuit

Close



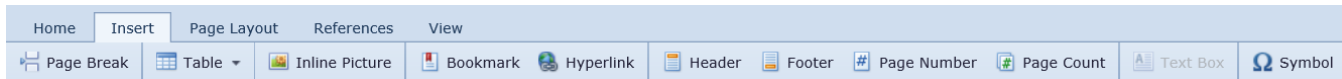
# Steps to E-File a Proposed Order - Motion (Rtf)

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



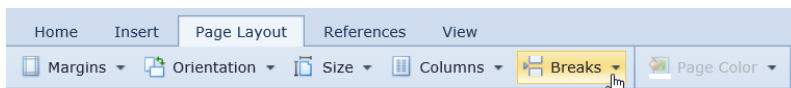
### **Home** offers the following tools:

- 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



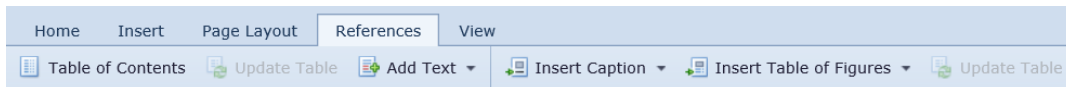
### **Insert** offers the following tools:

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



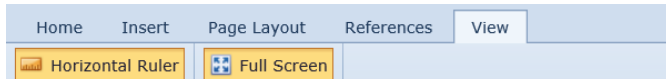
### **Page Layout** offers the following tools:

- 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

The screenshot shows the 'Documents' tab in the e-filing system. The 'Add' button is highlighted with a red circle and number 23. The 'Add Document' dialog box is open, showing the 'Browse...' button (24), the 'Type' dropdown menu with 'Supporting Document' selected (25), and the 'Description' field (26). The 'Upload' button is highlighted with a red circle and number 27. The 'File' button is highlighted with a red circle and number 28.

## 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

The screenshot shows the 'Filing Receipt' window. The text reads: "Your filing has been successfully completed. Click here to print the receipt." The "Click here to print the receipt." link is highlighted with a red circle and number 29. The "OK" button is highlighted with a red circle and number 32.

The screenshot shows the 'ViewReceipt.aspx' web page. The page title is 'ViewReceipt.aspx'. The page content includes the West Virginia E-Filing Receipt logo and the text "West Virginia E-Filing Receipt". The "GENERAL INFORMATION" section is highlighted. The "Reference Number" is 21KSKLOA, the "Filing Type" is Proposed Order - Motion - Rtf Editor, and the "Filing Date" is 5/21/2021 4:11 PM. The "Download" and "Print" buttons are highlighted with a red circle and number 30. The "Close" button (X) is highlighted with a red circle and number 31.



# 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@courtsww.gov](mailto:ServiceDesk@courtsww.gov) for more information

Most Recent Filings								
	Refresh	Finalize	Acknowledge					
Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status	
<a href="#">21KSKLOA</a>	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	▲
<a href="#">21SXU31B</a>	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	
<a href="#">217KL3PJ</a>	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	
<a href="#">21D99VUG</a>	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	
<a href="#">21FMAA5S</a>	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	
<a href="#">21C60TFQ</a>	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	
<a href="#">215B9ZSI</a>	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	
<a href="#">21LMVX4B</a>	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	
<a href="#">218RDMG3</a>	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	
<a href="#">21731W8Z</a>	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	▼