Steps to E-File Proposed Order - Case (Pdf)

WARNING: Proposed Order – Motion should ALWAYS be used when filing a Proposed Order on 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.

Steps to E-File a Proposed Order – Case (Pdf):

Menu Selection:

1. Select **Proposed Orders → Proposed Order – Case (Pdf)**

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

Party List tab:

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

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.

Parties Represented tab:

11. Verify or check appropriate box(es) to indicate **Parties Represented** by the e-filing attorney.
12. Click **Add Attorneys** button (Optional) to add Co-Counsel or skip to step 20.
13. Click **Add** button
14. Select **Attorney Type**
    - Attorney
    - Pro Hac Vice
    - Government
15. Click **Attorney** drop-list
16. Type Name or Bar ID to **Search**
17. Select **Attorney**
18. Click **OK** button
    - Repeat Steps 13-18 to add additional co-counsel.
    Tip: **Highlight** Attorney record & click **Edit** to make changes or **Delete** to remove the Attorney.
19. Click **Close** button
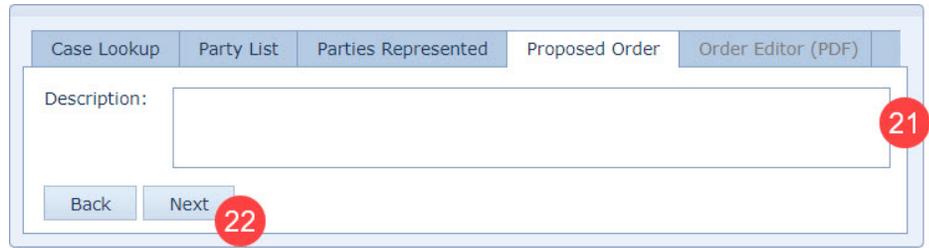20. Click **Next** button

Revision 5-12-2022 AKS

# Steps to E-File Proposed Order - Case (Pdf)

Proposed Order tab:

21. Type detailed **Description** of Proposed Order
22. Click **Next** button
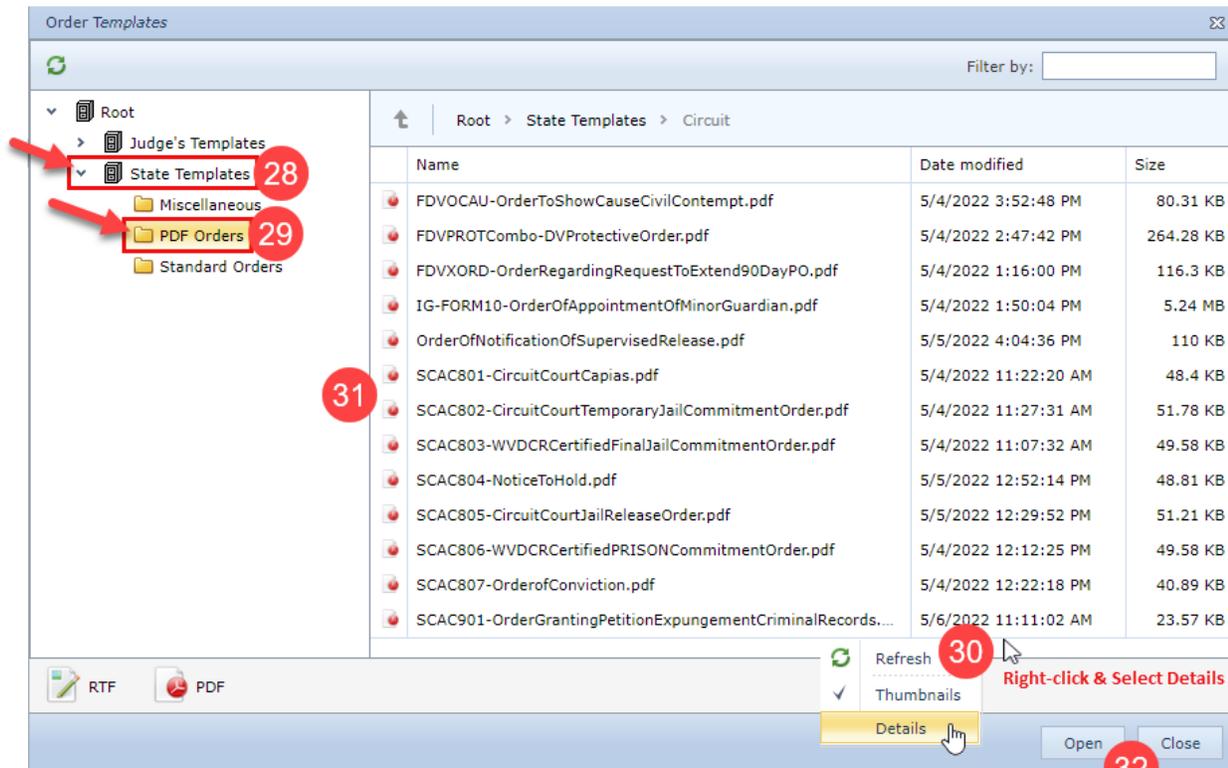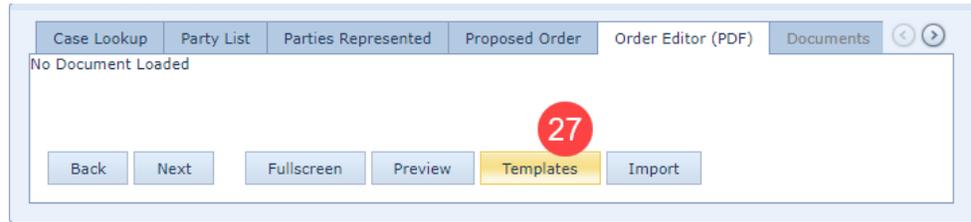
Order Editor (PDF) tab:

Import Order:

23. Click **Import** button to upload a scanned and judge-signed order.
24. Click **Browse** button to locate & select document
25. Click **OK** button
26. Click **Preview** button to review the Order

WARNING: *Imported Proposed Order – Pdfs cannot be modified or signed by the Judge. Use Proposed Order – Rtf filing if the Judge has not signed the Order OR use an editable Template Order (see next section for Template Orders).*
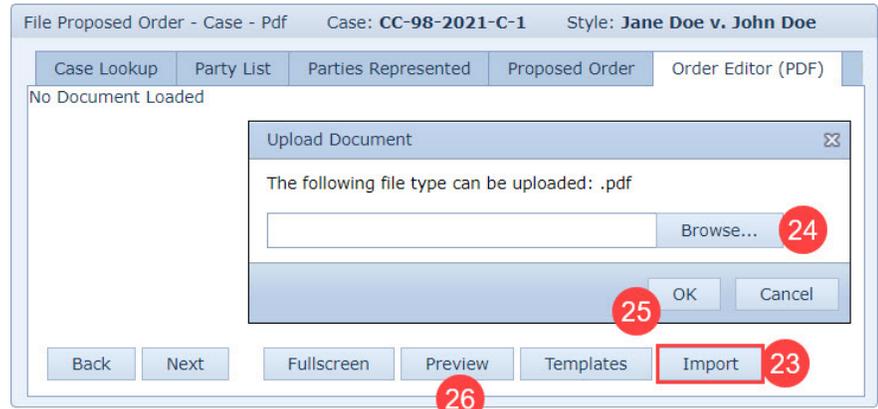
OR

Template Order:

27. Click **Templates** button to access editable PDF Orders.
28. Click arrow to open **State Templates** filing cabinet
29. Select **PDF Orders** folder
30. **Right-click** in the empty area of the folder & select **Details**
31. Select **Order**
32. Click **Open** button

Order Editor (PDF) tab panel

| Case Lookup | Party List | Parties Represented | Proposed Order | Order Editor (PDF) |

Description:

Back | Next

File Proposed Order - Case - Pdf   Case: **CC-98-2021-C-1**   Style: **Jane Doe v. John Doe**

| Case Lookup | Party List | Parties Represented | Proposed Order | Order Editor (PDF) |

No Document Loaded

Upload Document

The following file type can be uploaded: .pdf

Browse...

OK | Cancel

Back | Next | Fullscreen | Preview | Templates | Import

| Case Lookup | Party List | Parties Represented | Proposed Order | Order Editor (PDF) | Documents |

No Document Loaded

Back | Next | Fullscreen | Preview | Templates | Import

Order Templates

Order Templates

Filter by:

Root
- Judge's Templates
- State Templates
  - Miscellaneous
  - PDF Orders
  - Standard Orders

Root > State Templates > Circuit

Name	Date modified	Size
FDVOCAU-OrderToShowCauseCivilContempt.pdf	5/4/2022 3:52:48 PM	80.31 KB
FDVPROTCombo-DVProtectiveOrder.pdf	5/4/2022 2:47:42 PM	264.28 KB
FDVXORD-OrderRegardingRequestToExtend90DayPO.pdf	5/4/2022 1:16:00 PM	116.3 KB
IG-FORM10-OrderOfAppointmentOfMinorGuardian.pdf	5/4/2022 1:50:04 PM	5.24 MB
OrderOfNotificationOfSupervisedRelease.pdf	5/5/2022 4:04:36 PM	110 KB
SCAC801-CircuitCourtCapias.pdf	5/4/2022 11:22:20 AM	48.4 KB
SCAC802-CircuitCourtTemporaryJailCommitmentOrder.pdf	5/4/2022 11:27:31 AM	51.78 KB
SCAC803-WVDCRCertifiedFinalJailCommitmentOrder.pdf	5/4/2022 11:07:32 AM	49.58 KB
SCAC804-NoticeToHold.pdf	5/5/2022 12:52:14 PM	48.81 KB
SCAC805-CircuitCourtJailReleaseOrder.pdf	5/5/2022 12:29:52 PM	51.21 KB
SCAC806-WVDCRCertifiedPRISONCommitmentOrder.pdf	5/4/2022 12:12:25 PM	49.58 KB
SCAC807-OrderofConviction.pdf	5/4/2022 12:22:18 PM	40.89 KB
SCAC901-OrderGrantingPetitionExpungementCriminalRecords....	5/6/2022 11:11:02 AM	23.57 KB

RTF | PDF

Refresh
Thumbnails
Details   **Right-click & Select Details**

Open | Close

Steps to E-File Proposed Order - Case (Pdf)

Review/Modify Order:

33. Click **Fullscreen** button to view order
34. Click in editable form fields to **type** in template order, if applicable
35. Click **Preview** button to review order
36. Click **Next** button

Document Upload tab:

37. Click **Add** button (Optional)
38. Click **Browse** button to locate & select document
39. Select Supporting Document via **Type** list
40. Type a detailed **Description** of the Supporting Document
41. Click **Upload** button
    ➤ Repeat Steps 37–41 to upload other documents.
42. Click **File** button

Filing Receipt:

43. Select **Click here to print the receipt** hyperlink
44. Print or Download receipt, if desired.
    Tip: Filing Receipts are always available in Filing History via "History" tab.
45. Click **X** to close receipt window.
46. Click **OK** button to return to E-File Desktop

Filing Receipt

Your filing has been successfully completed.

Click here to print the receipt. **43**

OK **46**

45

ViewReceipt.aspx

44

West Virginia E-Filing Receipt

GENERAL INFORMATION

Reference Number:	21AFZUHV
Filing Type:	Proposed Order - Case - Pdf
Filing Date:	5/27/2021 12:28 PM

CASE INFORMATION

County:	Whitewater
Case Number:	CC-98-2021-C-1
Style:	Jane Doe v. John Doe
Judge:	Circuit Judge

NOTE: Filed <u>Proposed Orders</u> are immediately available in the Assigned Judge's Pleadings Queue.

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@courtswv.gov for more information

Most Recent Filings

Refresh | Finalize | Acknowledge

Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status
21AFZUHV	Proposed Order - Case - Pdf	CC-98-2021-C-1	$0.00	35	5/27/2021 12:28:01 PM	5/27/2021 12:28:05 PM	Judge Review
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	Processed
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