

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

**REMINDER:** Proposed Order – Motion should ALWAYS be used when filing a Proposed Order on a pending e-filed Motion.

**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.

# Proposed Order - Case (Rtf Editor) Proposed Order - Motion (Rtf Editor) Proposed Order - Case (Pdf) Proposed Order - Motion (Pdf) Proposed Order - Case (Word) Proposed Order - Motion (Word)

Parties Represented

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

## Menu Selection:

Select Proposed Orders → Proposed Order - Case (Word)

# 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

- 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.

<u>Tip</u>: **Highlight** Attorney record & click **Edit** to make changes or **Delete** to remove the Attorney.

- 19. Click **Close** button
- 20. Click Next button



Standard -

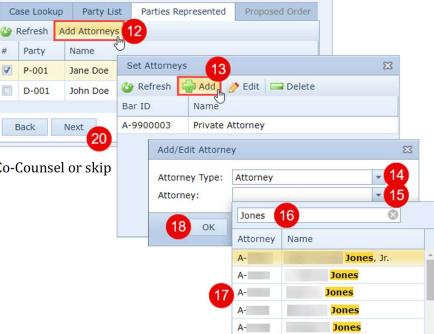
Proposed Order - Case - Word

10

County: Case Type:

Year:

Case Number:





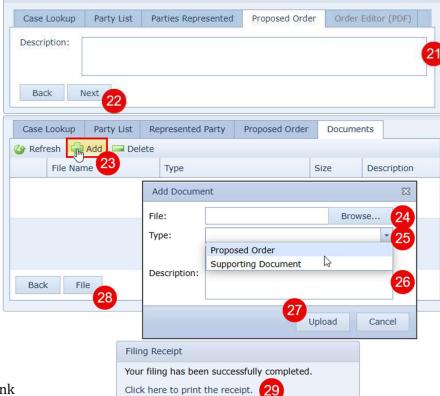
# Steps to E-File Proposed Order - Case (Word)

# Proposed Order tab:

- Type detailed **Description** of Proposed Order
- 22. Click Next button

## **Document Upload** tab:

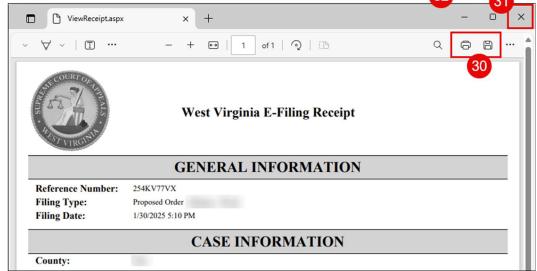
- 23. Click Add button
- 24. Click **Browse** button to locate & select document
- 25. Select Proposed Order via Type list
- 26. Type a detailed **Description** of the Order
- 27. Click **Upload** button
  - Repeat Steps 23-27 to upload supporting documents. (Optional)
- 28. Click File button



OK

# Filing Receipt:

- 29. Select **Click here to print the receipt** hyperlink
- 30. Print or Download receipt, if desired. <u>Tip</u>: 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



**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
- Posting Filing Fee Financial processing in progress
- Unable to Process Filing cannot be processed
  - Email ServiceDesk@courtswv.gov for more information