



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: 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 (Word):

Menu Selection:

1. 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

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



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Proposed Order tab:

21. 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

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

NOTE: Filed Proposed Orders 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