



FAQ - E-File Order Templates

What can WV E-File Order Templates do for you?

WV E-File Order Editor **Template** options:

- **(Form).rtf**: Inserts (adds) data in case AND creates body of Order
- **.rtf**: Inserts (adds) data in case, but does NOT create body of Order

The screenshot shows the 'Order Templates' application window. On the left is a file explorer tree with 'Root', 'Judge's Templates', 'State Templates', 'Miscellaneous', 'Circuit', and 'Standard Orders'. The main pane shows a breadcrumb path 'Root > State Templates > Miscellaneous' and a table of files:

Name	Date modified	Size
Divorce.rtf	3/12/2020 12:47:18 PM	7.81 KB
Modify Bond.rtf	6/19/2019 5:20:41 PM	7.77 KB
Modify Bond (Form).rtf	6/19/2019 5:21:27 PM	7.97 KB
Sentencing.rtf	6/19/2019 5:23:35 PM	7.78 KB
Sentencing (Form).rtf	2/13/2020 11:23:43 AM	8.29 KB
Set Bond.rtf	6/19/2019 5:23:53 PM	7.78 KB
Set Bond (Form).rtf	6/19/2019 5:24:02 PM	7.97 KB
Temporary Financial Exploitation Protective Order.rtf	9/17/2019 7:59:06 PM	7.78 KB
Title IV-E Findings.rtf	3/17/2020 4:03:57 PM	7.86 KB

At the bottom, there are 'RTF' and 'PDF' icons, and 'Open' and 'Close' buttons.

Templates Insert (add) Data into Case:

- **Divorce.rtf** Template inserts:
 - Date of Divorce
- **Set Bond.rtf & Set Bond (Form).rtf** Templates inserts:
 - **Bond**
 - Bond Type
 - Bond Description
 - Created Date
 - Bond Amount
 - Bond Status = Set
 - **Docket Entry**
 - Bond Set Event: [Description, Type, Amount]
- **Modify Bond.rtf & Modify Bond (Form).rtf** Templates inserts:
 - **Bond**
 - Modified Bond Type
 - Modified Bond Amount
 - **Docket Entry** (includes modified elements)
 - Bond Reduced Event: [Description, Original Amount, Reduced Amount]

- **Sentencing.rtf & Sentencing (Form).rtf** Templates inserts:
 - **Sentencing Charges**
 - Filing Charges
 - Additional/Modified Charges
 - **Docket Entry**
 - Criminal Charge Listed Event(s): [Sentencing Charge, # of Counts]
 - Criminal Cost Assessed Event: [Balance]
 - **Statement of Costs**
 - Sentencing Order – Felony (Fees Added):

20001 - Clerk's Fees	Fixed	\$20.00
20004 - Prosecuting Attorney's Fees	Fixed	\$30.00
20008 - Witness Fee	Witness	\$0.00
20103 - Court Security Fund - Criminal	Fixed	\$5.00
20202 - Crime Victim's Compensation Fund – Felony	Charge Multiplier	\$50.00
20601 - Law Enforcement Training Fund – Criminal	Fixed	\$12.00
20903 - WV Community Corrections Fund – Criminal Conviction	Fixed	\$10.00
20904 - WV Community Corrections Fund – Felony Conviction	Charge Multiplier	\$25.00
21002 - Regional Jail & Correctional Facility Fund – Criminal	Fixed	\$40.00
21804-1 - Courthouse Facilities Improvement Fund – Felony Conviction	Fixed	\$10.00
21804-5 - Courthouse Facilities Improvement Fund – Felony Fee	Fixed	\$5.00
21902 - Regional Jail Operations Partial Reimbursement Fund – Criminal	Fixed	\$30.00

- Sentencing Order – Misdemeanor (Fees Added):

20001 - Clerk's Fees	Fixed	\$10.00
20004 - Prosecuting Attorney's Fees	Fixed	\$10.00
20103 - Court Security Fund - Criminal	Fixed	\$5.00
20201 - Crime Victim's Compensation Fund – Misdemeanor	Fixed	\$10.00
20601 - Law Enforcement Training Fund – Criminal	Fixed	\$12.00
20903 - WV Community Corrections Fund – Criminal Conviction	Fixed	\$10.00
21002 - Regional Jail & Correctional Facility Fund – Criminal	Fixed	\$40.00
21804-4 - Courthouse Facilities Improvement Fund – Misdemeanor	Fixed	\$5.00
21902 - Regional Jail Operations Partial Reimbursement Fund – Criminal	Fixed	\$30.00

- Sentencing Order – Temporary Financial Exploitation (Fees Added):

20001 - Clerk's Fees	Fixed	\$25.00
20011 - Magistrate Court Fund	Fixed	\$10.00
20101 - Court Security Fund - Civil	Fixed	\$5.00
21001 - Regional Jail & Correctional Facility Fund – Civil	Fixed	\$10.00

Template [prompts filer](#) to insert order language required for Title IV-E [grant funding](#) for the State of WV, in Juvenile cases.

- **Title IV-E Findings.rtf** Template prompts:
 - **Order of First Removal Findings:**
 - It is contrary to the welfare of the child to remain in the child's home.
 - It is in the best interest of the child to be removed from the child's home.
 - The child is without proper care, custody, or support and immediate protective custody is necessary to prevent personal harm to the child.
 - The removal from the home is/was necessary to protect the child.
 - The child is being neglected and is without proper care and supervision.
 - The child's condition (or the circumstances surrounding the child's care) requires that custody be immediately assumed to safeguard the child's welfare.
 - The child will commit or attempt to commit other self-injurious offences.
 - The child is in immediate danger of imminent serious physical injury or sexual abuse.

TIP: Fullscreen button works as toggle between Fullscreen view (**Maximized** Order Editor) and Exit of Fullscreen view (**Minimized** Order Editor).

How do I access Templates?

Where to Create an **Order**:

- **Proposed Orders → Proposed Order** – Case (Rtf Editor)
 - Select **Templates** button via **Order Editor** tab
- **Proposed Orders → Proposed Order** – Motion (Rtf Editor)
 - Select **Templates** button via **Order Editor** tab

**Most Commonly Used Order Templates folder:

- **Miscellaneous:** Root → State Templates → Miscellaneous

How do I import a drafted Order into the Order Editor?

WV E-File Order Editor **Import** options:

- **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.
Note: Body (Replace Template) replaces templates, text, and imported content.

How do I create Orders using Templates?

How to Create a **Final Divorce Order** via Template:

- Click **Templates** button
- Select **Divorce.rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File Order**

Data added into case upon submission of **Final Divorce Order by the Judge:

- ✓ Date of Divorce automatically populated in case.

How to Create an **Order Setting Bond** via Template:

- Click **Templates** button
- Select **Set Bond.rtf** or **Set Bond (Form).rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File Order**

Data added into case upon submission of **Set Bond Order by the Judge:

- ✓ Bond Type
- ✓ Bond Description
- ✓ Created Date
- ✓ Bond Amount
- ✓ Bond Status = Set

How to Create a **Bond Modification Order** via Template:

- Click **Templates** button
- Select **Modify Bond.rtf** or **Modify Bond (Form).rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File Order**

Data added into case upon submission of **Modify Bond Order by the Judge:

- ✓ Modified Bond Type
- ✓ Modified Bond Amount

How to Create a **Sentencing Order** via Template:

- Click **Templates** button
- Select **Sentencing.rtf** or **Sentencing Bond (Form).rtf** Template via State → Miscellaneous folder
- Import using **Import (Form)** option and/or draft Order in Editor
- **File Order**

Data added into case upon submission of **Sentencing Order by the Judge:

- ✓ Sentenced Charges
- ✓ Assessed Costs