



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.

Proposed Orders

- Proposed Order - Case (Rtf Editor)
- Proposed Order - Motion (Rtf Editor)
- Proposed Order - Case (Pdf)** 1
- Proposed Order - Motion (Pdf)

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

File Proposed Order - Case - Pdf

Case Lookup Party List Parties Represented Proposed Order

County: [Dropdown] 2

Case Type: 3 Standard [Dropdown] 4

Year: [Dropdown] 5

Case Number: [Text] 6

Next 7

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

Case Lookup Party List Parties Represented Proposed Order Order Editor

Case Number: CC-98-2021-C-1

Style: Jane Doe v. John Doe

Judge: Circuit Judge

Parties - Notified Electronically 8 Parties - Notified by Mail 9

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

Back Next 10

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

Case Lookup Party List Parties Represented Proposed Order

Refresh Add Attorneys 12

#	Party	Name
<input checked="" type="checkbox"/>	P-001	Jane Doe
<input type="checkbox"/>	D-001	John Doe

Back Next 20

Set Attorneys 13

Refresh Add Edit Delete

Bar ID Name

A-9900003 Private Attorney

Add/Edit Attorney 14

Attorney Type: Attorney

Attorney: [Dropdown] 15

Jones 16

OK 18

Attorney	Name
A-	Jones, Jr.
A-	Jones

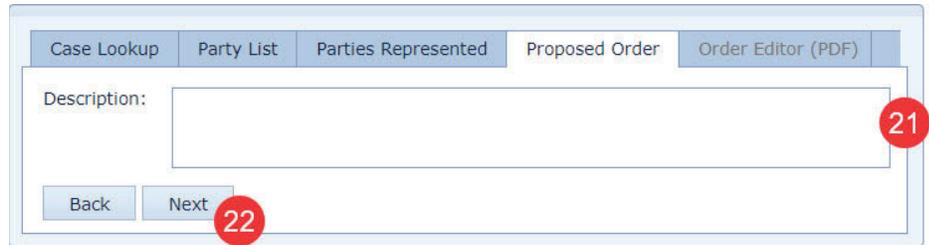
17



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Proposed Order tab:

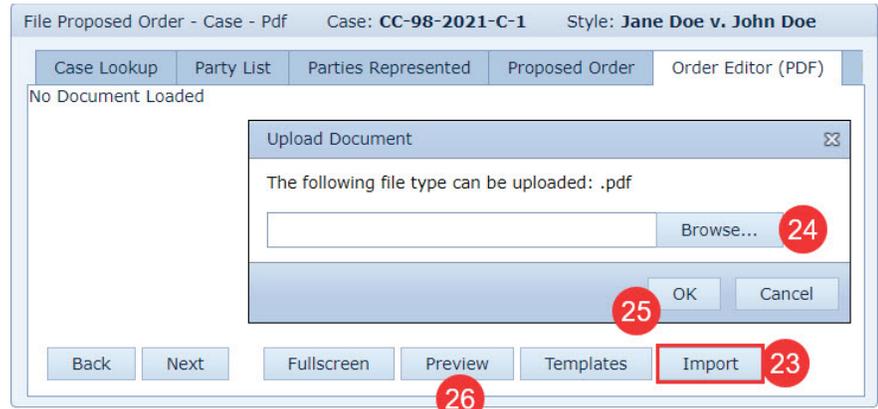
21. Type detailed **Description** of Proposed Order
22. Click **Next** button



Order Editor (PDF) tab:

Import Order:

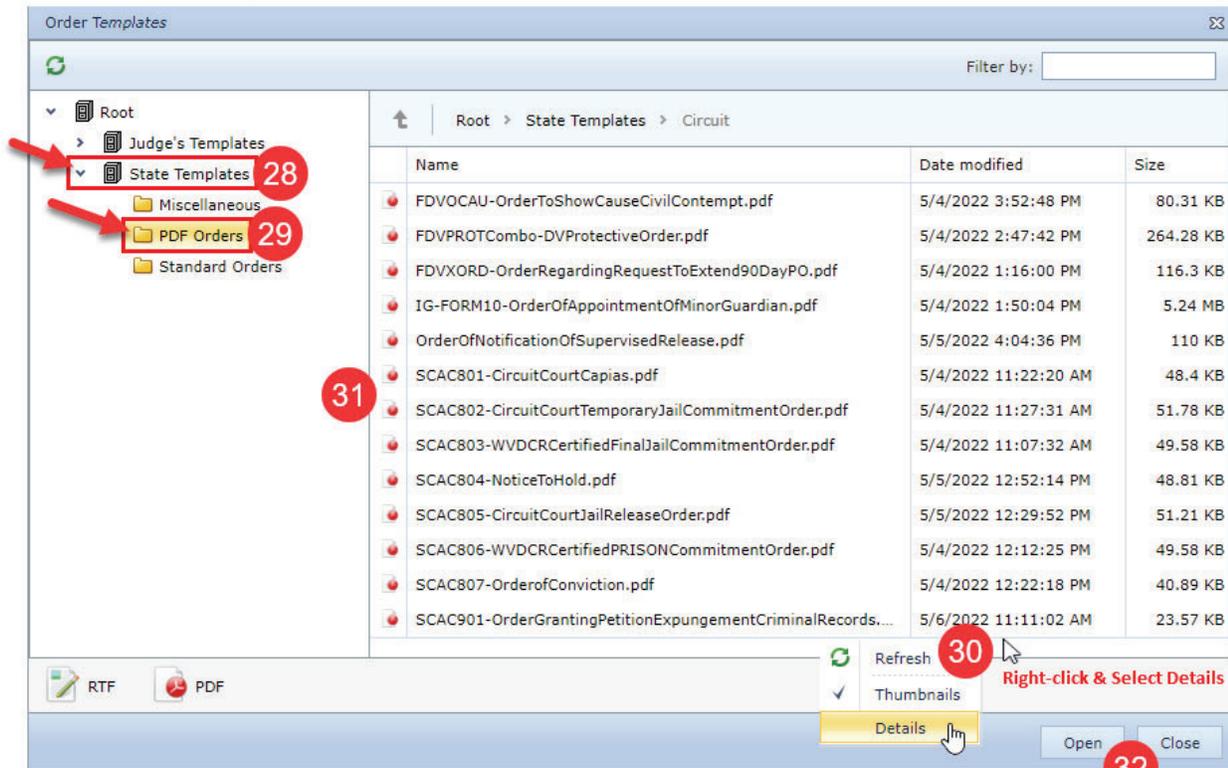
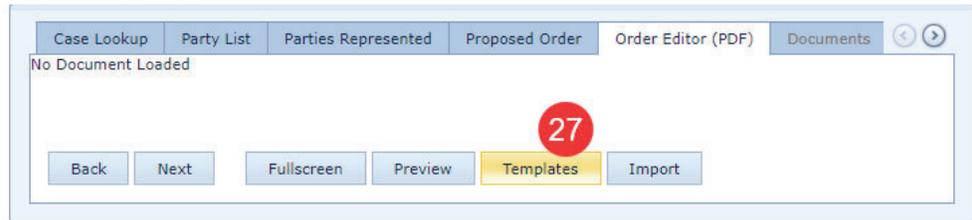
23. Click **Import** button to upload a scanned and judge-signed order.
 24. Click **Browse** button to locate & select document
 25. Click **OK** button
 26. Click **Preview** button to review the Order
- WARNING:** Imported *Proposed Order – Pdfs* cannot be modified or signed by the Judge. Use *Proposed 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





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

IN THE CIRCUIT COURT OF _____ COUNTY, WEST VIRGINIA

State of West Virginia
v.
Defendant: _____

Address: _____

DOB: ___/___/___ DL No: _____
SSN: XXX-XX-____ Gender: Male / Female

Felony (pre-trial) / Felony (convicted) / Misdemeanor / Civil Contempt / Other: _____

CIRCUIT COURT CAPIAS

Buttons: Back, Next, Fullscreen, Preview, Templates, Import

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

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

Refresh Add Delete

File Name	Type	Size	Description
Add Document			
File:	Browse...		
Type:	Supporting Document		
Description:			

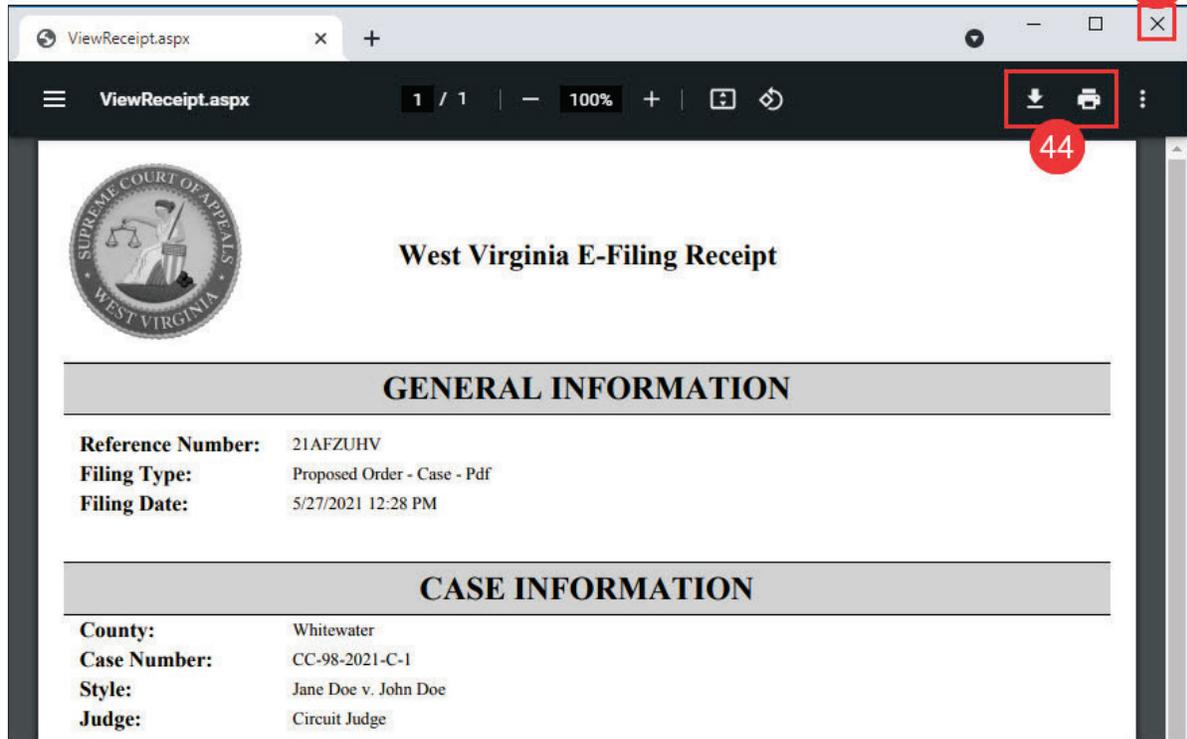
Buttons: Back, File, Upload, Cancel



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

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



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
- Unable to Process – Filing cannot be processed
 - Email ServiceDesk@courtswv.gov for more information

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
215B9Z5I	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