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

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 – Motion (Pdf):

Menu Selection:

1. Select **Proposed Orders** → **Proposed Order – Motion (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.

Motion Lookup tab:

11. Select **Motion**
12. Click **Next** button

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Parties Represented tab

13. Verify or check appropriate box(es) to indicate **Parties Represented** by the e-filing attorney.
14. Click **Add Attorneys** button (Optional) to add Co-Counsel or skip to step 22.
15. Click **Add** button
16. Select **Attorney Type**
    - Attorney
    - Pro Hac Vice
    - Government
17. Click **Attorney** drop-list
18. Type Name or Bar ID to **Search**
19. Select **Attorney**
20. Click **OK** button
    - Repeat Steps 15-20 to add additional co-counsel.
    Tip: **Highlight** Attorney record & click **Edit** to make changes or **Delete** to remove the Attorney.
21. Click **Close** button
22. Click **Next** button

Proposed Order tab:

23. Type detailed **Description** of Proposed Order
24. Click **Next** button

Order Editor (PDF) tab:

25. Click **Import** button
26. Click **Browse** button to locate & select document
27. Click **OK** button
28. **Review Order** in Order Editor (PDF) tab or Click **Preview** button to review the Order
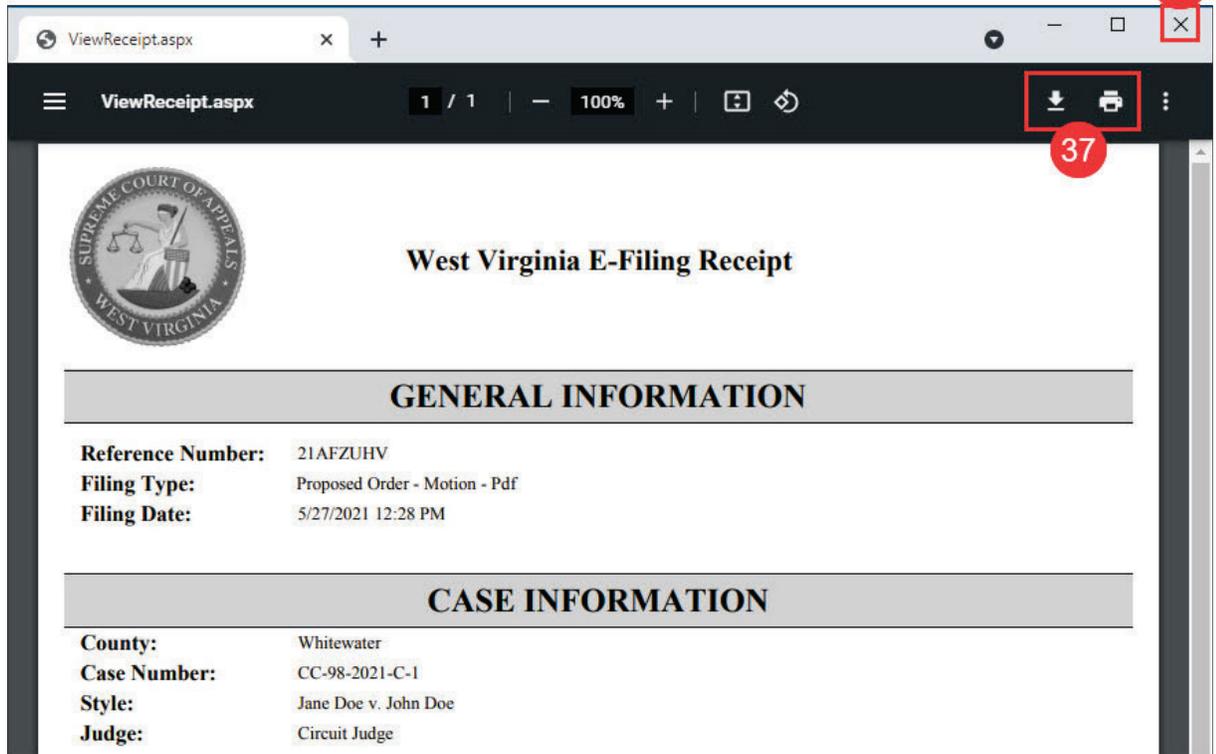29. Click **Next** button

Document Upload tab:

30. Click **Add** button (Optional)
31. Click **Browse** button to locate & select document
32. Select Supporting Document via **Type** list
33. Type a detailed **Description** of the Supporting Document
34. Click **Upload** button
    - Repeat Steps 30-34 to upload other documents.
35. Click **File** button

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Filing Receipt:

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

Filing Receipt

Your filing has been successfully completed.

Click here to print the receipt. **36**

39 OK

38

ViewReceipt.aspx

ViewReceipt.aspx   1 / 1   — 100% +   **37**

West Virginia E-Filing Receipt

GENERAL INFORMATION

Reference Number: 21AFZUHV
Filing Type: Proposed Order - Motion - 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 - Motion - 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	Sroposed 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