



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.

Proposed Orders

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

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

Proposed Order - Case - Word

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

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

Style: Jane Doe v. John Doe

Judge: Circuit Judge

8 Parties - Notified Electronically 9 Parties - Notified by Mail

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

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

Case Lookup Party List Parties Represented Proposed Order

11 Refresh Add Attorneys 12

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

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13 Set Attorneys

Refresh Add Edit Delete

Bar ID Name

A-9900003 Private Attorney

14 Add/Edit Attorney

Attorney Type: Attorney 14

Attorney: [dropdown] 15

Jones 16

18 OK

Attorney	Name
A-	Jones, Jr.
A-	Jones

17

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



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

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