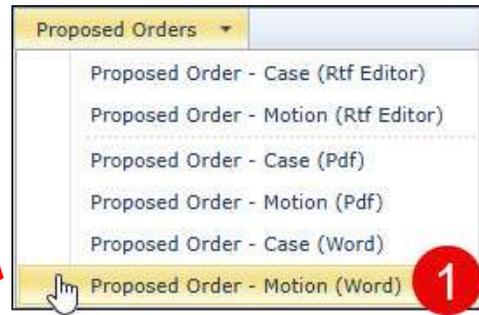




# Steps to E-File Proposed Order - Motion (Word)

**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 – Motion (Word):

### Menu Selection:

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

### Motion Lookup tab:

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





# Steps to E-File Proposed Order - Motion (Word)

## 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

The screenshot shows the 'Parties Represented' tab with a table containing two rows: P-001 Jane Doe and D-001 John Doe. A 'Set Attorneys' dialog box is open, showing an 'Add' button (15), a search field with 'Jones' (18), and a list of attorneys (19) including 'Jones, Jr.'. The 'Add' button in the dialog is highlighted (16). The 'OK' button is also visible (20).

## Proposed Order tab:

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

The screenshot shows the 'Proposed Order' tab with a large text area for the 'Description' (23) and 'Next' (24) and 'Back' buttons.

## Document Upload tab:

25. Click **Add** button
26. Click **Browse** button to locate & select document
27. Select **Proposed Order** via **Type** list
28. Type a detailed **Description** of the Order
29. Click **Upload** button
  - Repeat Steps 25-29 to upload supporting documents. (Optional)
30. Click **File** button

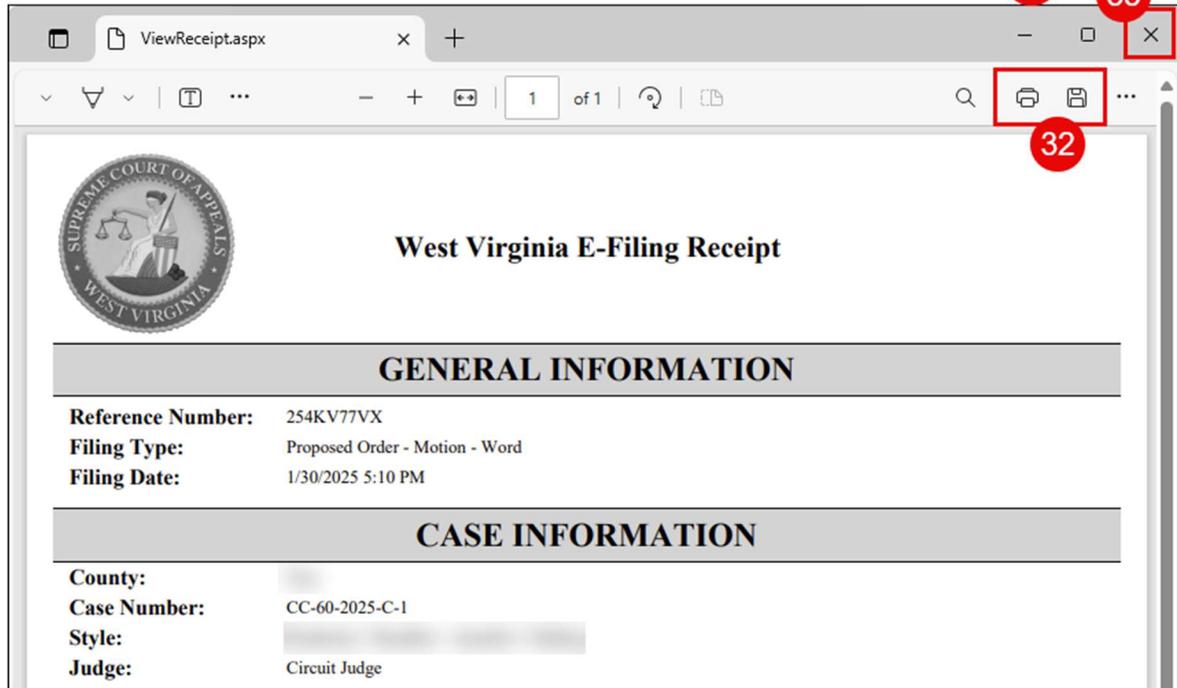
The screenshot shows the 'Document Upload' tab with a table containing columns for File Name (25), Type, Size, and Description. An 'Add Document' dialog box is open, showing a 'Browse...' button (26), a 'Type' dropdown menu with 'Proposed Order' selected (27), and a 'Description' field (28). The 'Upload' button is highlighted (29).



# Steps to E-File Proposed Order - Motion (Word)

## Filing Receipt:

31. Select **Click here to print the receipt** hyperlink
32. Print or Download receipt, if desired.  
Tip: Filing Receipts are always available in Filing History via "History" tab.
33. Click **X** to close receipt window.
34. 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](mailto:ServiceDesk@courtswv.gov) for more information

Most Recent Filings								
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	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	
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	