

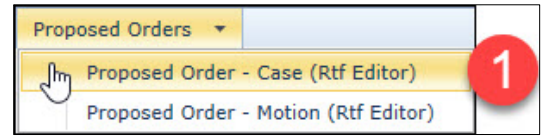


Steps to E-File a Proposed Order – Case (Rtf)

WARNING: Proposed Order – Motion should ALWAYS be used to file a Proposed Order that relates to 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 – Case (Rtf Editor):

Menu Selection:

1. Select **Proposed Orders** → **Proposed Order – Case (Rtf Editor)**

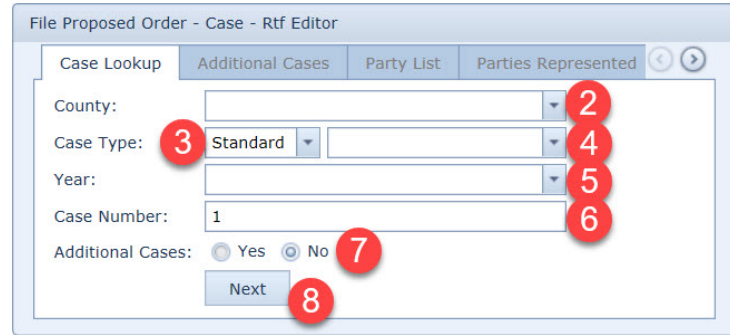
Case Lookup tab:

1. Select **County**
2. Select **Standard** or **Non-Standard** Case Type
 - Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
3. Select **Case Type**
4. Select **Year**
5. Type **Case Number** (Sequential number)
 - Example: 1
6. Select Yes **Additional Cases**, to batch file the Proposed Order and any additional document(s) into multiple cases.

OR

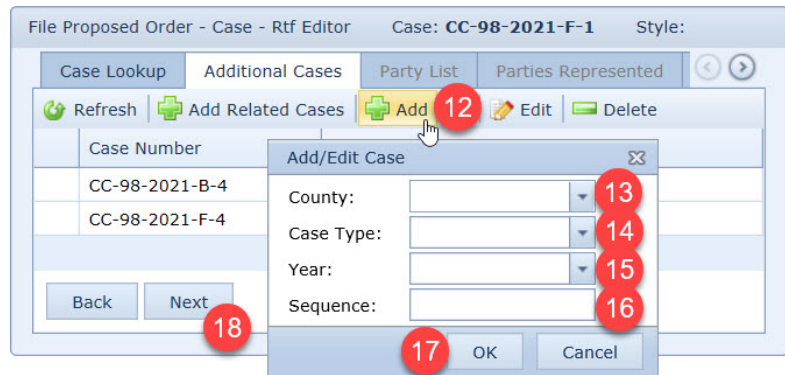
Select No **Additional Cases** to file the Proposed Order and any additional document(s) into a single case.

7. Click **Next** button



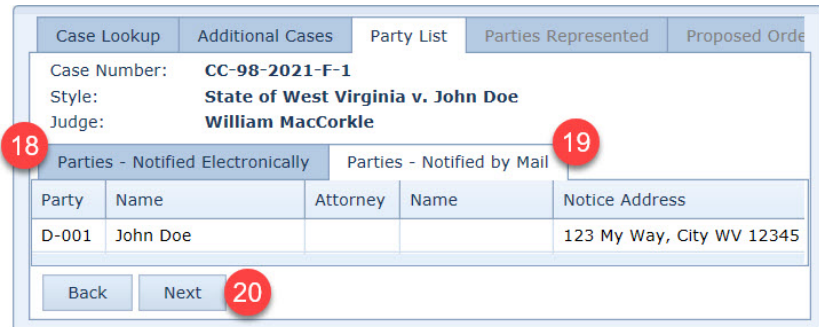
Additional Cases tab (Only if Yes is selected in Case Lookup tab):

8. Click **Add Related Cases** button (Optional) to add cases related to the case entered in Case Lookup tab.
9. **Select/De-Select** Related Cases
10. Click **OK** button to add related cases or **Cancel** button to proceed without adding related cases.
11. Click **Add** button (Optional) to add cases related and/or unrelated to the case in Case Lookup tab.
12. Select **County**
13. Select **Case Type**
14. Select **Year**
15. Type **Sequence** (Sequential number for case)
 - Example: 11
16. Click **OK** button to add case(s) or **Cancel** button to proceed without adding case(s).
17. Click **Next** button



Party List tab:

18. **Parties – Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
19. **Parties – Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
20. 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.



Steps to E-File a Proposed Order – Case (Rtf)

Parties Represented tab:

- 21. Verify or check appropriate box(es) to indicate the Party or **Parties Represented** by the E-Filer
Optional: Add Co-Counsel via **Add Attorneys** button
- 22. Click **Next** button

Proposed Order tab:

- 23. Type a detailed **Description** for Title of Proposed Order
- 24. New Order for pre-built header & case style **OR** New Order (Custom Style) to manually type the header and case style in the Order Editor.
- 25. Click **Next** button



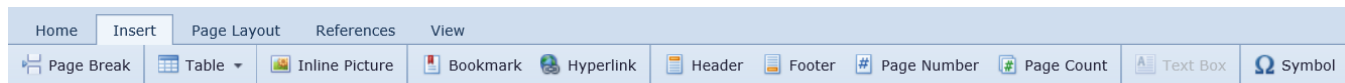
Steps to E-File a Proposed Order – Case (Rtf)

Order Editor Menu/Toolbar/Buttons:



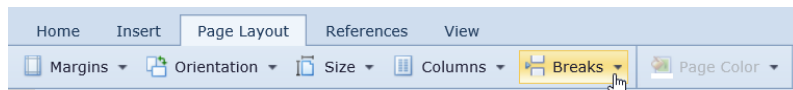
Home offers the following tools:

- Undo | Redo
- Copy | Cut | Paste
- Font Type | Font Size (**TIP: Submitted Orders are in Arial 12pt.**)
 - Font: Bold | Italicize | Underline | Strikethrough | Superscript | Subscript | Color | Highlight | Clear Formatting
- Paragraph: Bullets | Indent | Alignment | Spacing | Background Color
- Quick Styles: Paragraph Styles | Character Styles
- Find | Replace | Select All



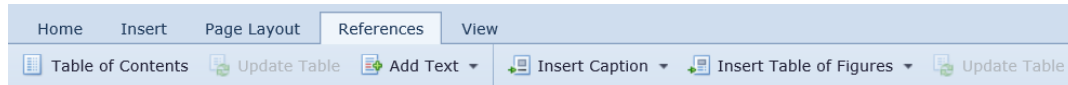
Insert offers the following tools:

- Page Break | Table | Inline Picture
- Bookmark | Hyperlink
- Header | Footer | Page Number | Page Count
- Symbol



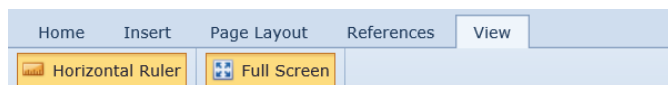
Page Layout offers the following tools:

- Breaks: Page | Column



References offers the following tools:

- Table of Contents
- Insert Caption (Figures/Tables/Equations)
- Table of Figures



View offers the following tools:

- Horizontal Ruler
- Full Screen



Buttons:

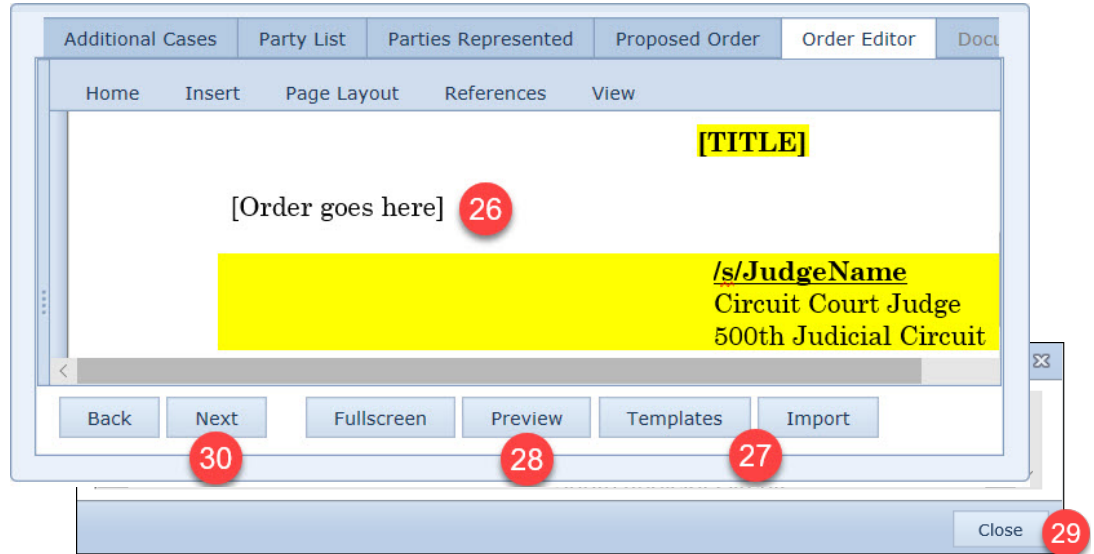
- **Back** – navigate to previous filing tab
- **Next** – navigate to next filing tab
- **Fullscreen** – Enable/Disable full screen mode
- **Preview** – View Order as PDF
- **Templates** – Divorce, Bond, Sentence, Title IV-E (**See [FAQ - E-File Order Templates](#) Guide**)
- **Import** – Acceptable file types: Microsoft Word (.docx & .doc), Open Office Text (.odt), & Rich Text Format (.rtf)
 - **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 in Editor.
 - Note: Body (Replace Template) replaces templates, text, and imported content.



Steps to E-File a Proposed Order - Case (Rtf)

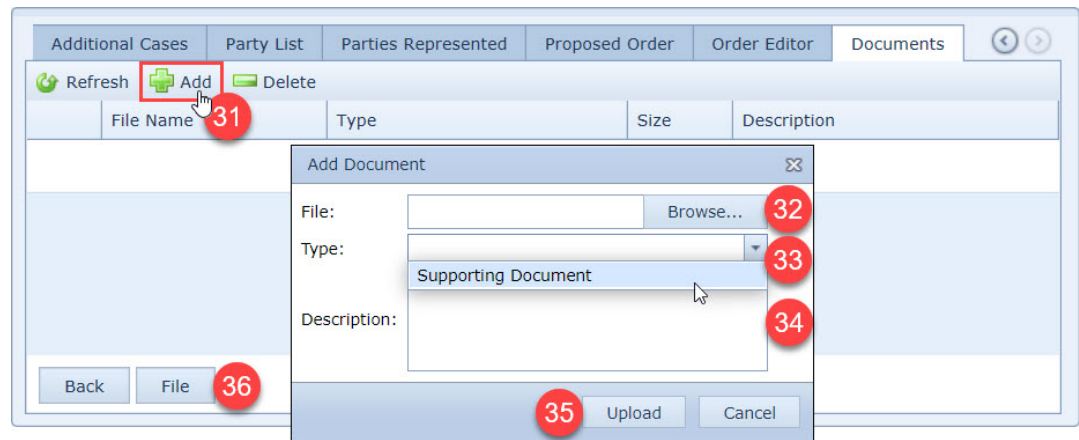
Order Editor tab:

26. Delete "[Order goes here]" text
27. Create Order
 - Options:
 - Type
 - Import
 - Order Templates
28. Click **Preview** button
29. **Close** Preview
30. Click **Next** button



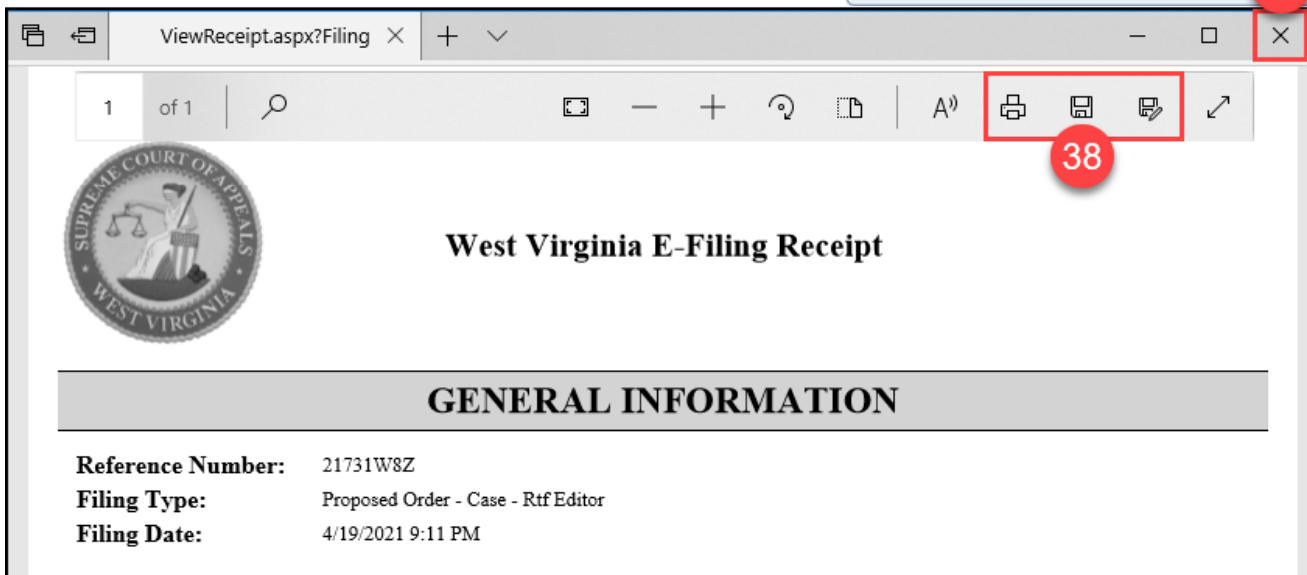
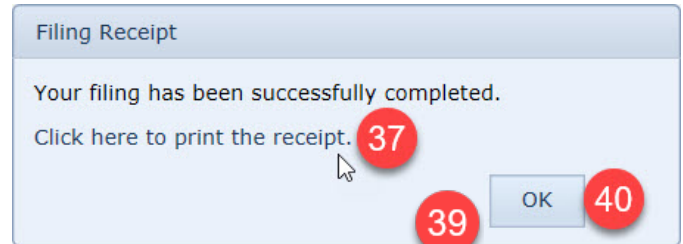
Documents tab:

31. Click **Add** button (Optional)
32. Click **Browse** button to locate & select document
33. Select **Supporting Document** via **Type** list
34. Type a detailed **Description** of the Supporting Document
35. Click **Upload** button
 - Repeat Steps 29-33 to upload other documents.
36. Click **File** button



Filing Receipt:

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





Steps to E-File a Proposed Order – Case (Rtf)

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		
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	Judge Review	^	
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	Judge Review		
21731W8Z	Proposed Order - Case - Rtf Editor	CC-98-2021-F-1	\$0.00	3	4/19/2021 9:11:22 PM	4/19/2021 9:11:37 PM	Judge Review		
21R4ZAW7	Proposed Order - Case - Rtf Editor	CC-98-2021-C-1	\$0.00	22	4/16/2021 10:38:28 AM	4/16/2021 10:38:35 AM	Judge Review		
217NWS33	Proposed Order - Case - Rtf Editor	CC-98-2020-F-2	\$0.00	29	4/13/2021 2:19:14 PM	4/13/2021 2:19:19 PM	Judge Review		
21AU5MRL	Petition for Modification	FC-98-2021-D-1	\$85.00	9	4/6/2021 5:19:07 PM	4/6/2021 5:19:17 PM	Judge Review		