



WVClerks - Edit Expungements

This document will show you how to Edit Expungements.

When an order of expungement is received

The clerk will select “edit case” and change the security level to expunged. The final step is to select “OK” to change the security level to expunge the case from the public record. The clerk’s office will have access to the case and its information in order to provide the information to agencies that by code have access to expunged cases. §61-11-26

Edit Case Information [X]

Case | Trial

Status: Closed

Security Level: Expunged

Judge: J-2001; Test Judge

Complaint Origin: Initial Filing

Closed Date: 5/4/2017 [X]

Docket Removal Date: 5/4/2017 [X]

Case Disposition: Bench [X]

Disposed By: J-2001; Test Judge [X]

Style: State of West Virginia v. Bill Thornton

Substantial Hardship

Jury Trial

Mediation Requested

Needs Judge Update (E-file)

OK Cancel



When accessed by clerk staff

Expunged cases will show up with a X on the left as seen here in search results. Only clerks and deputy clerks will have access to the case, when a user not in the clerk group searches for an individual by name the search results will exclude the expunged record.

	View	Circuit	60 - Marion - CORE	CC-60-2016-C-99	Tom Last v. Buy More	Extraordinary Writ	11/23/16
X	View	Circuit	60 - Marion - CORE	CC-60-2016-C-100	Treasurer v. Greg T	Contract	11/23/16
	View	Circuit	60 - Marion - CORE	CC-60-2016-C-101	First Last v. Sheriff Last	Asbestos	11/28/16

When viewing the Case Information

The Security Level will read as Expunged. Click the case itself to go to case details.

Case Information			
Court:	Circuit	County:	60 - Marion - CORE
Judge:	Joshua Taylor	Created Date:	1/4/2016
Case Type:	Felony	Case Sub-Type:	----
Style:	State of West Virginia v. Joe Smith	Case Number:	CC-60-2016-F-1
		Status:	Closed on 1/4/2016
		Security Level:	Expunged



When opening the case details

This message will appear as a reminder. Click OK to continue to enter the expunged case. The docketing of documents is available for internal use and the case will remain expunged.

