



WV Editing Case Information

This document will show you how to Edit Case Information.

Editing The Case

Status refers to the open, under submission, in federal court, bankruptcy or closed status of the case.

Security Level refers to the security of the case.

- Confidential – Low: Style of case is public, no documents are public.
- Confidential – High: Style of case is hidden from public access; documents are hidden from public access.
- Sealed: case is sealed by order of the judge.
- Expunged: case is expunged by order of judge.

Judge: Judge assigned to the case.

Complaint Origin: this refers to the court in which the case originated.

Closed Date: Date judge enters final order in case closing for statistical purposes (the judge has an option in the order editor to choose “yes” this is a final order and that function closes the case).

Docket Removal Date: Currently (due to the judge docket being in Alpha Test mode) this option does not do anything. It will be used on the pending cases to display active cases.

Case Disposition: is used on the case load report to show how a case was disposed.

Disposed by: Is used in both the case load and disposed case age report when running a report for a particular judge. We do not recommend changing this historical data, even if it is blank. Stats are not retroactive. Reports can be pulled from April 1, 2017 forward.

Style of case: This is populated when the case is started. The clerk can change this to affect any part of the system that displays the style of case (forms, transmittals, orders etc.).



WV Editing Case Information

Edit Case Information [X]

Case | **Trial**

Status: Open [v]

Security Level: Confidential - Low [v]

Judge: J-1016; Harry Shum [v]

Complaint Origin: Initial Filing [v]

Closed Date: [] [X] [v]

Docket Removal Date: [] [X] [v]

Case Disposition: [] [X] [v]

Disposed By: [] [X] [v]

Style: In Re the Marriage of Brian Altano and Deb Altano [^] [v]

Substantial Hardship

Jury Trial

Mediation Requested

Needs Judge Update (E-file)

OK Cancel