



FAQ – Filing History

E-File users (Private Attorneys, Government Attorneys, and Staff acting on behalf of a Private or Government Attorney) can view the e-filing attorney’s Filing History within WV E-File.

Each filing attorney’s E-File filing history is available to the attorney and staff acting on the attorney’s behalf in perpetuity within the E-File application. Each filing receipt is available via the Reference Code hyperlink and the filed document is available via the Document Type hyperlink.

Steps to view E-File Filing History in WV E-File:

1. Log into **E-File**
2. Select **History** tab from menu
3. Select **Filing History**
4. Enter or select **Search Options**
 - Full Case #
 - Reference Code
 - County
 - Filing Type
 - Status:
 - Canceled – Filing canceled
 - Receipt – Receipt being generated
 - Processed – Filing received by the Court
 - Generating Notice – Filing notifications are being generated
 - Clerk Review – Filing in Clerk’s Pending Pleadings Queue for review
 - Rejected – Filing rejected by the Court
 - Payment – Payment transaction in progress
 - Judge Review - Filing in Judge’s Pleadings Queue for review
 - Initialization – Filing process started
 - Posting Filing Fee – Filing transaction in progress
 - Unable to Process – Filing cannot be processed
 - Email ServiceDesk@courtswv.gov for more information
 - Filing Date From
 - Filing Date To
5. Click **Search** button
6. Click **Reference Code** hyperlink to view Filing Receipt
7. Click **Document Type** hyperlink to view Document

Welcome, Prosecuting Attorney																	
Complaints		Motions		Post Judgment		Proposed Orders		Miscellaneous		Emails		History		Account		Support	
Search Options		Refresh	Finalize	Acknowledge													
Ref. Code	Filing Type	Case Number	Amount	Staff Acting on Behalf of	Filing Date	Processed Date	Status										
22OKBGGNX	Subpoena	CC-98-2020-JA-25	\$0.00	Mary Doe	1/4/2022 11:00:28 AM	1/4/2022 11:00:34 AM	Processed										
22VHZPB1X	Subpoena	CC-98-2020-JA-24	\$0.00	Mary Doe	1/4/2022 11:00:27 AM	1/4/2022 11:00:34 AM	Processed										
2138FP2PX	Subpoena	CC-98-2020-JA-23	\$0.00	Tom Smith	10/7/2021 9:21:15 AM	1/4/2022 11:00:33 AM	Processed										
21ML6G5X	Criminal - Boundover	CC-98-2021-B-6	\$0.00	Mary Doe	4/21/2021 12:04:50 PM	4/21/2021 12:04:58 PM	Processed										
21P61M8R	Criminal - Indictment (Boundover)	CC-98-2021-F-5	\$0.00	Tom Smith	4/21/2021 11:51:32 AM	4/21/2021 11:51:42 AM	Processed										
21YLY6DK	Juvenile Delinquency	CC-98-2021-JD-2	\$0.00	Mary Doe	3/23/2021 12:08:28 PM	3/23/2021 12:08:35 PM	Processed										
2128J9MX	Amended Petition	CC-98-2021-JA-1	\$0.00	Tom Smith	3/16/2021 3:57:51 PM	3/16/2021 3:58:02 PM	Processed										
21NL0IUG	Petition for Miscellaneous Proceedings	CC-98-2021-P-3	\$0.00	Tom Smith	2/12/2021 2:12:10 PM	2/12/2021 2:12:16 PM	Processed										

Note: In addition to Filing History (receipts & filed documents), emailed Notices of Filing are available in the Emails tab within the WV E-File application.