

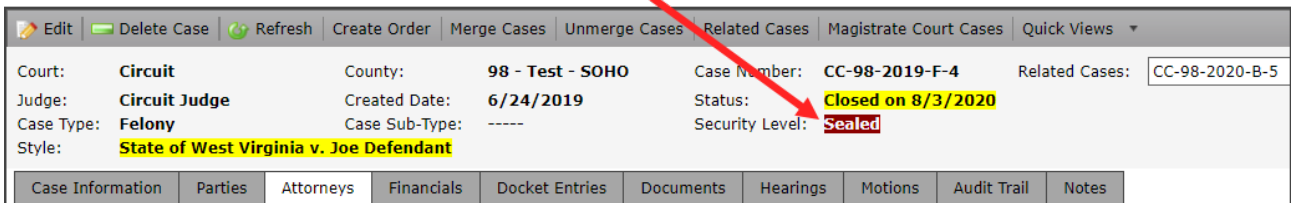


FAQs – Security Levels

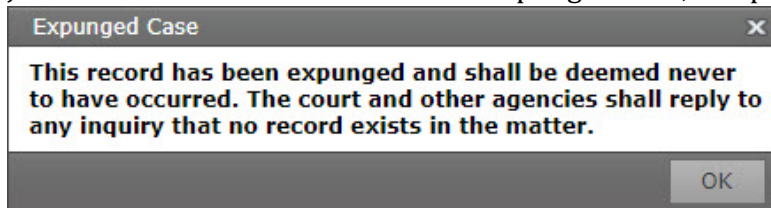
Question: What are the CourtPLUS/E-File case security level options?

Answer: There are five case security levels.

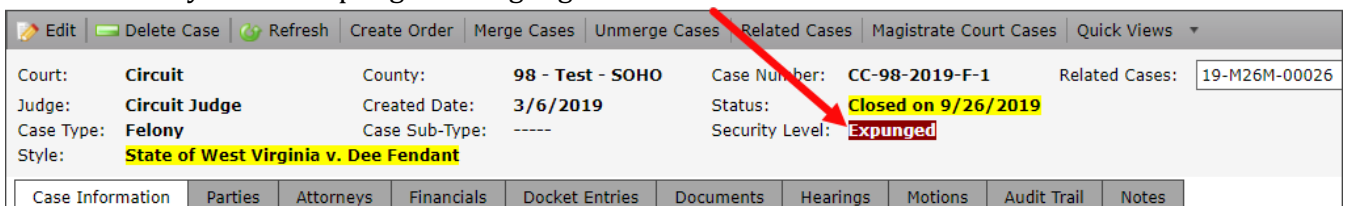
1. **Public:** Style of case and documents are available for public access.
2. **Confidential – Low:** Style of case AND documents are hidden from public access
 - Orders are public and verifiable via the verification tool (<https://efile.courtswva.com/ViewOrder.aspx>) with the alphanumeric reference code in the Judge’s stamp of the E-Filed Order.
3. **Confidential – High:** Style of case AND documents are hidden from public access
4. **Sealed:** Style of case AND documents are hidden from public access
 - Access Permitted to the assigned Judge and the Circuit Clerk
 - Security Level: “Sealed” is highlighted in red in CourtPLUS



5. **Expunged:** Style of case AND documents are hidden from public access
 - Access Permitted to the Circuit Clerk with an “Expunged Case” warning message.
 - ✓ Justification: Circuit Clerks must un-expunge a case, if expunged by mistake.



- Security Level: “Expunged” is highlighted in red in CourtPLUS



Question: What are the CourtPLUS/E-File document security level options?

Answer: There are five document security levels.

1. **Public:** Documents are available for public access.
2. **Confidential – Low:** Documents are hidden from public access
3. **Confidential – High:** Documents are hidden from public access
4. **Sealed:** Documents are hidden from public access
 - Access Permitted to the assigned Judge and the Circuit Clerk
5. **Expunged:** Documents are hidden from public access
 - Access Permitted to the Circuit Clerk with an “Expunged Document” warning message.
 - ✓ Justification: Circuit Clerks must un-expunge a document, if expunged by mistake.

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|--|---------------------|
| | Public |
| | Confidential - Low |
| | Confidential - High |
| | Sealed |
| | Expunged |

