



FAQ – Introduction to CourtPLUS, E-File, & Vault

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WV E-File is part of the CourtPLUS Initiative, a project sponsored by the Supreme Court of Appeals of West Virginia that will bring electronic filing and unified case management to all Circuit and Family Courts in the State of West Virginia.

The WV E-File/CourtPLUS project will make the judicial system more efficient and will make the work of the courts more transparent, as well as provide uniformity and better communication between counties. WV E-File services civil and criminal case filings in circuit and family courts.

E-Filing is the electronic filing of court documents by **attorneys** and **staff**, as well as by certain **government** filers. E-Filing streamlines the filing of court documents into the CourtPLUS system.

CourtPLUS is the unified case management system for West Virginia circuit and family courts. CourtPLUS is used by **judges** and their staff, **circuit clerks** and their deputies, and other Court-approved users to act on and/or review court documents.

The **Vault** is a digital court file repository. Documents within the paper court file are scanned into the Vault by **circuit clerk** offices and made available for view in the CourtPLUS system. A few counties, not yet on WV E-File/CourtPLUS, scan documents into the Vault.

Tips:

- Microsoft Edge and Google Chrome are the recommended browsers for WV E-File.
- Maximum upload file size: 10 MB, per document. *No limit on number of documents*
- “Paperless” does not mean “no paper”- e.g., pro se litigants still paper file with the circuit clerk.
- Documents to be sealed must be paper-filed with the circuit clerk’s office.
- Access to public court records remains available in the circuit clerk’s office.
- Non-Attorney Staff Members can register as an “Other” type user in WV E-File.
 - Reference: [FAQ – E-File Registration](#)
- Attorneys can permit Non-Attorney Staff Members to E-File on their behalf.
 - Reference: [FAQ – Act on Behalf of Attorney](#)
- Prosecuting Attorney Offices are responsible for e-filing/initiating Juvenile cases

Important Links:

E-File sign-on page: <https://efile.courtswva.com/>

* Username = Email Address

E-File Rules: <http://www.courtswv.gov/e-file/rules.html>

E-File Training Resources: <http://www.courtswv.gov/e-file/guides.html>

E-File Active County Status Map: <http://www.courtswv.gov/e-file/status.html>

FAQ (Frequently Asked Questions):

Question: How do I file this document in E-File?

Answer: Review [FAQ -Routing of Filings](#) document on the Judiciary site, as only certain filings go to a clerk or judge for review/action.

Question: How do I get corrections made in a case, i.e., parties, attorneys, documents, etc.?

Answer: E-file a [Letter to Clerk](#) with specific details for request.

Question: What should I do if I filed my case in the wrong county or filed wrong case type?

Answer: E-file [Letter to Judge](#) to explain misfiled case AND e-file [Proposed Order](#) to dispose of case AND e-file [Case](#) in proper county and/or with proper case type.

Question: Who can help me with a technical issue within WV E-File?

Answer: Email Supreme Court of Appeals of WV’s IT Service Desk (ServiceDesk@courtswv.gov)

Note: The CourtPLUS/E-File Team defers to the judge, circuit clerk, court rules, and/or state code for any decision about how or what to file in West Virginia circuit or family court.

CourtPLUS and E-File training and best practice recommendations are governed by an Executive Oversight Committee, that was established in a 2019 Administrative Order by the Chief Justice of the Supreme Court of Appeals of West Virginia.