



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																																																															
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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.