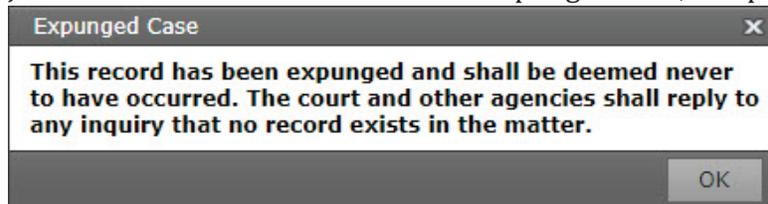# FAQs – Security Levels

Question: What are the CourtPLUS/E-File <u>case</u> 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 <u>document</u> 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.