

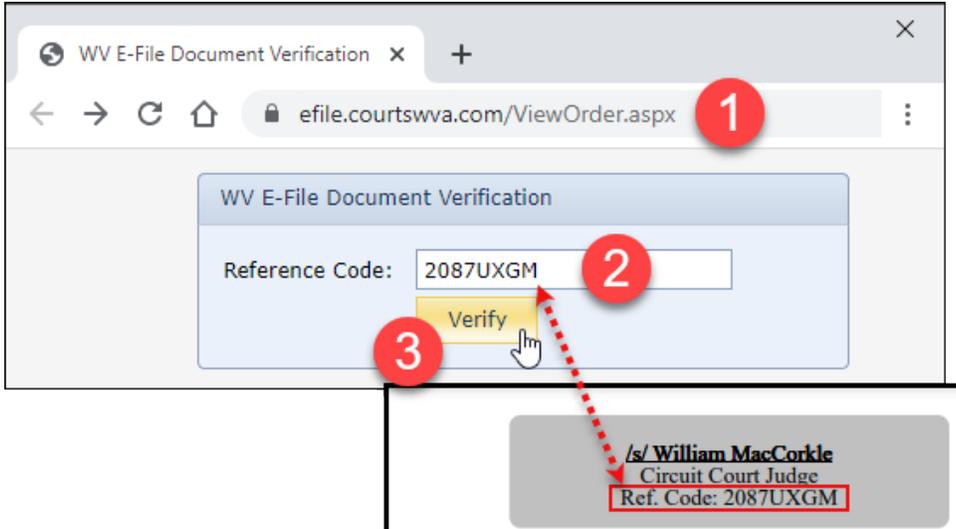


FAQ - Verify an Order



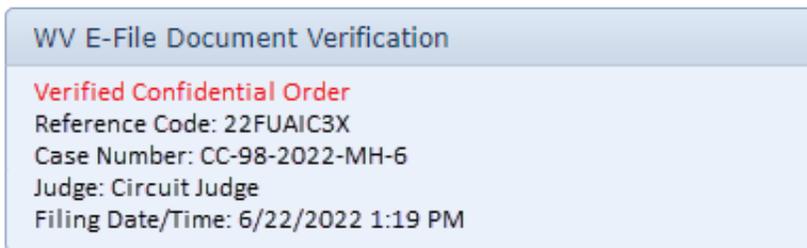
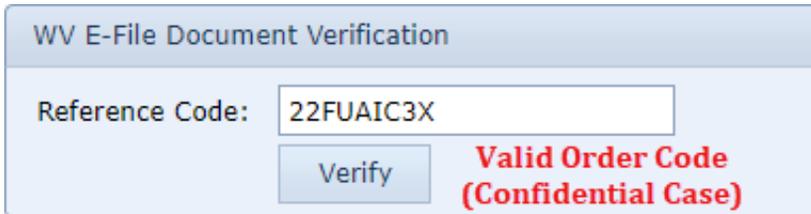
Steps to Verify an e-filed Order:

1. Navigate to URL: <https://efile.courtswva.com/ViewOrder.aspx>
2. Enter unique alphanumeric Order **Ref. Code**
Tip: Ref. Code is available in the Judge's stamp in the top left corner of all Valid E-Filed Orders.
3. Click **Verify** button

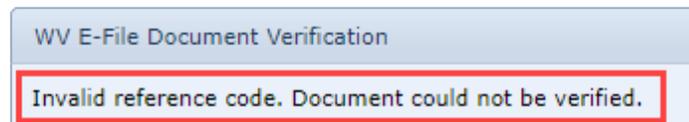


Public Order Reference Code = Order **document** displays when public order is verified.

Confidential Order Reference Code = Order **details** display when confidential order is verified.



Invalid Reference Code = Message "Invalid reference code. Document could not be verified."



Tip: Blank space(s) in reference code field will render an invalid reference code message.