



West Virginia Public Access Search System for Circuit Court Records

User Manual

Revised September 2026

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Revision History

Revision	Date	Description	Details
8	9/2026	Updated for September release	- Updated for the initial release of Special User functionality. - Added text in the Overview, Profile Management section to describe the available user types: Public, Attorney, Special User Coordinator, and Special User. - Added information on where users can view their User Type within the WVPASS.
7	4/14/2026	Updated for April Release	- Updated the WVPASS application user interface to align with the accessibility requirements of the Americans with Disabilities Act (ADA) and the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.1 Level AA wherever applicable. - Changed color scheme in the application - Added a new “Accessibility” link that displays the i3 Verticals statement on accessibility. This item is found under the new “Question Mark?” information icon. - Removed error that occurred when changing name using "Manage Account" option. - Updated the Terms and Conditions and added a new confirmation checkbox for Terms and Conditions and Service Fee disclosure in the shopping cart details.
6	1/8/2026	Updated for January Release	- Added logic to have both the redacted document and unredacted document available to the Attorney of Record - Enhanced logic to handle redacted documents.

Revision	Date	Description	Details
5	11/18/2025	Updated for November Release:	- Added the ability to search for bound over cases. Data from the cases will be available. The documents are not considered public and are available only for the attorney of record. - Updated case details to display Date of Birth field for the defendant(s). Attorneys will be able to view the Date of Birth field for all parties. - Added a login message to notify attorneys when their West Virginia State Bar membership is inactive. - Removed the message, "You do not have permission to view this document" that appeared after purchase in the rare instance where the document was public but linked to a confidential docket entry. - Updated the search results to include records where case subtype was null. - Updated code to ensure documents with many pages display correctly after purchasing.
4	8/6/2025	Updated for September Release	Added a Captcha verification when purchasing documents for additional human verification.
3	6/17/2025	Updated for June Release	- Created Courthouse Terminal user types so public terminals inside the courthouse can be used. These public terminals do not take payments and require users to purchase documents from the clerk directly. - Added Case Subtype to attorney search results and updated the results screen to display the attorney's name. - Added Recent Receipts to the desktop landing page

Revision	Date	Description	Details
			- Added content for the case details tab of Payments, Hearings, and Motions. - Enhanced the Payment Process to continue processing the transaction in the rare instance a session timeout occurs while a payment was in progress.
2	4/4/2025	Updated for April Release	- Added a Motions tab to provide the ability to see types of Motions filed and the corresponding disposition. Records can be expanded to see if Order Motions were granted as well - Added the ability to distinguish "Dismissed Parties" in Parties & Attorneys tabs. - Added the options for users to change their name and/or email address in the Manage Account menu - Updated security on purchased documents to ensure the user can view purchased documents via Purchase History for 30 days from the purchase date. However, if a document becomes sealed or expunged in the digital case file it will no longer be available via Purchase History. The View hyperlink will display, "Not Available" in this scenario. - Added the ability to search by case status in the Attorney search. - Updated text in the Notice on the Documents tab to exclude hyperlink. The Notice now reads: "Please contact the circuit clerk's office for questions regarding document availability in WVPASS. Contact information can be found at West Virginia Judiciary website www.courtswv.gov." - Updated the Change Password flow to ensure password is

Revision	Date	Description	Details
			changed and screen instructions are correct. Streamlined the user experience after the session timeout is invoked. Users will now see "Your session has been terminated." "No valid token. Your session has been terminated. Click here to log in again." and will return gracefully to the homepage to login again. "
1	3/3/2025	Publish for Production Release	Initial Release of Product with User Manual

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WVPASS User Manual

Introduction

The West Virginia Public Access Search System for Circuit Court Records (WVPASS) is offered by the Administrative Office of the Supreme Court of West Virginia (“AO”) as a public convenience to access and view public court information for the Circuit Courts of West Virginia. Access is granted at the Courthouse Terminal or through a registration process for public users and Attorney’s currently. Registered Public Users agree to make payments to view and download documents in the portal. An attorney of Record on a case can view and download case documents for no charge.

The West Virginia Public Access Search System (WVPASS) also supports approved governmental agency users through the Special User program. Special Users are authorized individuals associated with approved agencies who access case information and documents as part of their official governmental responsibilities. Special Users can view and download case documents for no charge.

Access available to Special Users may differ from access available to Public Users, Attorneys, or Courthouse Terminal Users. Information displayed within WVPASS is determined by user type, agency assignment, and security configuration.

This guide is intended to serve as a helpful tool to the Registered users while using the portal. This User Manual is designed to be accessible and usable by individuals with disabilities and is intended to align with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA where applicable for electronic documents.

The content supports use with assistive technologies such as screen readers, screen magnifiers, keyboard-only navigation, and high-contrast display settings when viewed in a compatible application.

Accessibility considerations implemented in this manual include:

- Clear and consistent heading structure
- Step-by-step instructions written in logical order
- Explicit keyboard navigation guidance
- Meaningful link text
- Descriptive explanations of screen content beyond visual presentation

For users desiring keyboard navigation, features of WVPASS can be accessed using a keyboard. Use Tab to move between fields and buttons. Use Enter to activate buttons and links. A visible focus indicator highlights the active field. Fields marked with an asterisk (*) are required.

Keyboard Navigation

The WVPASS system supports full keyboard navigation.

- Use the **Tab** key to move sequentially through links, buttons, and form fields.
- Use **Shift + Tab** to move backward.
- Click **Enter** to activate buttons and links.
- Click **Spacebar** to select checkboxes or toggle options where applicable.

A visible focus indicator highlights the currently active element on the screen so users can clearly identify their position while navigating.

All links in the WVPASS system are labeled clearly to describe their purpose. Link text identifies the action that will occur when selected, rather than relying on generic phrases.

Examples include:

- “Register”
- “Log in again”
- “Proceed to Payment”
- “View Document”

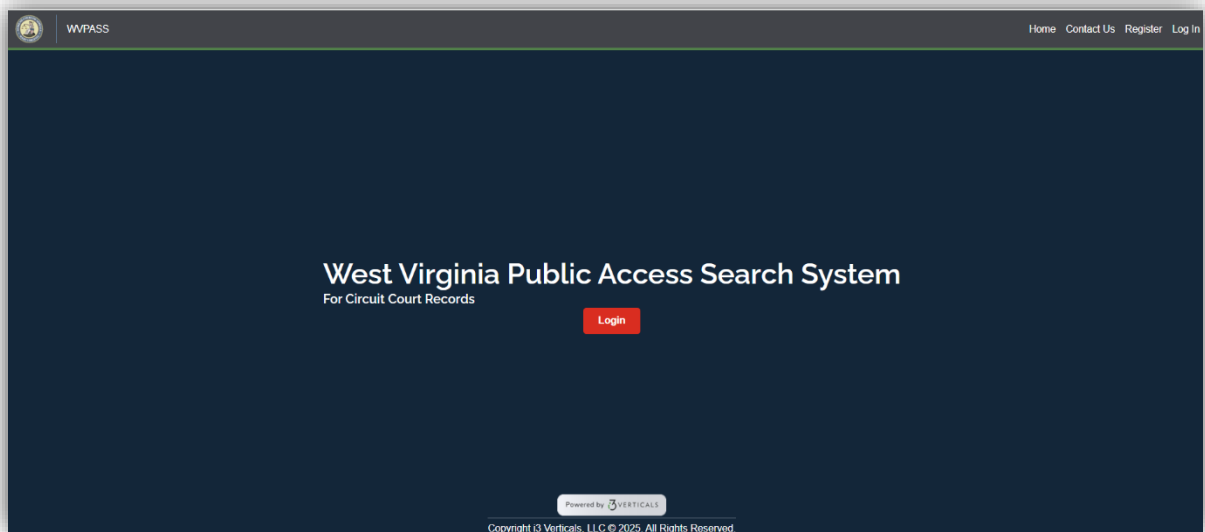
This approach helps ensure that links are understandable when read out of context by assistive technologies.

Note: *Screenshots included in this manual are provided for reference only and are intended to supplement written instructions. All essential information conveyed visually is also described in text to ensure access for users who rely on screen readers or who cannot view images.*

Where a screenshot is referenced, follow the accompanying written instructions and field labels rather than relying solely on the visual layout or position of elements on the screen.

Getting Started

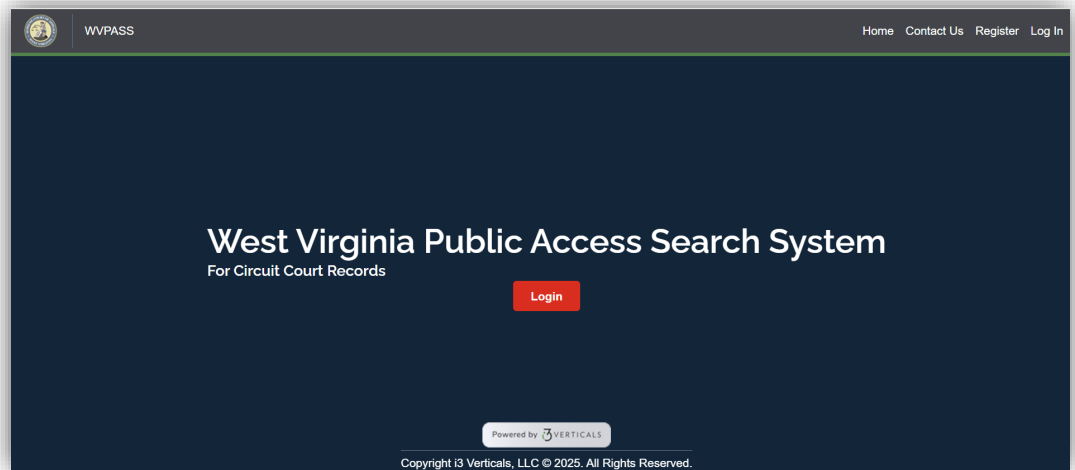
From the West Virginia Public Access Search System for Circuit Court Records home page (WVPASS website): <https://wvpass.courtswva.com/>, you can register an account or log in. A visual representation of the screen is shown below for reference. Users can click **Tab** to navigate to the Register or Login button and use **Enter** to activate it. A visible focus indicator highlights the active field.



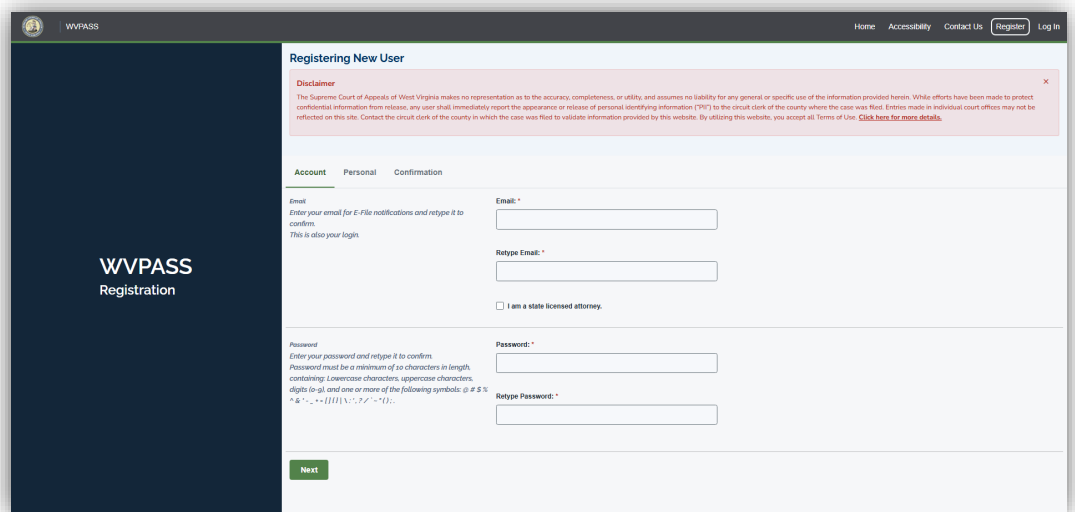
The following screenshot illustrates the screen described above. Users should rely on the field names, button labels, and on-screen text identified in the steps rather than the visual placement of elements.

New User Register an Account

- If you don't have an account yet, click on the "Register" link
 - On the West Virginia Public Access Search System home page, click the Register link located in the top-right corner of the screen.



- The Registering New User screen opens where you can create a new account.
 - On the Registering New User screen, enter your email, retype email, password, and retype password. Review the password requirements and (if applicable) select the state licensed attorney checkbox, then click Next.



New Public User Registration Details

Here's a step-by-step guide for registering as a new user in the West Virginia Public Access Search System for Circuit Court Records portal.

Use Tab to move between fields and enter to continue to the next step.

Fields marked with an asterisk (*) are required and must be completed before you can proceed. If a required field is left blank or contains invalid information, the system will display an error message indicating what needs to be corrected.

Error messages appear in text and are associated with the relevant field to ensure they are accessible to assistive technologies.

Access the Registration Page

1. Open your web browser and go to the West Virginia Public Access Search System for Circuit Court Records website.
 2. Click on the "Register" link located at the top right corner of the page.
 3. The Account tab is visible.
-

Complete Account Information

Email Section:

1. Email: Enter your email address. This will be used for login and receipt notifications.
 2. Retype Email: Enter the same email again to confirm it.
 3. State Licensed Attorney (Optional): If you are a licensed attorney, check the box labelled "I am a state licensed attorney". If not, leave it unchecked.
 1. Select this option only if you are a licensed attorney in the State of West Virginia.
-

Password Section:

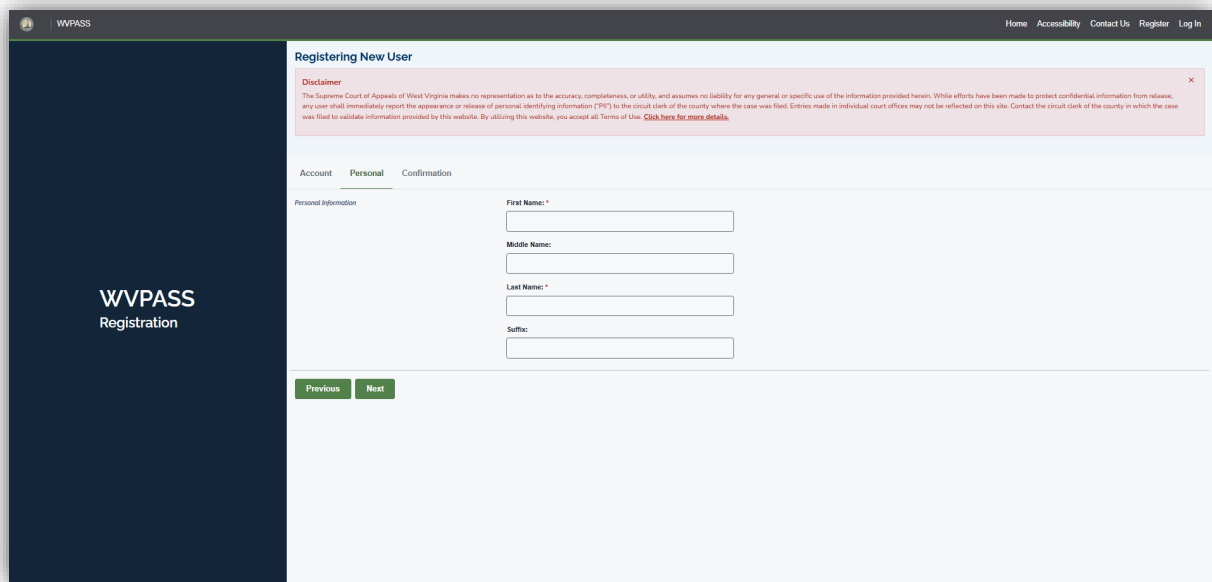
1. Password: Create a secure password. It must be at least 10 characters long and include:
 - Uppercase and lowercase letters.
 - Numbers (0-9).
 - Special symbols like % ^ & * - _ + = { } [] ; : " ' ? / ~ () .
 2. Retype Password: Enter the same password again to confirm.
 3. Once all the required fields are completed, click the "Next" button to continue to the Personal Information section.
-

Note: Passwords will expire every 4 months.

Complete Personal Information

After completing the Account Information section, you will be directed to the Personal Information page.

On the registration new user screen, under personal tab as shown below enter first name, middle name, last name, suffix. And click next.



How to Complete Your Personal Information:

1. First Name:
 - Enter your first name in the "First Name" field.
2. Middle Name (Optional):
 - Enter your middle name if applicable. This field can be left blank if you don't have one.
3. Last Name:
 - Enter your last name in the "Last Name" field.
4. Suffix (Optional):
 - If you have a suffix (like Jr., Sr., III), enter it in the "Suffix" field. Otherwise, leave it blank.

Navigation Options:

- Previous Button:
 - Click "Previous" if you need to go back and review or edit your account information.
- Next Button:

- Click "Next" after completing your personal details to proceed to the Confirmation page.

Complete the Confirmation

After entering your personal information, the next tab is the Confirmation page to review and accept the Terms of Service.

On the registration screen, select the Confirmation tab, read the Terms and Conditions, select the agreement checkbox, and click Register.

How to Complete the Confirmation

1. Click the Terms and Conditions button to open the Terms of Service
2. Click the "Close" button close the Terms and Conditions.
3. The confirmation screen is visible
4. Check the box next to "I agree to the Terms and Conditions of this Agreement".
5. Click Register to complete the registration process after agreeing to the Terms and Conditions.
6. Click Previous to return to the previous registration step if changes are needed.

Finalize Registration:

- Register Button:
 - Once you've checked the agreement box, click the "Register" button to complete your registration.
- Registration Complete:
 - A Welcome email is sent to the registration email address.
 - The system will redirect to the home page at <https://wvpass.courtswva.com/>.

Email Welcome

After completing the registration process, you will receive a Welcome email confirming your registration.

New Attorney User Registration Details

WV Attorneys can register on the portal to access their cases for viewing and downloading documents for free of charge. To ensure that the registrant is a member of the WV Bar Association, an additional verification step is required during registration. Regardless of the email address used for registration, a confirmation email containing a verification code will be sent to the email address on file with the WV Bar Association. Attorneys must enter this code to complete the registration process, as explained below.

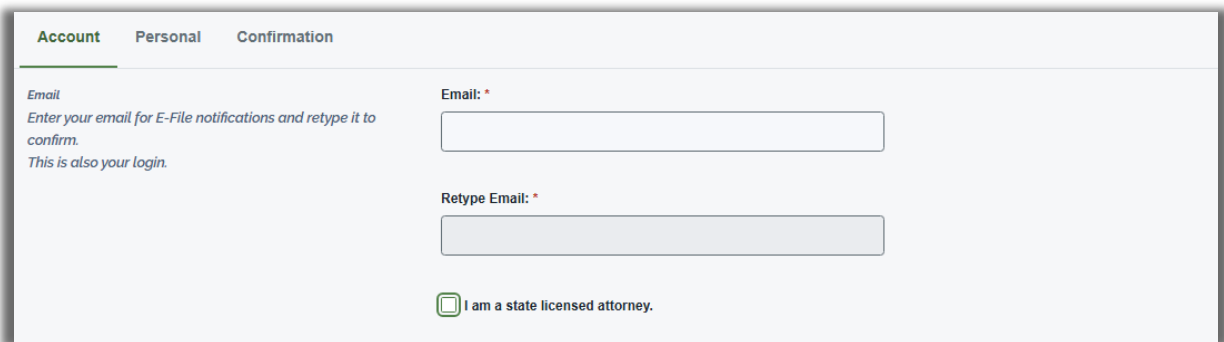
Access the Registration Page

1. Open your web browser and go to the West Virginia Public Access Search System for Circuit Court Records website.
2. Click on the "Register" link located at the top right corner of the page.
3. The Account tab is visible.

Complete Account Information

Email Section:

On the registration page tabs are labeled Account, Personal, and Confirmation. The form includes fields for entering and retyping an email address, with a checkbox option to confirm being a state licensed attorney.

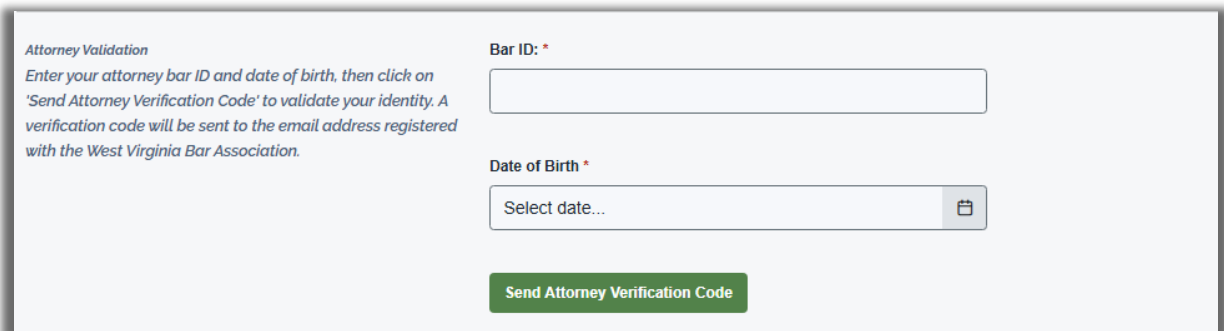


The screenshot shows the 'Account' tab selected in a registration form. On the left, under the heading 'Email', there is instructional text: 'Enter your email for E-File notifications and retype it to confirm. This is also your login.' To the right, there are two text input fields. The first is labeled 'Email: *' and the second is labeled 'Retype Email: *'. Below these fields is a checkbox with the label 'I am a state licensed attorney.'

1. Click in the Email text box and enter your email address. This will be used for login and E-File notifications.
2. Click in the Retype Email text box and enter the same email again to confirm it.
3. State Licensed Attorney: Check the box labelled "I am a state licensed attorney".

Attorney Validation Section:

On the attorney validation screen verification form requesting Bar ID and date of birth for identity validation. Includes labeled input fields for Bar ID and date selection, with a button labeled "Send Attorney Verification Code" for submitting information.



The screenshot shows the 'Attorney Validation' section of the registration form. On the left, there is instructional text: 'Enter your attorney bar ID and date of birth, then click on 'Send Attorney Verification Code' to validate your identity. A verification code will be sent to the email address registered with the West Virginia Bar Association.' To the right, there are two input fields. The first is labeled 'Bar ID: *' and the second is labeled 'Date of Birth *'. The date field is a calendar picker showing 'Select date...'. Below these fields is a green button labeled 'Send Attorney Verification Code'.

Enter Attorney Validation Details:

1. Bar ID: Enter your official attorney Bar ID number.
2. Date of Birth: Enter your date of birth in the Date of Birth field to verify your identity. To choose a date, click the calendar icon” next to the field.
3. Select the “Send Attorney Verification Code” button.

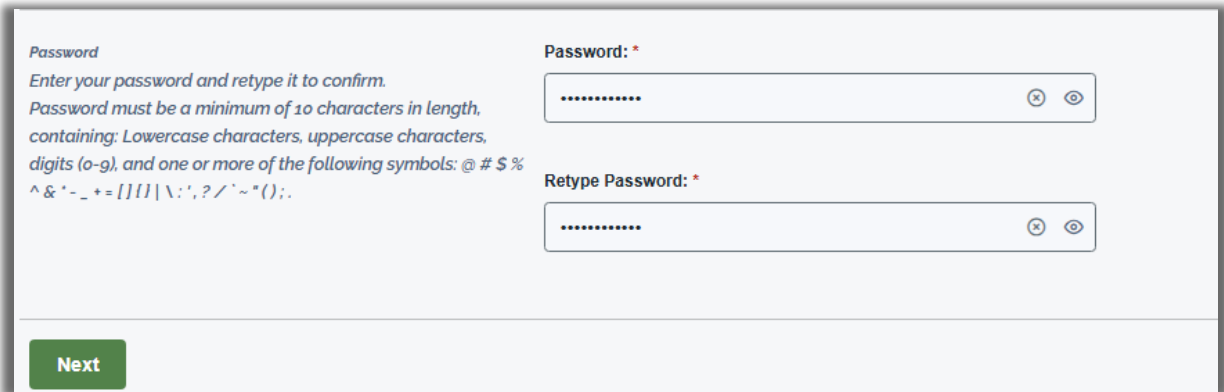
Note: Attorneys will receive a verification email at the email address on file at the WV Bar association. Enter the code provided in that email to continue the registration process.

Attorney Verification Section

1. Click “Send Verification Code” button.
2. The system sends verification code to the email address registered with the WV Bar Association.
3. Open email.
4. Enter code displayed in email in the Verification code box.
5. Continue registering by completing the Password Section.
6. Confirmation Message:
7. The message will display: "E-mail address verified. You can now continue."

Password Section:

On the registration screen, under password section, as shown in the image below, enter desired password. Retype the password to set the password for your account.



The screenshot shows a registration form with the following elements:

- Password:** A label followed by an asterisk (*). Below it is a text input field with a masked password (dots) and toggle icons (eye and eye with slash).
- Retype Password:** A label followed by an asterisk (*). Below it is a text input field with a masked password (dots) and toggle icons (eye and eye with slash).
- Next:** A green button at the bottom left of the form.
- Instructions:** Text on the left side of the form stating: "Enter your password and retype it to confirm. Password must be a minimum of 10 characters in length, containing: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = { } [] . : ; ' ' ? / ~ () ; , .".

1. Password: Create a secure password. It must be at least 10 characters long and include:
 - Uppercase and lowercase letters.
 - Numbers (0-9).
 - Special symbols like % ^ & * - _ + = { } [] . : ; ' ' ? / ~ () ; , .
2. Retype Password: Enter the same password again to confirm.
3. Once all the required fields are completed, click the "Next" button to continue to the Personal Information section.

Note: Passwords will expire every 4 months

Complete Personal Information

After completing the Account Information section, you will be directed to the Personal Information page.

Complete fields as noted.

Complete the Confirmation

After entering your personal information, you will be directed to the Confirmation page to review and accept the Terms of Service.

Confirming Terms of Service

How to Complete the Confirmation

1. Read the Terms of Service:
 - a. On the right side, you'll find the Terms of Service document.
 - b. Scroll through the text to carefully review the full agreement and understand the rules and conditions for using the West Virginia Public Access Search System for Circuit Court Records portal
 2. Agree to the Terms:
 - a. Below the Terms of Service, you'll see a checkbox labelled "I agree to the Terms and Conditions of this Agreement."
 - b. Click the checkbox to confirm that you've read and agreed to the terms.
-

Finalize Registration

- Register Button:
 - Once you've checked the agreement box, click the "Register" button to complete your registration.
- Registration Complete:
 - A Welcome email is sent to the registration email address.
 - The system will redirect to the home page at <https://wvpass.courtswva.com/>

Email Welcome

After completing the registration process, you will receive a Welcome email confirming your registration.

Note: Attorneys will only receive a verification email at the email address on file at the WV Bar association during registration. The Welcome email will be received at the email address entered in the WVPASS Registration Screen.

Courthouse Terminal User

The Courthouse Terminal User type is designed to provide public access to court records from designated courthouse terminals.

A Courthouse employee logs into the terminal each day, after which the system is ready for public use. Courthouse Terminal users search for cases, view case data, including docket entries. The public terminals do not take payments and require users to purchase documents from the clerk directly.

Special User

A Special User is an authorized individual associated with an approved government agency who has been granted access to WVPASS. Special User accounts are created and managed by the agency's designated Special User Coordinator and are subject to agency-specific security rules and access restrictions. Special Users do not register using the register link.

Note: Access to case information is determined by the user's agency and the permissions assigned to their account.

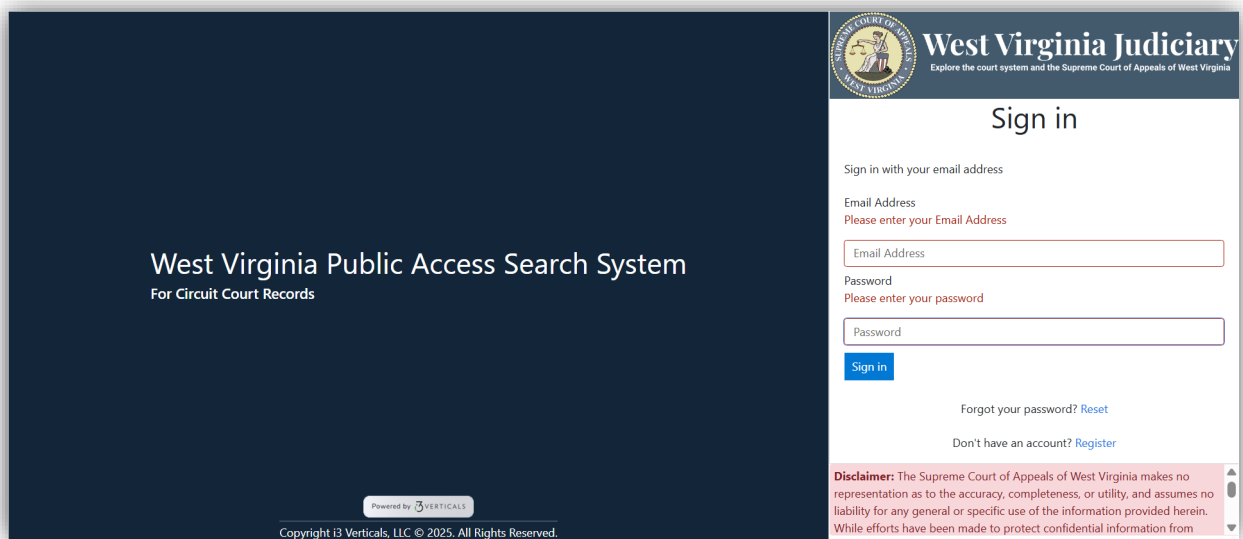
Sign In

Returning Users

The steps for returning users to sign in are:

1. Open the Public Access link to open the login page as shown below.
2. Enter your registered email address in the Email Address form
3. Enter your password in the Password field

Click Sign In to access the West Virginia Public Access Search System



West Virginia Public Access Search System
For Circuit Court Records

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West Virginia Judiciary
Explore the court system and the Supreme Court of Appeals of West Virginia

Sign in

Sign in with your email address

Email Address
Please enter your Email Address

Email Address

Password
Please enter your password

Password

Sign in

Forgot your password? [Reset](#)

Don't have an account? [Register](#)

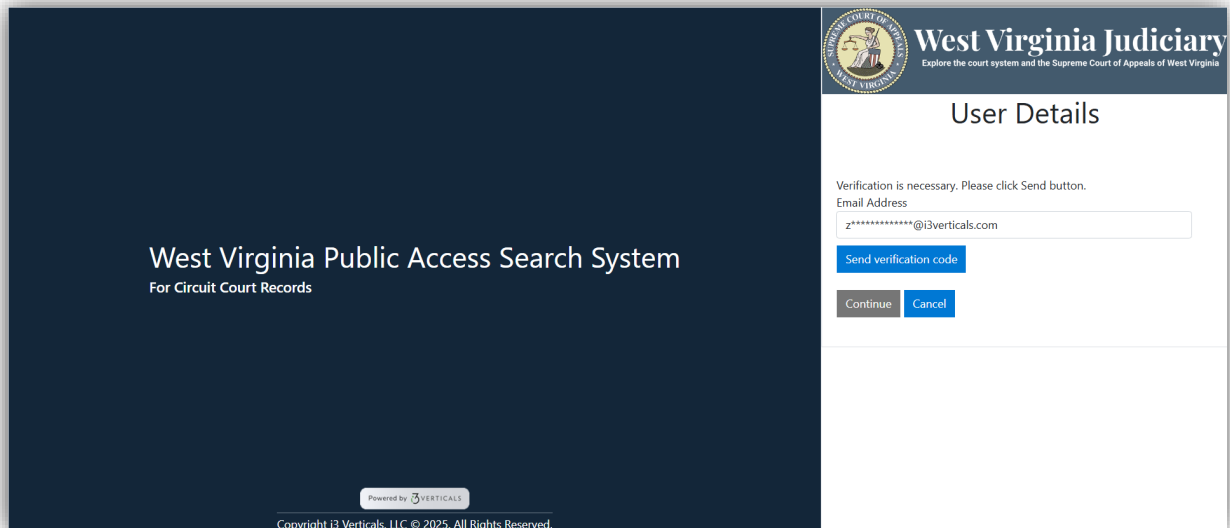
Disclaimer: The Supreme Court of Appeals of West Virginia makes no representation as to the accuracy, completeness, or utility, and assumes no liability for any general or specific use of the information provided herein. While efforts have been made to protect confidential information from

Login

1. Enter Your Email Address:
 - a. Type your registered email address in the "Email Address" field.
-
- Note:** Each user may only be associated with one 1 email address.
Account sharing is not permitted by the Terms of Service.
-
2. Enter Your Password:
 - a. Type your password in the "Password" field.
 3. Click "Sign In:"
 - a. After entering your credentials, click the "Sign in" button to initiate second level of authentication.
-

Verification After Login

After logging in with your email address and password, you will see the User Details screen for email verification. A visual representation of the User Details screen is shown below.

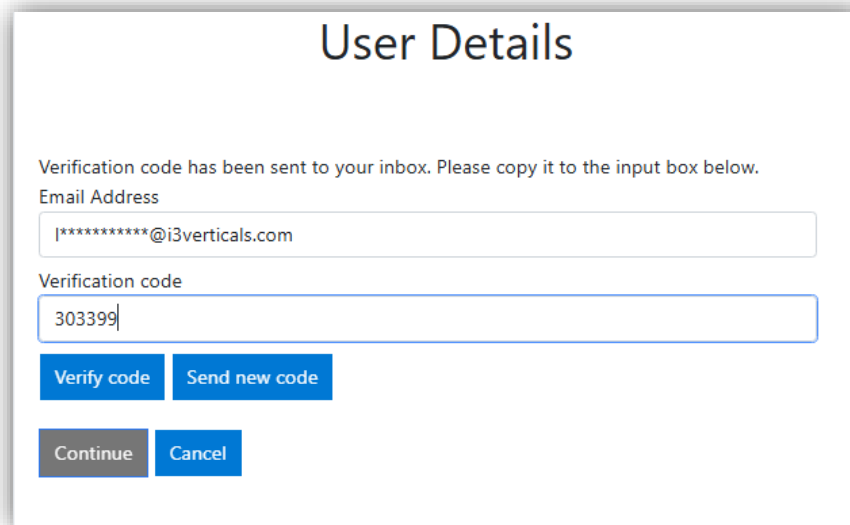


How to Complete the Email Verification:

1. Verify Your Email Address:
 - a. Your registered email address will be partially displayed in the "Email Address" field.
2. Send Verification Code:
 - a. Click the "Send verification code" button.
 - b. This will send a verification code to your registered email.
3. Check Your Email:
 - a. Open your email inbox and find the email with the verification code (as shown in the previous step).
4. Copy the verification code from the email.
5. Enter the Verification Code: Return to the portal and enter the copied code in the field named "Verification code" (the field will appear after clicking the "Send verification code" button).

6. Verify Code

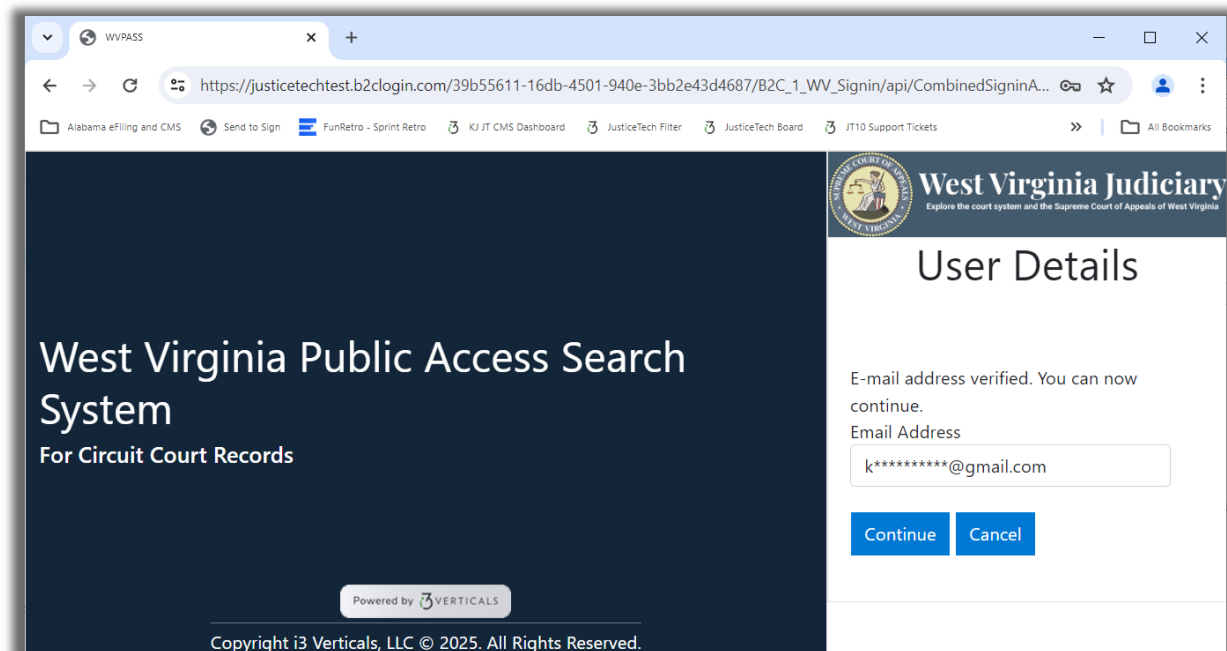
- Click Verify Code to continue as shown in the image below.



A screenshot of a web form titled "User Details". The form contains a message: "Verification code has been sent to your inbox. Please copy it to the input box below." Below this, there are two input fields. The first is labeled "Email Address" and contains the text "*****@i3verticals.com". The second is labeled "Verification code" and contains the text "303399". Below the input fields, there are four buttons: "Verify code" (blue), "Send new code" (blue), "Continue" (grey), and "Cancel" (blue).

7. User Details opens

- Click the "Continue" button to proceed to the dashboard of the system as shown in the screenshot below.



A screenshot of a web browser showing the "West Virginia Public Access Search System" dashboard. The browser's address bar shows a URL from "justicetechtest.b2clogin.com". The dashboard has a dark blue header with the text "West Virginia Public Access Search System" and "For Circuit Court Records". Below the header, there is a "Powered by i3 VERTICALS" logo and a copyright notice: "Copyright i3 Verticals, LLC © 2025. All Rights Reserved." On the right side of the dashboard, there is a "User Details" section. It contains a message: "E-mail address verified. You can now continue." Below this, there is an input field for "Email Address" containing "*****@gmail.com". At the bottom of this section, there are two buttons: "Continue" (blue) and "Cancel" (blue).

8. Cancel (Optional):

- If you need to stop the process, click the "Cancel" button.

The West Virginia Public Access Search System for Circuit Court Records Portal opens.

Agency Special User Acknowledgement

Special Users associated with approved governmental agencies may be presented with an agency-specific acknowledgement at each login.

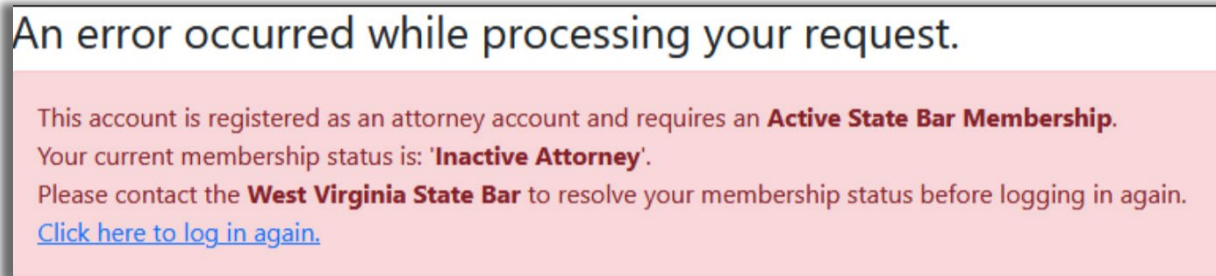
When required, users must review and acknowledge the information before access to WVPASS is granted.

Attorney Status Verification

An attorney login will have an additional check to verify the membership status with the West Virginia State Bar Association. If the State Bar membership is not one of the active status's, a message will be displayed to the attorney indicating only active status can login.

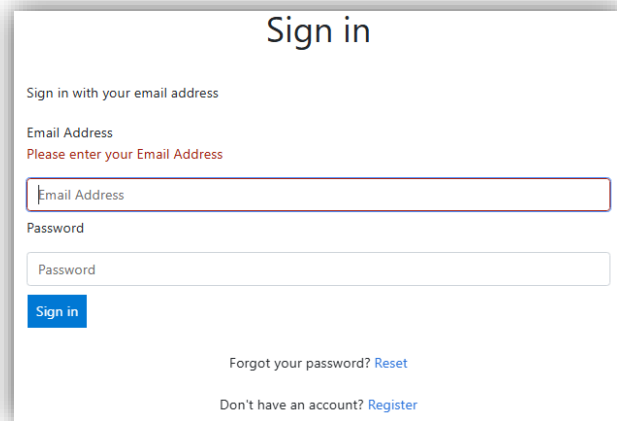
The message reads, "An error occurred while processing your request. This account is registered as an attorney account and requires Active State Bar Membership. Your current membership status is: "Inactive Attorney". Please contact the West Virginia State Bar to resolve your membership status before logging in again. There is a hyperlink that reads, "Click here to log in again" that when clicked will take the user back to the log in screen.

A visual representation of the message is shown below.



Forgot Your Password?

If you've forgotten your password, Click the "Reset" link here to reset password next to "Forgot your password?". You'll need to enter a validation code before you can reset your password. Simply follow the instructions to complete the process as shown in the image below.

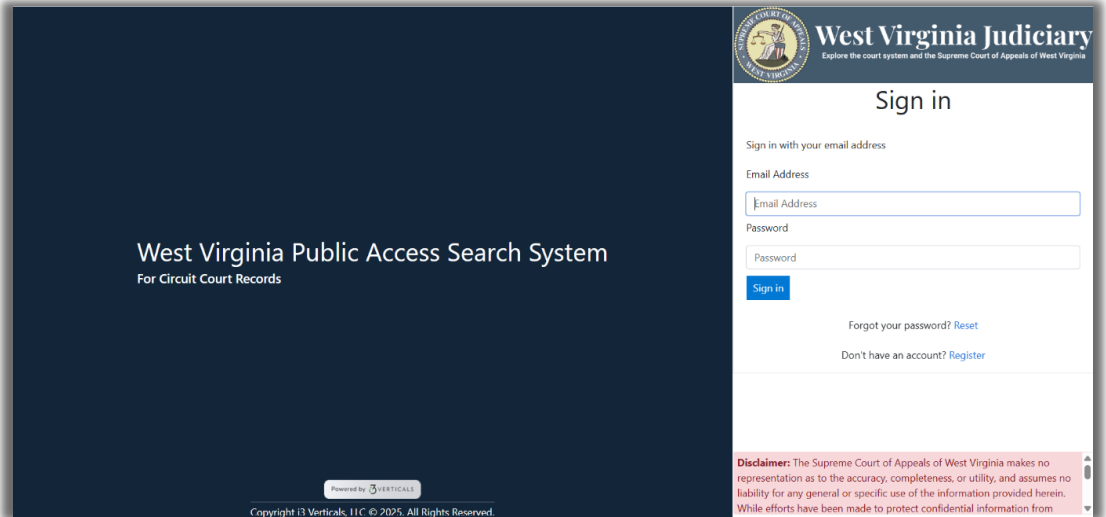


The screenshot shows a 'Sign in' form with the following elements:

- Title: Sign in
- Text: Sign in with your email address
- Label: Email Address
- Text: Please enter your Email Address
- Input field: Email Address
- Label: Password
- Input field: Password
- Button: Sign in
- Text: Forgot your password? [Reset](#)
- Text: Don't have an account? [Register](#)

Step-by-Step Guide: To Reset Password

1. Click on "Forgot your password?"
 - a. This link is available on the login screen below the password box.
2. Enter Your Email Address
 - a. Type in the email address associated with your WVPASS account.
3. Click "Send verification code."
4. Check Your Email for the Code
 - a. Open your email and locate the message with the verification code.
 - b. Enter the code in the field shown on screen.
5. Click "Verify Code"
 - a. Once verified, the message, "Email address verified. You can now continue" displays.
6. Click Continue
7. The "User Details Screen" opens
8. Complete both fields and Enter a New Password
 - a. Keyboard Navigation: Use the Tab key to move between fields and buttons. Click Enter to activate the Login button. A visible focus indicator highlights the active element.
 - b. Login screen for entering email address and password to access WVPASS.



- c. New Password: Create a secure password. It must be at least 10 characters long and include:
 - i. Uppercase and lowercase letters.
 - ii. Numbers (0-9).
 - iii. Special symbols like % ^ & * - _ + = { } [] . : ; " ' ? / ~ () .
 - d. Confirm New Password: Enter the same password again to confirm.
9. Click the "Continue" button to finalize your password change.
 10. You will be returned to the Login Page to Login with new Password.

Session Timeout

What You Will See:

If your session expires, you will be redirected to a message screen that says:

Your session has been terminated.

"No valid token. Your session has been terminated. Click here to log in again."

This message indicates that your session has timed out due to inactivity.

What to Do:

1. Click the "Click here to log in again" link shown on the screen.
2. You will be taken back to the WVPASS homepage.
3. Re-enter your login credentials to continue using the portal.

Helpful Tips:

- To avoid being logged out, interact with the system within the 60-minute window (e.g., navigating pages, clicking buttons).

- If you know you'll be away, log out using the Log Out option under the user initials in right corner to ensure data safety.

Special User Login Requirements

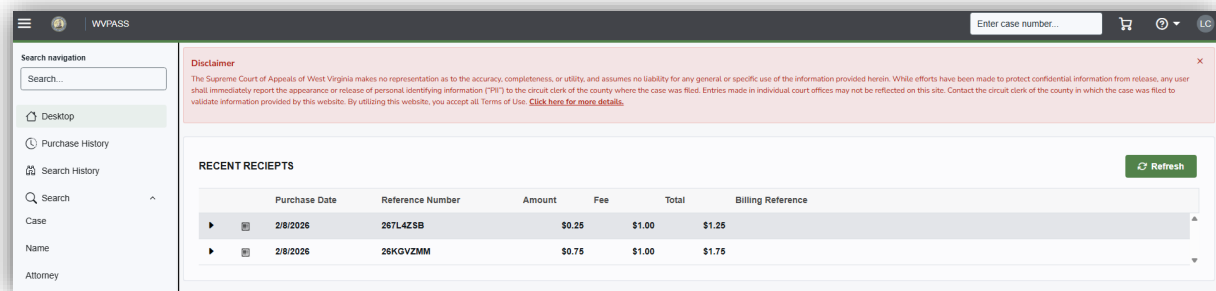
Special User user types may be required to log in periodically to maintain an active account.

Depending on user type and agency configuration, accounts that remain inactive for a specified period may be automatically disabled. Users whose accounts have been disabled due to inactivity must contact their agency Special User Coordinator or other authorized administrator for assistance.

Overview WVPASS System

After successful email verification, you will be directed to the Dashboard of the West Virginia Public Access Search System for Circuit Court Records portal.

On the dashboard screen you will find the recent payment list as shown in the screenshot below



Dashboard Overview

Navigating the Dashboard

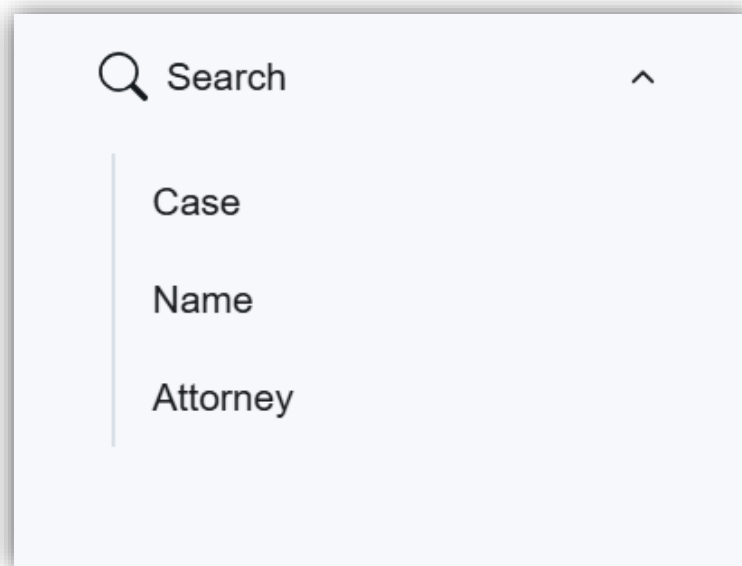
1. Main Navigation Menu (Left Sidebar):
 - a. Desktop:
 - i. The desktop displays Recent Receipts for quick reference. Items are bolded if they have not been opened/viewed. Item is not bolded if opened/viewed.
 - ii. The receipt is displayed when clicking the receipt icon
 - iii. Rows can be expanded to see Case Number, Document Description, Amount of purchase.
 - b. Purchase History:
 - i. View a record of all documents you've purchased through the portal.
 - c. Search History:
 - i. Check your past case searches for easy references.
 - d. Search:
 - i. Expand this section to access search options for finding court case documents.
2. Quick Search Bar (Top Right):
 - a. Enter Case Number:
 - i. Quickly search for a specific case by typing the case number in the search bar.

3. Profile Icon (Top Right Corner - Initials "LC"):
 - a. Click on your initials to view profile options, such as account settings or logging out.
4. Cart Icon:
 - a. Displays items (like case documents) you have selected for purchase.

Note: Depending on user type and security permissions, some users may see different information, system functions, or available options within WVPASS.

Using the Search Function

When you click on the "Search" option in the left sidebar, it expands to reveal the available search options.



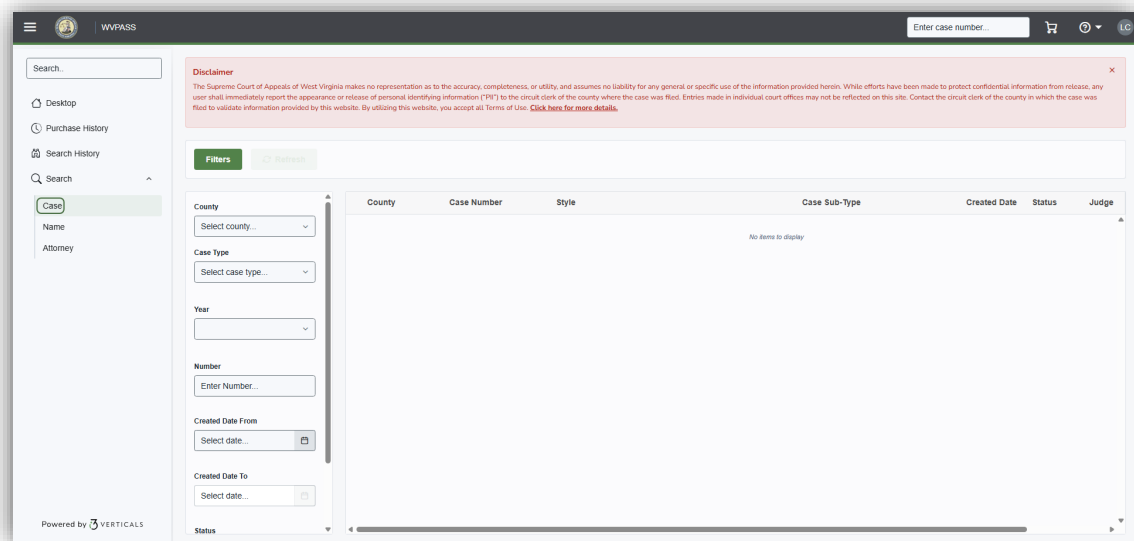
Search Options Overview

1. Case Search:
 - a. Select "Case" to search for court documents using a case number or other case criteria.

- b. This option is useful if you already have the case number and want to quickly locate the case details.
2. Name Search:
 - a. Select "Name" to search for cases using the name of an individual or organization involved in the case.
 - b. This is helpful if you don't know the case number but know the parties involved.
3. Attorney Search:
 - a. Designed for Attorneys so they can use this search to quickly see all their cases.

Searching for Case

When you select "Case" under the Search section in the left sidebar, you will be directed to the Case Search screen. Either "County" or "Created Date From/Created Date To" must be answered as shown in the screenshot below.



The screenshot shows the WVPASS Case Search interface. On the left, a sidebar contains a 'Search' section with 'Case' selected. The main content area features a 'Filters' panel on the left with the following fields:

- County: Select county...
- Case Type: Select case type...
- Year: [Dropdown]
- Number: Enter Number...
- Created Date From: Select date...
- Created Date To: Select date...
- Status: [Dropdown]

The main table area is currently empty, displaying 'No items to display'. The table headers are: County, Case Number, Style, Case Sub-Type, Created Date, Status, and Judge. A disclaimer banner is visible at the top of the main content area.

Searching for a Case-by-Case Number

1. Select Search Filters:
 - a. County: Select the County value from the County drop-down list.
 - b. Case Type: Select the type of case you are searching for (e.g., Bound over, Civil, Criminal, Probate).
 - c. Year: Enter or select the year the case was filed.
 - d. Number: Enter the specific case number if you have it.
2. Optional Filters (For Refined Search):
 - a. Created Date From/To: Enter dates in the Created Date From and Created Date To fields to set a date range. You can also use each field's date picker

button to select a date. On screen, the date picker button may appear as a calendar icon next to the field.

b. Status: Choose the status of the case (e.g., Open or Closed).

3. Initiate the Search:

a. Click the "Search" button to display the case results.

b. The results will appear in the table on the right-hand side, showing the following columns:

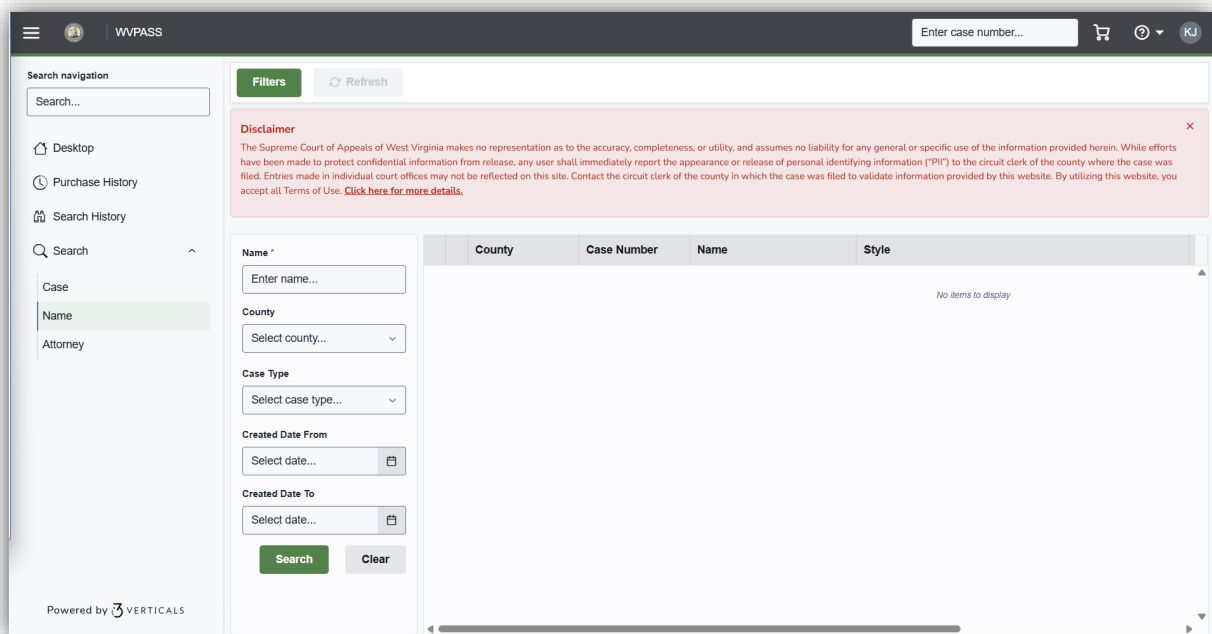
- i. County
- ii. Case Number
- iii. Style (case title)
- iv. Case Sub-Type
- v. Created Date
- vi. Status

Note: *County or Created Date From/To, are mandatory search fields. If Created Date From/To is used, the portal will display all the records created between the search dates. There is a 30-day date range limit when searching by date.*

4. Clear Search Filters:
 - a. If you want to reset the search form, click the "Clear" button to remove all filters.
5. Refresh Results:
 - a. Click the "Refresh" button at the top to reload the page if needed.

Searching for a Case Using a Name

When you click on "Name" under the Search section in the left sidebar, you will be directed to the Name Search screen as shown below.



The screenshot shows the WVPASS Name Search interface. On the left is a sidebar with 'Search navigation' options: Desktop, Purchase History, Search History, and a 'Search' section with 'Case', 'Name' (highlighted), and 'Attorney'. The main area has a 'Filters' button and a 'Refresh' button. A red 'Disclaimer' banner is present. Below it are input fields for 'Name *' (with 'Enter name...' placeholder), 'County' (with 'Select county...' dropdown), 'Case Type' (with 'Select case type...' dropdown), 'Created Date From' (with 'Select date...' and a calendar icon), and 'Created Date To' (with 'Select date...' and a calendar icon). At the bottom are 'Search' and 'Clear' buttons. A table with columns 'County', 'Case Number', 'Name', and 'Style' is shown, displaying 'No items to display'. The footer says 'Powered by 3 VERTICALS'.

How to Search for a Case by Name:

1. Enter the Name:
 - a. In the "Name" field, type the full name or partial name of the individual or organization involved in the case. Wildcard searches are not permitted.
2. Apply Additional Filters (Optional):

- a. County: Select the county where the case was filed from the dropdown menu.
 - b. Case Type: Choose the type of case (e.g., Bound over, Civil, Criminal, Probate) to narrow down the search results.
 - c. Created Date From/To: To narrow the results, enter dates in the Created Date From and Created Date To fields. You can also activate the date picker button for either field. On screen, the button will appear as a calendar icon beside the field.
3. Initiate the Search:
 - a. Click the "Search" button to display the search results.
 - b. The results will appear on the right-hand side with columns such as:
 - i. County
 - ii. Case Number
 - iii. Name
 - iv. Style (case title)
 - v. Created Date
 - vi. Status
4. Clear Search Filters:
 - a. If you want to reset the search form, click the "Clear" button to remove all filters and start a new search.
5. Refresh Results:
 - a. Click the "Refresh" button at the top to reload the page if needed.

Attorney Search – View Your Assigned Cases

The Attorney Search screen allows attorneys to quickly search and view a list of cases they are involved in, using their Bar Number. This makes it easier to stay up to date with all active or past cases across different counties.

Searching for a Case by Attorney

1. Select Search Filters:
 - a. Bar Number – Enter your unique attorney ID (Bar number).
2. Optional Filters (For Refined Search)
 - a. County: Select the specific county where the case was filed.
 - b. Created Date From / To: Set a date range to filter cases when they were created.
 - c. Status: Choose the status of the case (e.g., Open or Closed).

TIP! Click the left sidebar toggle button to collapse or expand the sidebar. On screen, this control will appear as a three-line menu icon near the top of the

page and is referred to as the “hamburger” menu.



Viewing Search Results

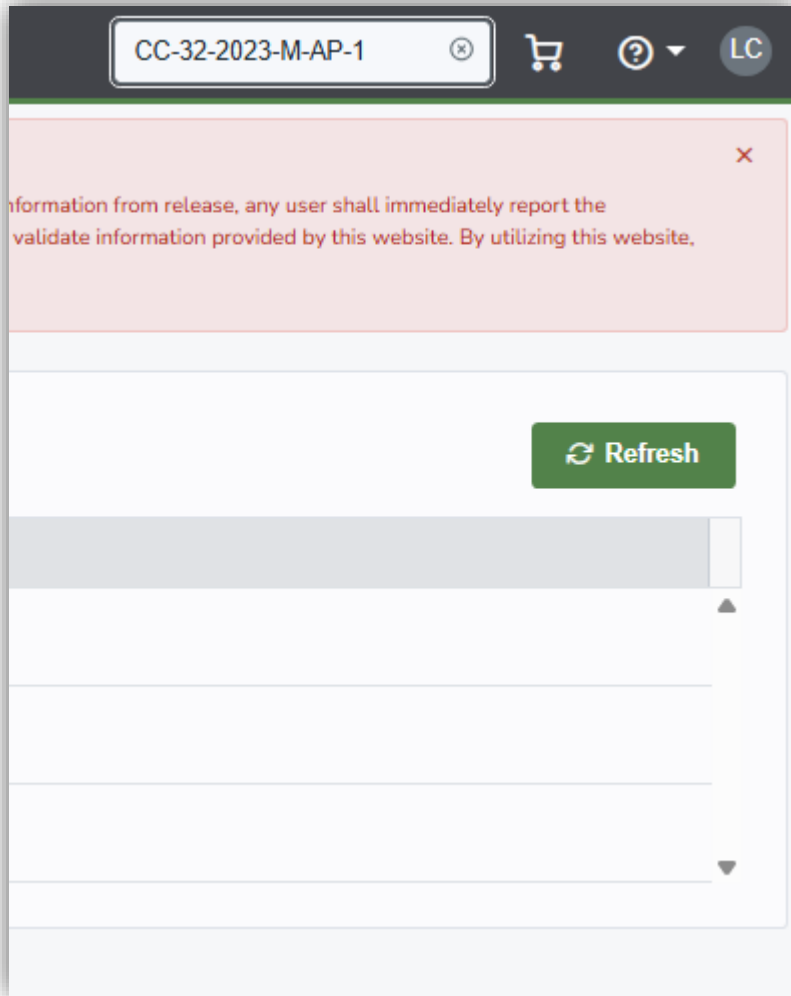
After entering the search criteria and clicking the "Search" button, the system will display the search results in a table format, as shown in the image below.

Name *	County	Case Number	Name	Style	Created Date	Status	Judge
JOHN							
	01 - Barbour	CC-01-2025-C-3	John A Wedgeworth	Richard D Lovelady v. Sharon L Esquibel	10/8/2025	Open	Circuit Judge, Jr.
	01 - Barbour	CC-01-2025-C-4	John Vincent Doe	John Vincent Doe v. Samuel Clemson Johnson	10/9/2025	Open	Circuit Judge, Jr.
	24 - Marion	CC-24-2024-C-1	John Smith	John Smith v. Jane Doe	12/20/2024	Open	Circuit Judge, Jr.
	32 - Monroe	CC-32-2019-B-1	JOHN Sheriff SMITH	State of West Virginia v. JOHN SMITH	2/20/2019	Closed	Robert Irons
	32 - Monroe	CC-32-2026-F-1	John Smith	State of West Virginia v. John Smith	3/10/2026	Open	Circuit Judge, Jr.
	32 - Monroe	CC-32-2024-C-1	John Smith	John Smith v. Jane Doe	1/4/2024	Open	Daniel Pach
	32 - Monroe	CC-32-2024-M-1	John Smith	State of West Virginia v. John Smith	5/3/2024	Open	Daniel Pach
	32 - Monroe	CC-32-2023-M-AP-1	John Smith	Daniel Waldrip v. John Smith	12/6/2023	Open	Robert Irons
	32 - Monroe	CC-32-2019-F-1	John Smith	State of West Virginia v. JOHN SMITH	2/20/2019	Open	Robert Irons
	32 - Monroe	CC-32-2016-M-AP-1	John Doe	State of West Virginia v. John Doe	2/16/2016	Open	David H. Sanders
	32 - Monroe	CC-32-2025-C-1	John Smith	John Smith v. Jane Doe	2/7/2025	Open	Daniel Pach
	32 - Monroe	CC-32-2023-C-1	John Smith	test v. John Smith	1/17/2023	Open	Daniel Pach
	32 - Monroe	CC-32-2010-C-1	John Smith	N/A	1/1/2010	Closed	Michael J. Alni

Note: Confidential and Sealed cases are not available to the public in the West Virginia Public Access Search System for Circuit Court Records system. Only case types that the court has deemed “public” are available.

Using Quick Search Option

An alternate way of searching for a specific case is to use the Quick Search on the right-hand side of the screen to enter the case number to retrieve the case. This requires knowing the exact case number.



How To Use Quick Search

1. Place the cursor in the Enter Case Number field.
2. Enter the case number in the required format. (CC-32-2023-M-AP-1)
3. Click Enter.

Understanding the Search Results:

The search results are displayed in columns, providing detailed information about each case as shown in the screenshot below.

Name *	County	Case Number	Name	Style	Created Date	Status	Judge
JOHN							
	01 - Barbour	CC-01-2025-C-3	John A Wedgeworth	Richard D Lovelady v. Sharon L Esquibel	10/8/2025	Open	Circuit Judge, Jr.
	01 - Barbour	CC-01-2025-C-4	John Vincent Doe	John Vincent Doe v. Samuel Clemson Johnson	10/9/2025	Open	Circuit Judge, Jr.
	24 - Marion	CC-24-2024-C-1	John Smith	John Smith v. Jane Doe	12/20/2024	Open	Circuit Judge, Jr.
	32 - Monroe	CC-32-2019-B-1	JOHN Sheriff SMITH	State of West Virginia v. JOHN SMITH	2/20/2019	Closed	Robert Irons
	32 - Monroe	CC-32-2025-F-1	John Smith	State of West Virginia v. John Smith	3/10/2026	Open	Circuit Judge, Jr.
	32 - Monroe	CC-32-2024-C-1	John Smith	John Smith v. Jane Doe	1/4/2024	Open	Daniel Pach
	32 - Monroe	CC-32-2024-M-1	John Smith	State of West Virginia v. John Smith	5/3/2024	Open	Daniel Pach
	32 - Monroe	CC-32-2023-M-AP-1	John Smith	Daniel Waldrip v. John Smith	12/6/2023	Open	Robert Irons
	32 - Monroe	CC-32-2019-F-1	John Smith	State of West Virginia v. JOHN SMITH	2/20/2019	Open	Robert Irons
	32 - Monroe	CC-32-2016-M-AP-1	John Doe	State of West Virginia v. John Doe	2/16/2016	Open	David H. Sanders
	32 - Monroe	CC-32-2025-C-1	John Smith	John Smith v. Jane Doe	2/7/2025	Open	Daniel Pach
	32 - Monroe	CC-32-2023-C-1	John Smith	test v. John Smith	1/17/2023	Open	Daniel Pach
	32 - Monroe	CC-32-2010-C-1	John Smith	N/A	1/1/2010	Closed	Michael J. Aini

1. County:
 - a. Shows the county where the case was filed (e.g., 32 - Monroe).
2. Case Number:
 - a. Displays the unique case number assigned to each case (e.g., CC-32-2023-M-AP-1).
3. Name:
 - a. Shows the name of the individual or entity involved in the case (e.g., John Smith).
4. Style:
 - a. Displays the case title or style, indicating the parties involved.
5. Created Date:
 - a. Indicates the date when the case was created in the system (e.g., 12/6/2023).
6. Status:
 - a. Shows the status of the case (e.g., Open or Closed).
7. Judge:
 - a. Displays the name of the judge assigned to the case (e.g., Robert Irons).

Viewing Case Details

When you click on a case number from the search results, you will be directed to the Case Details page, where you can view detailed information about the selected case.

For example, as shown in the screenshot below.

Daniel Waldrip v. John Smith
Public
Open

CC-32-2023-M-AP-1
32 - Monroe County

Misdemeanor Appeal
Municipal Appeal

Judge Robert Irons
Created on 12/6/2023

Parties
Attorneys
Docket Entries
Documents
Payments
Hearings
Motions

Refresh

Disclaimer

The Supreme Court of Appeals of West Virginia makes no representation as to the accuracy, completeness, or utility, and assumes no liability for any errors or omissions. The user shall immediately report the appearance or release of personal identifying information ("PII") to the circuit clerk of the court in which the case was filed to validate information provided by this website. By utilizing this website, you accept all Terms of Use. [Click here for more](#)

Code	Name
P-001	Daniel Waldrip
D-001	John Smith

Case Details Overview

1. Case Header Information:
 - a. Case Title: Displays the case style (e.g., Daniel Waldrip v. John Smith).
 - b. Case Number: Shows the unique case identifier (e.g., CC-32-2023-M-AP-1).
 - c. Case Type: Indicates the case type (e.g., Misdemeanor, Appeal).
 - d. County: Shows the county where the case was filed (e.g., 32 - Monroe County).
 - e. Judge: Displays the name of the assigned judge (e.g., Judge Robert Irons).
 - f. Case Status: Indicates whether the case is Open or Closed.
 - g. Case Visibility: Shows if the case is Public or Private.
 - h. Created Date: Indicates when the case was created (e.g., 12/6/2023).

Access to Case Information

Information available within WVPASS may vary depending on user type, agency assignment, and security permissions.

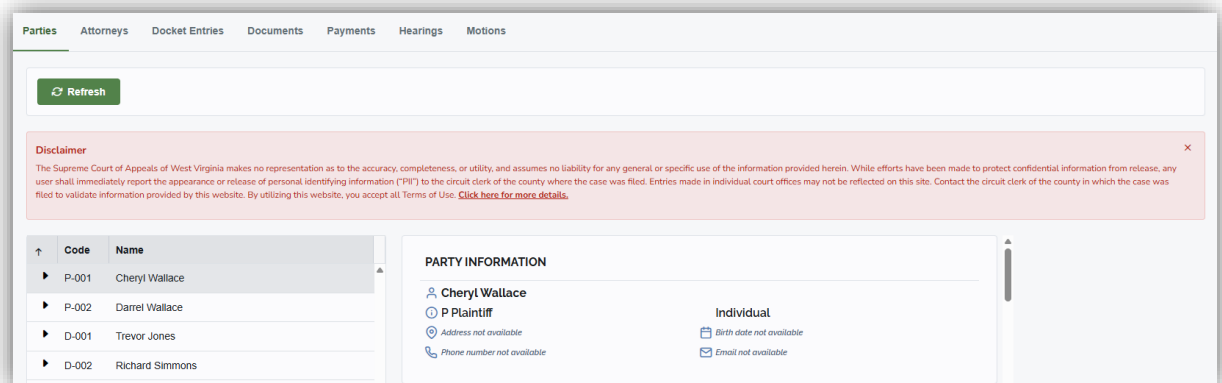
Approved governmental agency users may see different information than Public Users, Attorneys, or Courthouse Terminal Users.

Tabs for Navigating Case Information

Parties

This tab lists the parties involved in the case (e.g., Daniel Waldrip and John Smith) with their corresponding roles. Parties that have been dismissed from the case are identified using a badge. Once a party is selected the Party Information panel opens that displays the following information:

- Lists of the parties involved in the case (e.g., Plaintiff and Defendant) along with their corresponding roles.
- Each party's detailed information is displayed on the right panel when selected.
- Dismissed parties are clearly identified for better visibility.
- Date of Birth (DOB) field for the defendant is displayed for public users. Attorneys will be able to view the Date of Birth for all parties.



Attorneys

Displays information about the attorneys representing the parties. The dismissed party information is also visible on the Attorney Tab.

Docket Entries

Lists all docket entries related to the case, including court filings and updates.

Documents

When you navigate to the "Documents" tab within a case, you will see a list of all documents associated with that case. Depending on your user type documents are available to be "Added to Cart" for purchase, or for certain user types of documents may be "Viewed" from this tab. After purchase, documents are viewed and downloaded.

Note: Case level and document security determines the documents that are shown. Confidential and Sealed documents are not available for public users.

321 INC. v. A Smith
Public
Open

CC-60-2025-C-3
60 - Test County
Contract
Created on 2/2/2025

Civil
Judge William MacCorkle

Parties
Attorneys
Docket Entries
Documents
Payments
Hearings
Motions

Filters
Refresh
Enter text to search...

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Please contact the circuit clerk's office for questions regarding document availability in WVPASS. Contact information can be found at www.courtsww.gov.

	Filing Date	Document Type	Document Description	Origin	Docket Entry Description	Pages
Add All	1-1 2/2/2025	Civil Case Information Statement		E-file	Complaint	2
Add to Cart	1-2 2/2/2025	Complaint	321's Complaint	E-file	Complaint	1

Note: Certain case types (e.g., "bound over") have suppressed the Documents tab and only the case data details are available for public viewing.

Document Screen Overview

1. Document List:

The table displays available documents with the following details and static Notice in the Documents tab below the disclaimer:

- Document Number: Number of the document. 1-2 for example.
- Filing Date: Date when the document was filed (e.g., 12/6/2023).
- Document Type: The type of document (e.g., Municipal Paperwork, Transmittal).
- Document Description: A brief description of the document (e.g., test).
- Origin: How the document was filed (e.g., E-file).
- Docket Entry Description: Description related to the docket entry (e.g., Criminal - Misdemeanor Appeal).

- g. Pages: The number of pages in the document.
- 2. Search Bar:
 - a. Located at the top right, allows you to search for specific documents by entering keywords.
- 3. Filters & Refresh:
 - a. Filters: Apply filters to narrow down the document list.
 - b. Refresh: Click to reload the document list.
- 4. Document Access Information:
 - a. The court could redact documents. When a Public document is redacted, the redacted document will be listed and made available for purchase.
 - b. Attorneys of Record and Special Users will have access to both the unredacted and the redacted documents.

Note: Please contact the circuit clerk's office or the agency Special User Coordinator for questions regarding document availability in WVPASS. Contact information can be found on the West Virginia Judiciary website (www.courtswv.gov).

Actions You Can Take

- Add All: Click the "Add All" button to add all documents displayed on the screen to the shopping cart.
- Add to Cart: Click on "Add to Cart" to add the specific document to the shopping cart.

Payments

The Payments tab provides a detailed history of any payments made related to the case. Information available in this tab includes:

- Payment Date – The exact date and time the payment was processed.
- Reference Code – A unique code that identifies the payment transaction.
- Amount – The total amount paid.
- Description – The reason for the payment (e.g., "E-Filed Petition").

To view additional transaction details, select the button that expands the payment row. On screen, this button may appear as a right-pointing arrow (►) beside the row.

Hearings

The Hearings tab provides a summary of all scheduled or past court hearings related to the case.

Information available in this tab includes:

- Judge – Name of the judge assigned to the hearing.
- Hearing Date – The scheduled date and time for the hearing.
- Docket Type – The classification of the case (e.g., Civil, Criminal).
- Purpose – The reason for the hearing (e.g., Motions, Status Conference).
- Location – The courthouse or courtroom where the hearing is or was scheduled to occur.

This tab helps users track important hearing dates and understand the context or purpose of each scheduled session.

Motions

The Motions tab displays all motions filed in the case along with key details. Users can expand each row to view additional information.

Fields include:

- Filing Date – The date when the motion was filed.
- Motion Type – The type or title of the motion (e.g., Arrest of Judgment).
- Disposition – The status of the motion (e.g., Pending, Granted, Denied).
- Filing Parties – Indicates which party submitted the motion.
- Documents – Number of documents associated with the motion filing.
- Filing Description – A more detailed explanation of the motion (shown when expanded).

This tab helps users quickly assess what motions have been filed in the case and what their status is.

Actions You Can Take:

- Refresh: Click the "Refresh" button to update case information.
 - Navigate Tabs: Click on different tabs (e.g., Documents, Hearings) to explore specific details.
-

Purchase Documents

Documents must be purchased to be viewed or downloaded.

Note: Courthouse Terminals for public access do not take payments and require users to purchase documents from the clerk directly.

Adding documents to Shopping Cart

1. Add to Cart:
 - a. Click the "Add to Cart" button next to the document you wish to download.
 - b. To add all documents at once, click the "Add All" button.
2. Proceed to Checkout:
 - a. After adding documents to your cart, click the cart icon at the top of the screen to review your selected documents.
3. View Shopping Cart Items:
 - a. Review the selected documents and fees listed in the Shopping Cart, then click Proceed to Payment.
4. Verify and submit payment:
 - a. Verify the fee amount.
 - b. Click Review and Pay.
5. Proceed to Checkout
6. View Shopping Cart Items

Reviewing Cart and Proceeding to Payment

After adding documents to the cart, you will be directed to the Shopping Cart Details screen, where you can review your selected documents, make modifications and proceed with the payment.

Examples of system messages include:

- Successful submission confirmations
- Validation errors for missing or incorrect information
- Session timeout notifications
- Payment completion messages

Review the full text of any message displayed on screen before continuing.

Shopping Cart Details

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Case Number	Style	Filing Date	Document Type	Document Description
CC-32-2023-M-AP-1	Daniel Waldrip v. John Smith	12/6/2023	Transmittal	

Sub Total

\$0.50

Service Fee*

\$1.00

Total

\$1.50

Billing Reference

Agreement

You must agree to the Terms and Conditions before proceeding to payment.

☐ By checking this box and completing this electronic payment you agree to our [Terms and Conditions](#).

* A Service Fee applies to all electronic payments made through this website provided by 13 Verticals. By completing your payment, you agree to pay this Service Fee.

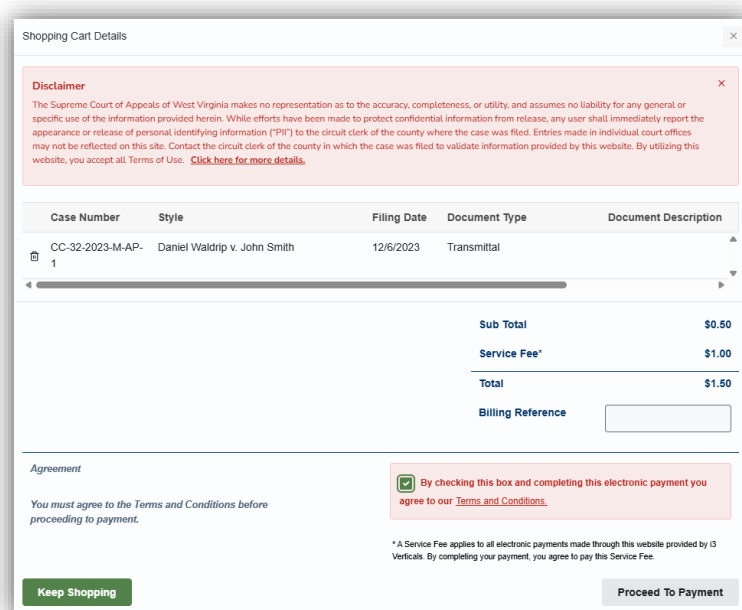
Keep Shopping

Proceed To Payment

Reviewing Cart Details:

Using the screen shot above, the Shopping Cart Details are explained. Exact numbers will vary depending on the documents you have selected.

1. Document List:
 - a. Case Number: Displays the case number associated with each document (e.g., CC-32-2023-M-AP-1).
 - b. Style: Shows the case title (e.g., Daniel Waldrip v. John Smith).
 - c. Filing Date: Indicates when the document was filed (e.g., 12/6/2023).
 - d. Document Type: Specifies the type of document (e.g., Transmittal).
 - e. Document Description: Provides a brief description of the document (if available).
2. Billing Summary:
 - a. Sub Total: Displays the total cost of the selected documents (e.g., \$0.50).
 - b. Convenience Fee: An additional fee for processing the transaction (e.g., \$1.00).
 - c. Total: Shows the final amount to be paid (e.g., \$1.50).
3. Billing Reference (Optional):
 - a. Enter a billing reference if required for your records.
4. Agreement
 - a. You must agree to the Terms and Conditions before proceeding to payment.
 - b. Click the Terms and Conditions link to open the terms and conditions
 - c. Close the Terms and Conditions window by clicking the X
 - d. On the Shopping Cart Details page, check the box to accept the terms and conditions.



The screenshot shows a 'Shopping Cart Details' window with the following sections:

- Disclaimer:** A red banner at the top with a close button (X) containing text about the Supreme Court of Appeals of West Virginia's liability and the user's acceptance of terms.
- Document List Table:**

Case Number	Style	Filing Date	Document Type	Document Description
CC-32-2023-M-AP-1	Daniel Waldrip v. John Smith	12/6/2023	Transmittal	
- Billing Summary:**
 - Sub Total: \$0.50
 - Service Fee*: \$1.00
 - Total: \$1.50
- Billing Reference:** A text input field.
- Agreement:**
 - Text: "You must agree to the Terms and Conditions before proceeding to payment."
 - Check box: ☒ "By checking this box and completing this electronic payment you agree to our [Terms and Conditions](#)."
 - Footnote: "* A Service Fee applies to all electronic payments made through this website provided by i3 Verticals. By completing your payment, you agree to pay this Service Fee."
- Buttons:** "Keep Shopping" (green) and "Proceed To Payment" (grey).

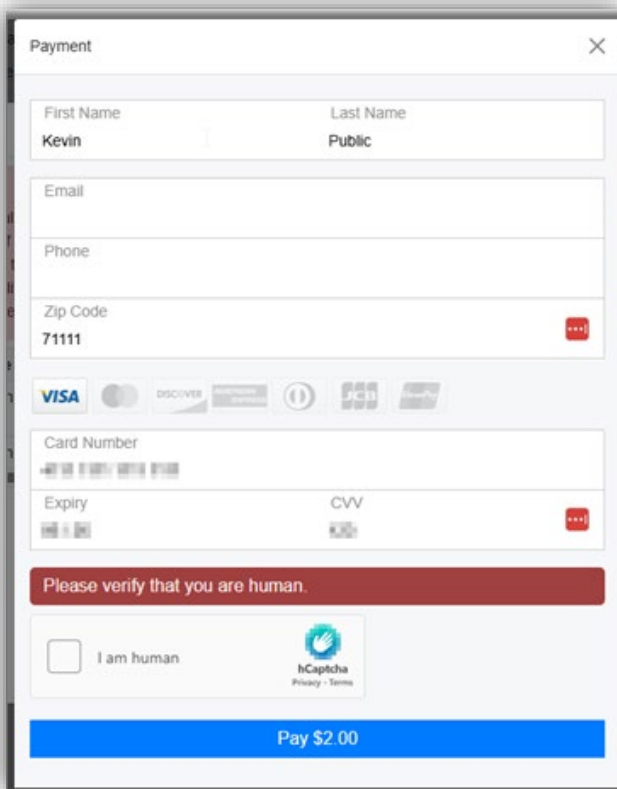
- e. After checking the box then the "Proceed the Payment" will be available.

Actions You Can Take

1. Proceed to Payment:
 - a. Click the "Proceed to Payment" button to move to the payment gateway.
2. Keep Shopping:
 - a. If you'd like to add more documents, click the "Keep Shopping" button to return to the document list.
3. Removed Items (Optional):
 - a. Click the trash bin icon next to any document if you wish to remove it from the cart.

Completing the Payment Process

After clicking "Proceed to Payment", you will be directed to the Payment screen where you can securely enter your payment details to complete the purchase.



The screenshot shows a "Payment" modal window with a close button (X) in the top right corner. The form contains the following fields and elements:

- First Name:** Kevin
- Last Name:** Public
- Email:** (empty field)
- Phone:** (empty field)
- Zip Code:** 71111
- Payment Methods:** A row of logos for VISA, Mastercard, DISCOVER, American Express, and others.
- Card Number:** (empty field)
- Expiry:** (empty field)
- CVV:** (empty field)
- Human Verification:** A red banner with the text "Please verify that you are human." Below it is a checkbox labeled "I am human" and a hCaptcha logo with links for "Privacy" and "Terms".
- Payment Button:** A blue button at the bottom labeled "Pay \$2.00".

How to Complete the Payment

1. Enter Personal Information:
 - First Name: Enter your first name (e.g., Kevin).
 - Last Name: Enter your last name (e.g., Public).
 - Email: Your email address will be pre-filled based on your account.
 - Phone: Enter your phone number (optional).
 - Zip Code: Enter your billing zip code. (e.g., 71111)
2. Enter Payment Information:
 - Card Number: Enter your credit or debit card number.
 - Expiry Date: Provide the expiration date of your card in the format MM/YY.
 - CVV: Enter the 3-digit CVV (Card Verification Value) found on the back of your card (for AMEX, it's a 4-digit code on the front).
 - Check the "I am Human" checkbox for verification.
3. Accepted Payment Methods:
 - The system accepts various cards, including Visa, Mastercard, Discover, American Express, Diners Club, JCB, and UnionPay.
4. Review of the Payment Amount:
 - Confirm the total amount to be paid.
5. Submit Payment:
 - Click the "Pay \$. ##" button to complete the transaction.

Viewing and Downloading Purchased Documents

After payment is complete, the Receipt page displays the total amount paid, a Download Receipt button, and a list of purchased documents with View options.

Receipt									
Total Amount Paid: \$6.75									
Billing Reference:									
Documents will be available for 30 days through the purchase history, with the following exception: documents that are sealed or stricken from the court record after purchase will immediately become unavailable in the Purchase History.									
Download Receipt									
	Purchase Date	Reference Number	Case Number	Style	Filing Date	Document Type	Document Description	Pages	Amount
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	1/11/2024	Civil Case Information Statement	N/A	2	\$0.50
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/13/2024	Service Return	Service Return	4	\$1.00
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/13/2024	Transmittal	N/A	4	\$1.00
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/13/2024	Order	Order Setting Hearing	1	\$0.25
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/13/2024	Transmittal	N/A	4	\$1.00
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/13/2024	Order	Order Setting Hearing	1	\$0.25
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/14/2024	Transmittal	N/A	3	\$0.75
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/14/2024	Summons	N/A	2	\$0.50
View	4/1/2026	26PVDQ0R	CC-24-2024-C-1	John Smith v. Jane Doe	6/14/2024	Subpoena	N/A	2	\$0.50

Receipt Overview

1. Payment Summary:
 - Total Amount Paid: Displays the total payment amount (e.g., \$1.75).
 - Billing Reference: Shows the billing reference if provided during payment.
2. Download Options:
 - Download Receipt: Click this button to download a copy of your payment receipt for your records.
3. Purchased Documents List: The table displays details of the documents purchased:
 - Purchase Date: Date when the documents were purchased.
 - Reference Number: Unique reference ID for the transaction.
 - Case Number: Associated case number (e.g., CC-32-2023-M-AP-1).
 - Style: Case title (e.g., Daniel Waldrip v. John Smith).
 - Document Date: Date when the document was filed (e.g., 12/6/2023).
 - Document Type: Type of document (e.g., Municipal Paperwork, Transmittal).
 - Document Description: Brief description of the document.
 - Pages: Number of pages in the document.
 - Amount: Cost of the document.

How to View and Download Documents

1. Click "View":
 - Next to each document, click the "View" button to open the document in a new window or tab.
2. Download the Document:
 - Once the document is open, use the download option (typically a download icon or right-click and select "Save As") to save it to your device.
3. Return to Home Page:
 - Click the "Return to Home Page" button to go back to the dashboard.

Note: *Download Promptly! You should download these documents to your system for your storage.*

Availability: If you're unable to download immediately, the documents will be available for 30 days through your Purchase History.

Viewing Purchase History

After completing your purchases, you can view your past transactions in the Purchase History section that is available from the left-hand side panel. This feature helps you keep track of the documents you've purchased and allows you to view them (within the availability period).

How to Access Purchase History:

- Navigate to Purchase History:
 - From the left sidebar, click on "Purchase History" to open the purchase records screen.
- Purchase History Overview:
 - The screen displays a list of all your purchased documents with the following details:
 1. View Button: Activated during the 30 days after purchase with “View” This button can also display:
 - a. Expired: Today’s date is 30 days after purchase
 - b. Not Available: The court has marked document Sealed or Expunged and therefore the document is no longer available for viewing or download as shown in the screenshot below.

	Purchase Date	Reference Number	Case Number	Style	Filing Date	Document Type	Document Description
View	4/9/2026	26G90QFF	CC-60-2024-AA-2	Kevin Green v. Kevin David Green	10/7/2024	Civil Case Information Statement	N/A
View	4/9/2026	26G90QFF	CC-60-2024-AA-2	Kevin Green v. Kevin David Green	10/7/2024	Transmittal	N/A
View	4/9/2026	26G90QFF	CC-60-2024-AA-2	*****	10/7/2024	Summons	N/A
View	4/9/2026	26G90QFF	CC-60-2024-AA-2	Kevin Green v. Kevin David Green	11/6/2024	Transmittal	N/A

2. Purchase Date: Date when the document was purchased (e.g., 2/1/2025).
3. Reference Number: Unique transaction ID for each purchase (e.g., 25DTKYUV).
4. Case Number: Case number related to the document (e.g., CC-32-2023-M-AP-1).
5. Style: Case title (e.g., Daniel Waldrip v. John Smith).
6. Filing Date: Date when the document was originally filed (e.g., 12/6/2023).
7. Document Type: Type of document purchased (e.g., Municipal Paperwork, Transmittal).
8. Document Description: Additional description of the document, if available.
9. Pages: Number of pages in the document.

10. Amount: The cost of the document.

How to View or Download Purchased Documents

1. View the Document:

- Click the "View" button next to the document you wish to open. The document will either open in a new tab or be available for direct download.

2. Re-download Documents:

- If needed, you can download the document again for your records.

Note: Documents are typically available for download for 30 days from the purchase date. However, if a document becomes sealed or expunged in the digital case file it will no longer be available via Purchase History.

Search and Filter Options:

1. Case Number: Enter a specific case number to filter purchases related to that case.
2. Reference Number: Filter transactions using the unique purchase reference number related to the credit card transaction.
3. Purchase Date From/To: Select date ranges to view purchases made within a specific period.
4. Search Button: Click to apply your selected filters.
5. Clear Button: Reset all filters to view the full purchase history.

Viewing Search History

On the search History screen allows users to review their past searches, making it easier to revisit previously accessed case records.

How to Access Search History

1. Navigate to "Search History":
 - a. Click "Search History" from the left sidebar to open the search records.
2. Search History Overview: The screen displays a table of past searches with the following details:
 - a. Date: The date when the search was performed (e.g., 2/6/2025).
 - b. Case Number: The case number searched (e.g., CC-77-2024-C-12).

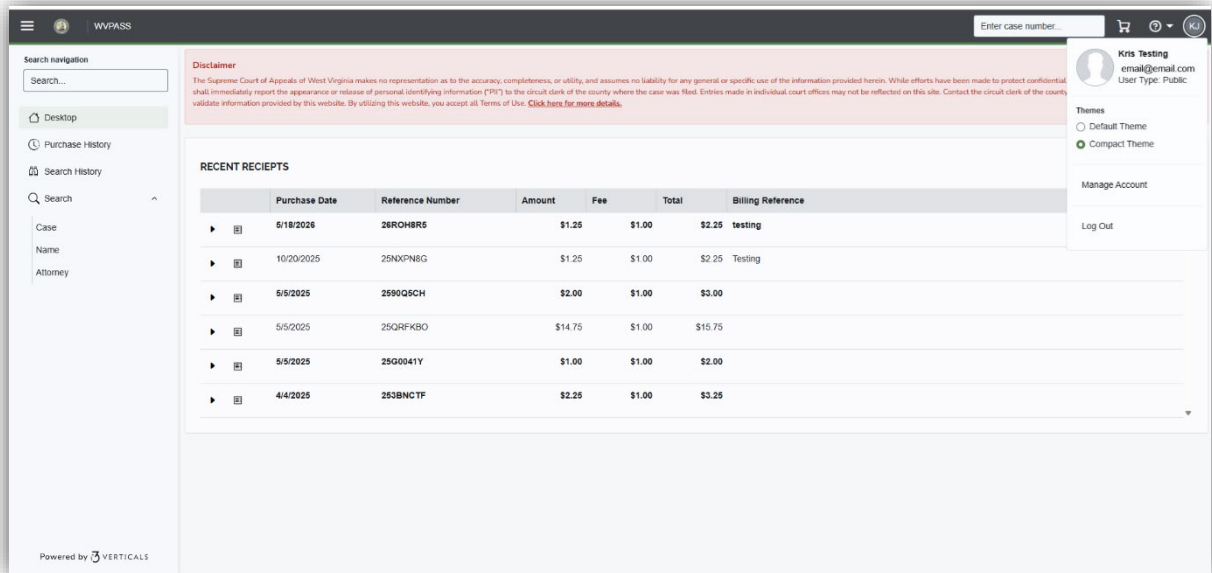
- c. Style: The title of the case (e.g., Bank of America v. Bank of America).
- d. Document Type: If available, shows the type of document associated with the case.
- e. Document Description: Any additional details about the document.

How to Use Search History Filters

1. Filter by Date:
 - a. Use the "Date From" and "Date To" fields to filter searches within a specific period.
 2. Apply or Reset Filters:
 - a. Click "Search" to apply the selected filters.
 - b. Click "Clear" to reset all filters and view the full search history.
 3. Results are displayed.
 4. Click a Case Number:
 - a. Clicking on a Case Number will redirect you to the detailed case information page.
-

User Menu

To edit personal information or to log out of the West Virginia Public Access Search System, you can access the user menu from the top-right corner of the dashboard as shown in the screenshot below.



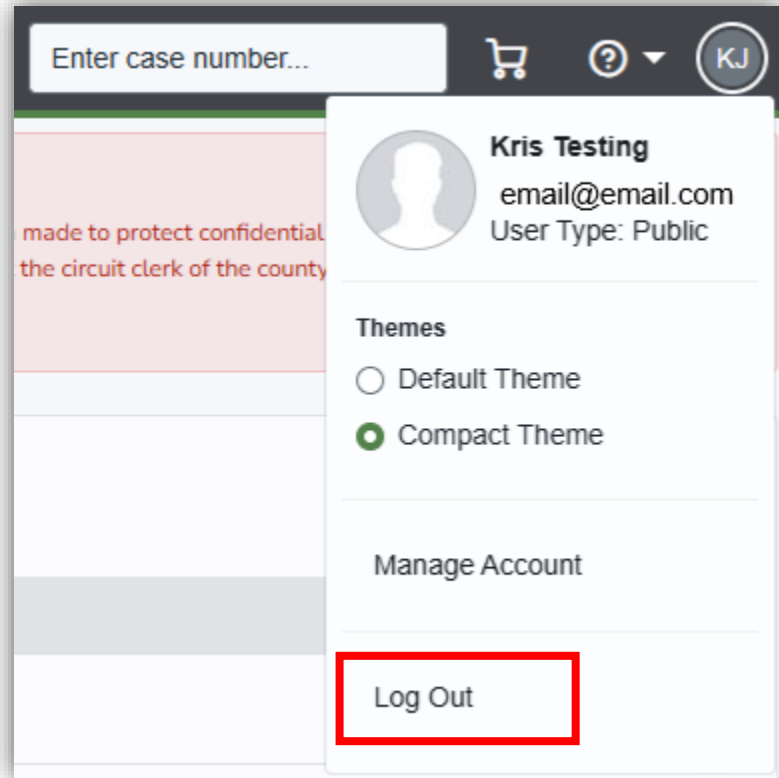
How to Access the User Menu

1. Click on the User Icon:

- In the top-right corner of the screen, click on the user circle icon (with your initials or profile picture).

2. User Type

- The User Type is displayed in the profile menu below the user's email address. This information helps identify the type of account associated with the user.
 - Available user types include:
 - Public
 - Attorney
 - Special User Coordinator
 - Special User
 - To view the User Type:
 - Select the profile icon in the upper-right corner of the screen.
 - View the User Type displayed beneath the email address.

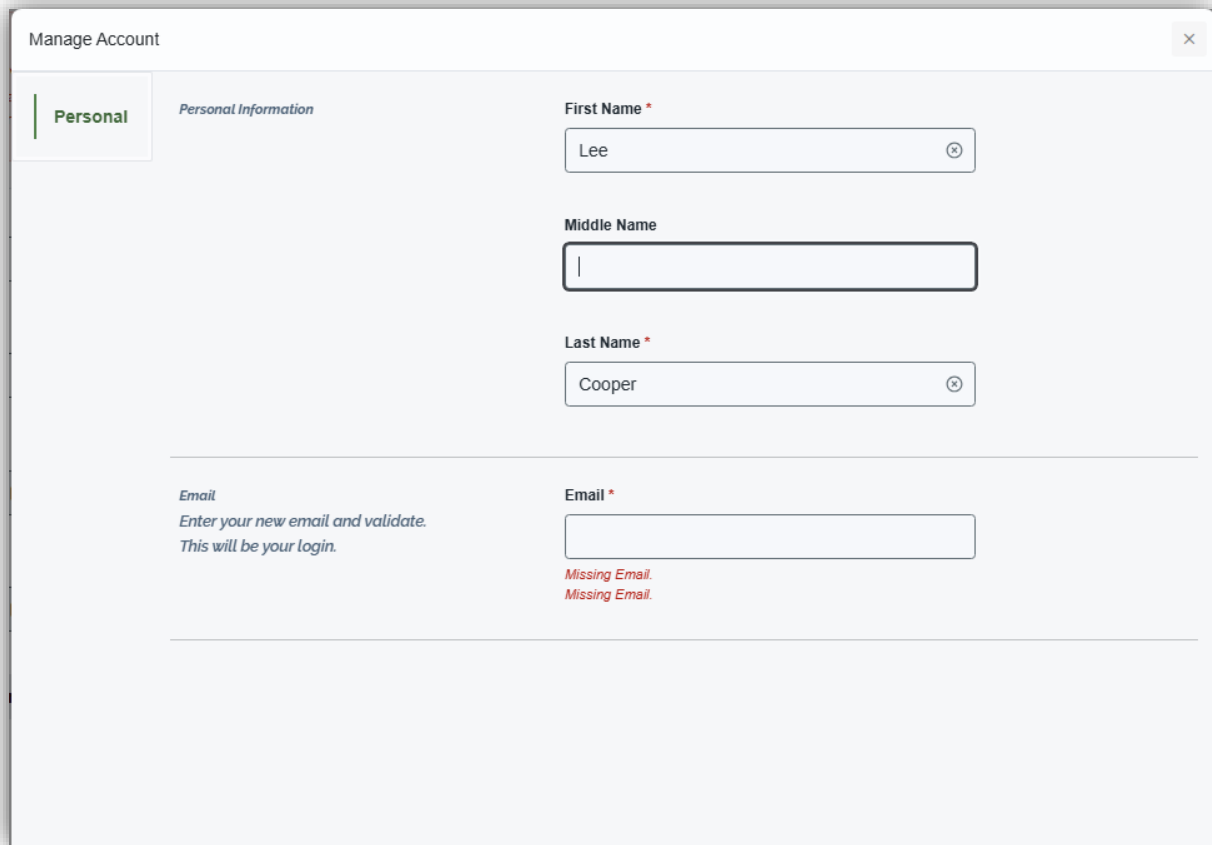


User Menu Options: The menu will display the following options:

- Name and Email: Displays your registered name (e.g., Lee Cooper) and email address.
 - Theme selection:
 - Default Theme: Select this for the standard portal appearance.
 - Compact Theme: Choose this for a more condensed, space-efficient layout.
 - Manage Account: Update Personal Information or email address.
 - Log Out: Click here to securely log out of your account
-

Manage Account

On the manage account screen allows for changing personal information and email address as shown in the screenshot below.



The screenshot shows a 'Manage Account' window with a close button (X) in the top right corner. On the left, there is a sidebar with a 'Personal' tab selected. The main content area is titled 'Personal Information' and contains three input fields: 'First Name *' (containing 'Lee'), 'Middle Name' (empty), and 'Last Name *' (containing 'Cooper'). Below these fields is a horizontal separator. Under the separator, on the left, is the 'Email' section with the text 'Enter your new email and validate. This will be your login.' On the right is an 'Email *' input field. Below the email field, the text 'Missing Email.' is displayed twice in red.

Manage Account Options Overview

Personal Information

1. First Name: Editable field that displays the users first name.
2. Middle Name: Editable field that displays the user's middle name.
3. Last Name: Editable field that displays the user's last name.

Note: The * indicates the field is required and must be completed.

Email

1. Email: Editable field displaying the registered email address

Actions You Can Take

1. Submit: Saves changes
2. Reset: Cancels any edits and returns to registered data.

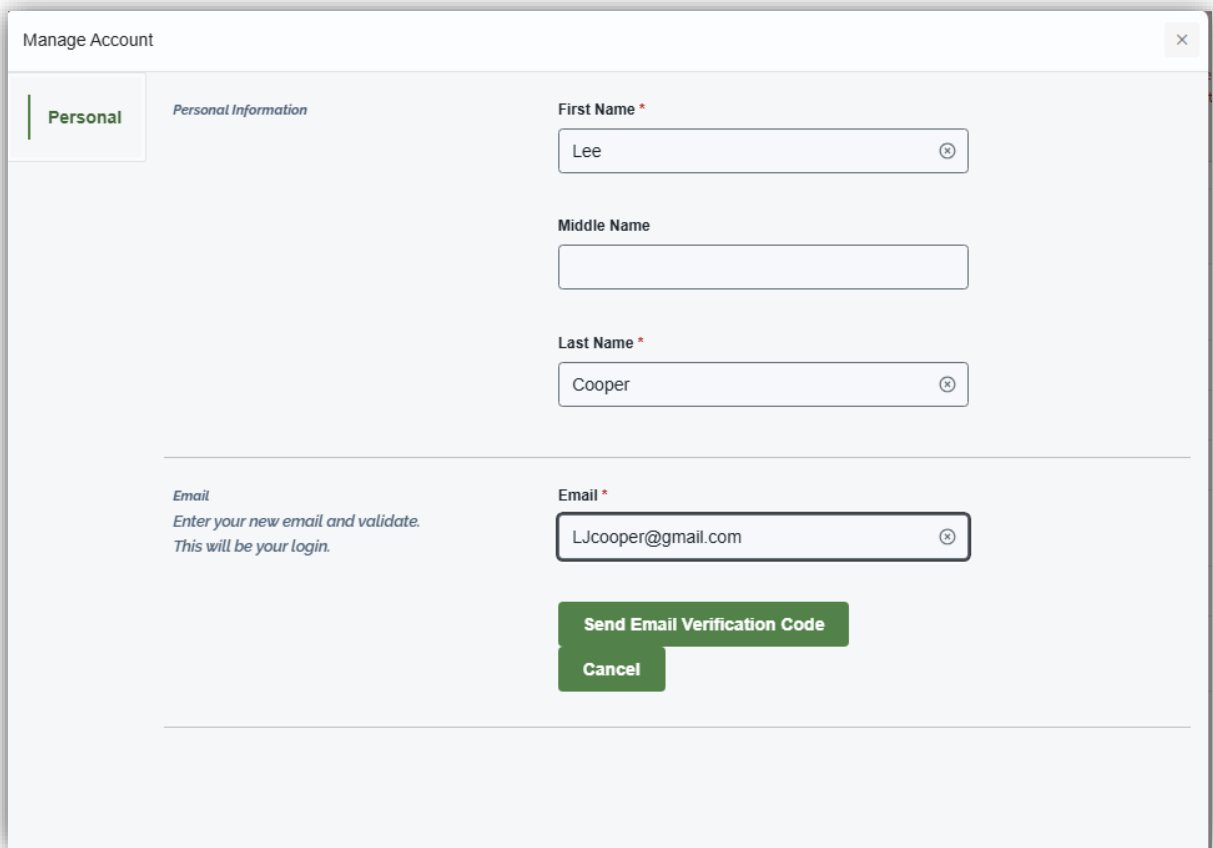
Changing Name

How to Change Your Name

1. Select Manage Account Option
2. Click in Edit Personal Information (First Name, Middle Name, Last Name)
3. Click Submit to save changes.

Changing Email

When you send an email, you will receive an email verification code to confirm the change at the new email address. This code must be entered for the changes to be complete. The new email must be unique and not previously used. The old email is deactivated for login after successful update as shown in the screenshot below.



The screenshot shows a 'Manage Account' window with a 'Personal' tab selected. Under 'Personal Information', there are three text input fields: 'First Name *' containing 'Lee', 'Middle Name' (empty), and 'Last Name *' containing 'Cooper'. Below these is the 'Email' section with the instruction 'Enter your new email and validate. This will be your login.' and a text input field containing 'LJcooper@gmail.com'. At the bottom of the email section are two buttons: 'Send Email Verification Code' and 'Cancel'.

How to change Email

1. Enter new email address in the email box.
2. Click Send Email Verification Code.
3. Enter code received at the new email address.
4. Click Submit Verification code.
5. Message confirming verification displays.
6. Click Submit to finalize the email update.

7. A confirmation notification email verification will be sent to both the old email address and the new email address.

How to Log Out

1. Click the "Log Out" button in the user menu.
2. You will be logged out and redirected to the login screen for future access.

Session Timeout Behaviors

What is Session Timeout?

Session timeout is a security feature that automatically logs a user out after a period of inactivity. This helps prevent unauthorized access to court records and protects user data.

Session timeout messages are displayed in text and include clear instructions on how to continue. If your session expires due to inactivity, a message will explain the reason for termination and include a link to return to the login screen.

Users navigating by keyboard can tab to the link and click Enter to log in again.

1. Automatic Logout After Inactivity
 - a. If a user remains inactive for a certain period of 60 minutes, the system will log them out automatically.
 - b. If the session time is out, users must log in again to continue.
2. Locking Your Computer While Logged In
 - a. If you lock your computer with the portal open and leave it idle for several hours:
 - i. The system will terminate your session.
 - ii. Clicking "Reload" will redirect the user to the login screen.
3. How to Resume After Timeout?
 - a. If your session expires, simply log in again to regain access.
 - b. Any unsaved work or searches will not be retained after session expiration.

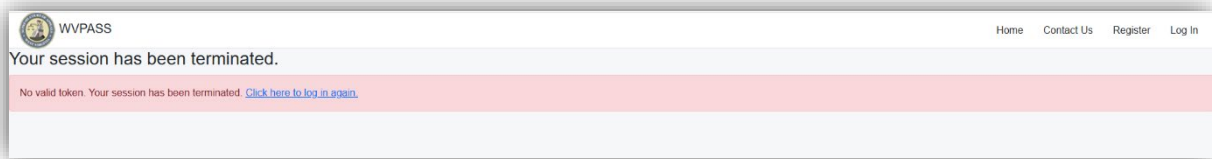
Session Terminated Message

What You Will See:

If your session expires, you will be redirected to a message screen that says:

Your session has been terminated.

"No valid token. Your session has been terminated. Click here to log in again."



This message indicates that your session has timed out due to inactivity.

What to Do:

1. Click the “Click here to log in again” link shown on the screen.
2. You will be taken back to the WVPASS homepage.
3. Re-enter your login credentials to continue using the portal.

Helpful Tips

- To avoid being logged out, interact with the system within the 60-minute window (e.g., navigating pages, clicking buttons).
- If you know you’ll be away, log out using the Log Out option under the user initials in right corner to ensure data safety.

Payment Processing and Session Timeout

Overview:

In rare events, there is a payment transaction in progress, the user has entered all payment details, pressed pay, and the transaction does not finish (possibly due to losing internet connection, user walks away from screen for an hour and the session time outs etc.) WVPASS will still complete the transaction. The user will also be shown a clear message confirming the payment when this occurs.

What Happens

1. Users proceed to payment and the payment window is visible.
2. While entering user payment details, user session may time out, or another login may occur using your credentials.
3. Even if the session is terminated, the payment will still be processed.
4. After payment, the screen will show a termination message stating:

"Session has been terminated.

Someone using the same login credentials logged in a few minutes ago.

User session has been terminated.

A purchase in the amount of \$X. XX was successfully completed before the termination of session."

How You Know Your Payment Was Successful:

- Navigate the Purchase History tab.
- You'll see your Purchase Case Document displayed.
- The new receipt entry will include:
 - Reference Number
 - Expanded view: showing Case Number, Document Description, and Amount