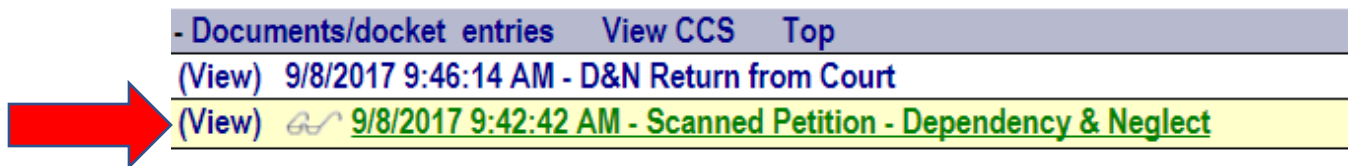



Moving a document from one case to another:

[Watch Video](#)

If you find a document that is in the wrong case and you wish to move it to the correct case. As the Quest Administrator, you can click on the document to get into the Document Detail screen.



- Documents/docket entries View CCS Top
(View) 9/8/2017 9:46:14 AM - D&N Return from Court
(View)  9/8/2017 9:42:42 AM - Scanned Petition - Dependency & Neglect

Once inside the Document Detail Screen, you must ADD the new case. On the Document Names/Cases, click the ADD button.



Document Detail

Document date/time: 9/8/2017 9:42:42 AM
Template: S-PETDN -
Scanned Petition - Dependency & Neglect
Status: Complete By: Karlene Thompson
 Send notice Normal Confidential Sealed
Order book: Page:

Document names/cases Add
Laura Ingalls (2365; Case: 3; 83JV-2017-DN-2) Person detail Case Documents
Notices Edit

Click the GET NAME button and do a name search for the person and case to which this document should be attached.



Document Name Detail
9/8/2017 9:42:42 AM - Scanned Petition - Dependency & Neglect

Document for:*

Once you have done a name search and found your person, click on their name, then select which case this document should be attached. UPDATE to save your changes.

Document Name Detail

9/8/2017 9:42:42 AM - Scanned Petition - Dependency & Neglect

Document for:* **Nellie Olson**
Case(s):* Nellie Olson: Case 1 - Child - 83JV-2017-DN-3 (Active; Case Filed)

Now both names and cases are attached to this document.


Document Detail

Updates completed successfully

Document date/time: 9/8/2017 9:42:42 AM
Template: S-PETDN -

Status: Complete By: Karlene Thompson
 Send notice Normal Confidential Sealed
Order book: Page:

| Document names/cases | | | Add |
|---|---------------|------|-----------|
| Laura Ingalls (2365; Case: 3; 83JV-2017-DN-2) | Person detail | Case | Documents |
| Nellie Olson (29; Case: 1; 83JV-2017-DN-3) | Person detail | Case | Documents |



Click on the name and case you wish to remove and click the Delete button, then click the Delete button again to remove that name and case from this document.

Document Name Detail

9/8/2017 9:42:42 AM - Scanned Petition - Dependency & Neglect

Document for:* **Laura Ingalls**
Case(s): **83JV-2017-DN-2**

Added by Karlene Thompson on 9/8/2017 9:40:07 AM
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