


Deleting Names Associated with a Case:

[Watch Video](#)

Inside the Case Detail screen, you have parties who have been associated with this case. If one or more of the parties have been added in error, you will need to delete them. You must have administrative authority in order to delete names from documents.

To delete a name associated with the case, click on the ROLE of the party.



- Names associated with the case							Top	Add
Name	Case	Role	Start date	End date	Warrant	Attribute		
Jesse Frank Miller (33798)	2	Respondent	11/14/2017 1 day					
Briana Seeger (33799)	2	Respondent	11/14/2017 1 day					
RYLEIGH LEEANN MCGLOTHLIN (15133)	3	Child (Pet Filed)	6/16/2008 3439 days					
Jeremy W McGlothlin (38562)	1	Petitioner	6/16/2008 3439 days					
Crystal Star Vaught (38561)	1	Petitioner	6/16/2008 3439 days					

This takes you into the Case Name Detail screen. You can now click the Delete button to remove them from the case. However, if there is NO delete button, it means this name has been attached to either a Requirement that has transactions, such as a financial requirement, or is attached to a document. Before you can delete this person from the case, you must remove their name from the document.

If their name is attached to a Financial requirement, you should just END their role.

Case Name Detail

Case number: 79D03-0807-JP-000260; Juvenile Paternity
 Jesse Frank Miller (File# 33798) - Respondent (Case# 2)
 Briana Seeger (File# 33799) - Respondent (Case# 2)
 RYLEIGH LEEANN MCGLOTHLIN (File# 15133) - Child (Case# 3)
 Jeremy W McGlothlin (File# 38562) - Petitioner (Case# 1)
 Crystal Star Vaught (File# 38561) - Petitioner (Case# 1)

Case name: **Jesse Frank Miller** Case: 2
 Role: **RS - Respondent**
 Referring agency: **OTH - Other**
 Start date: **11/14/2017** (1 day) End date:
 Send notice: Yes No
 Notes:

- Filed statutes			Get from another
Count	Plea	Disposition	Add
None			

✓ Update
✗ Cancel
🔄 Refresh
➕ New



To remove a name from a document, go to the List Documents/Docket Entries screen for that person. You can get there from the Case Detail screen by clicking on the Documents/docket entries link. Choose the name of the person for whom you wish to see documents.



- Documents/docket entries View CCS Top Add docket entry Add document
 11/14/2017 1:15:10 PM - Verified Information for Contempt (Incomplete)

This will bring up the List Documents/Docket Entries Screen for this person.

Documents/docket entries for:
 Jesse Miller
 Briana Seeger
 RYLEIGH List Documents
 Jeremy McGlothlin
 Crystal Vaught

Click on the name of the document to get into the Document Detail Screen.

List Documents/Docket Entries

Jesse Frank Miller (File# 33798)

Case: 2 - Respondent - 79D03-0807-JP-000260 (Active; Adjudication; DIS-By-Bendispo) ▾	<input checked="" type="checkbox"/> Ascending date	<input type="checkbox"/> Include summary	<input checked="" type="checkbox"/> Show names/cases
List entries containing: <input type="text" value="Any text"/>	<input type="checkbox"/> Case related documents only		
<input type="button" value="Submit"/>			

Multi view	Date	Document	Status	Approval	Stamped	Order book/page	Sealed	Notice
Add a new docket entry Add a new document								
	11/14/2017 1:15:10 PM	Verified Information for Contempt	Incomplete K. Thompson		Pending		No	No

You add the correct names to the document before you remove the wrong names.

In the Document names/cases section, click on the wrong name. This takes you to the Document Name Detail Screen.

Document Detail

Document date/time: 11/14/2017 1:15:10 PM Stamped: Not yet stamped

Template: IVD-MVIC - Verified Information for Contempt

Status: Incomplete By: Karlene S. Thompson

Send notice Normal Confidential Sealed

Order book: Page: 0

Document names/cases			Add
RYLEIGH LEEANN MCGLOTHLIN (15133; Case: 3; 79D03-0807-JP-000260)	Person detail	Case	Documents
Jesse Frank Miller (33798; Case: 2; 79D03-0807-JP-000260)	Person detail	Case	Documents
Briana Seeger (33799; Case: 2; 79D03-0807-JP-000260)	Person detail	Case	Documents



Click the NEW button to add NEW document names.

Document Name Detail

11/14/2017 1:15:10 PM - Verified Information for Contempt

Document for: * Jesse Frank Miller

Case(s): 79D03-0807-JP-000260

Added by Karlene Thompson on 11/14/2017 1:15:18 PM

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Update
 Cancel
 Refresh
 New
 Delete

Document Name Detail

11/14/2017 1:15:10 PM - Verified Information for Contempt (Incomplete)

Document for: * Jesse Frank Miller

- Case(s):*
- Jesse Miller: Case 2 - Respondent - 79D03-0807-JP-000260 (Active; Adjudication; DIS-By-Bendispo)
 - Briana Seeger: Case 2 - Respondent - 79D03-0807-JP-000260 (Active; Adjudication; DIS-By-Bendispo)
 - RYLEIGH MCGLOTHLIN: Case 3 - Child - 79D03-0807-JP-000260 (Active; Adjudication; DIS-By-Bendispo)
 - Jeremy McGlothlin: Case 1 - Petitioner - 79D03-0807-JP-000260 (Active; Adjudication; DIS-By-Bendispo)
 - Crystal Vaught: Case 1 - Petitioner - 79D03-0807-JP-000260 (Active; Adjudication; DIS-By-Bendispo)
 - SERENITY SEEGER: Case 1 - Child - 79D03-1512-JP-000307 (Active; Paternity Est.; Court Order)
 - Briana Seeger: Case 1 - Petitioner - 79D03-1512-JP-000307 (Active; Paternity Est.; Court Order)
 - Jesse Miller: Case 1 - Respondent - 79D03-1512-JP-000307 (Active; Paternity Est.; Court Order)

Click the correct names to add them to the document.

UPDATE to save your changes.




Now that the correct names are on the Document Detail screen, you can remove the wrong names.

Click on the wrong name to get into their Document Name Detail screen, then click the DELETE button twice to remove their name from the document. Do this with each wrong name. Your document detail should be left with only the correct names. Do this for every document the wrong names are attached to.

Document Detail

Updates completed successfully


Document date/time: 11/14/2017 1:15:10 PM Stamped: Not yet stamped
Template: IVD-MVIC - Verified Information for Contempt
Status: Incomplete By: Karlene S. Thompson
 Send notice Normal Confidential Sealed
Order book: Page:

Document names/cases			Add
Jeremy W McGlothlin (38562; Case: 1; 79D03-0807-JP-000260)	Person detail	Case	Documents
 RYLEIGH LEEANN MCGLOTHLIN (15133; Case: 3; 79D03-0807-JP-000260)	Person detail	Case	Documents
Jesse Frank Miller (33798; Case: 2; 79D03-0807-JP-000260)	Person detail	Case	Documents
Briana Seeger (33799; Case: 2; 79D03-0807-JP-000260)	Person detail	Case	Documents
Crystal Star Vaught (38561; Case: 1; 79D03-0807-JP-000260)	Person detail	Case	Documents

Document Name Detail

11/14/2017 1:15:10 PM - Verified Information for Contempt

Document for: * Jesse Frank Miller
Case(s): 79D03-0807-JP-000260

Added by Karlene Thompson on 11/14/2017 1:15:18 PM
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Update Cancel Refresh New Delete

Now when you go the Names associated with the case and click on the Role, you will have a Delete button, and can delete this person from this case.

- Names associated with the case Top				
Name	Case	Role	Start date	End date
Jesse Frank Miller (33798)	2	Respondent	11/14/2017 1 day	
Briana Seeger (33799)	2	Respondent	11/14/2017 1 day	

Case Name Detail

Case number: 79D03-0807-JP-000260; Juvenile Paternity
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 Crystal Star Vaught (File# 38561) - Petitioner (Case# 1)

Case name: **Jesse Frank Miller** Case: 2
 Role:* RS - Respondent
 Referring agency:* OTH - Other
 Start date: 11/14/2017 (1 day) End date:
 Send notice: Yes No
 Notes:

Update **Cancel** **Refresh** **New** **Delete**