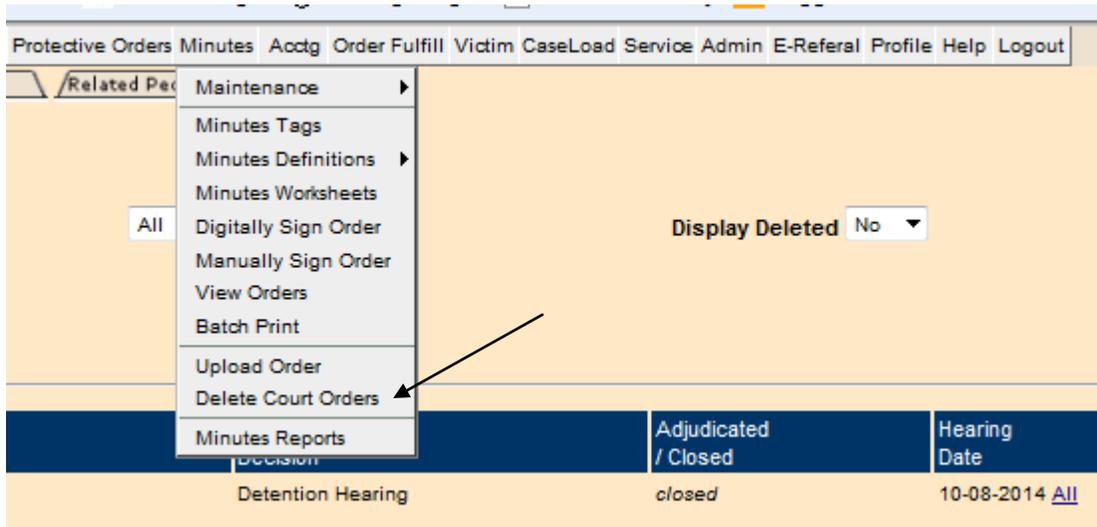


# Deleting Court Orders

Before deleting orders that were digitally signed in CARE, there are few housekeeping matters that must be attended to.

1. All dispositions that are not associated with accounting must be deleted.
2. All order accounting and all items associated with this order must be decreased to zero.

Select Minutes, Delete Court Orders



To access the order, you can enter a number of criteria in the provided fields such as the Worksheet ID number, the Court Order ID number, Case Number, Judge ID, Hearing Date, or Hearing Range.



If you only want uploaded orders, you will check the button for only uploaded orders. If you want to bring up all orders leave the button checked all signed orders.



\*\*\*Note: If the housekeeping items have not been taken care of prior to deleting the order, CARE will not displace the functionality to delete the order. You will see “dispostions” highlighted in red.

Worksheet ID	Court Order	Case Number	Case Name	Signing Judge	Hearing Date		
778931	dispositions	907887	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
860667	Display Assoc. Orders	972079	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
826099	dispositions	972087	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
728707	dispositions	810030	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
871422	dispositions	988280	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
980921	dispositions	1131377	dispositions	500005	Chisai Unko-johnson	sjohansen	12-02-2011
871419	dispositions	988278	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
872269	dispositions	988097	500005	Chisai Unko-johnson	sjohansen	12-02-2011	
943827	dispositions	1083111	dispositions	500005	Chisai Unko-johnson	sjohansen	12-02-2011

Once all the housekeeping items have been completed on the case, click on “Display Assoc. Orders”

Worksheet ID	860667	Court Order ID		Hearing Date		
Case Number		Judge ID		Hearing Range		
Only Uploaded Orders		All Signed Orders				
Worksheet ID	Court Order	Case Number	Case Name	Signing Judge	Hearing Date	
860667	Delete	972079	500005	Chisai Unko-johnson	sjohansen	12-02-2011

To delete the order, click on the word “delete”. The script prompt box will appear and you must enter the reason for deleting the Court Order/Worksheet. Then click OK

