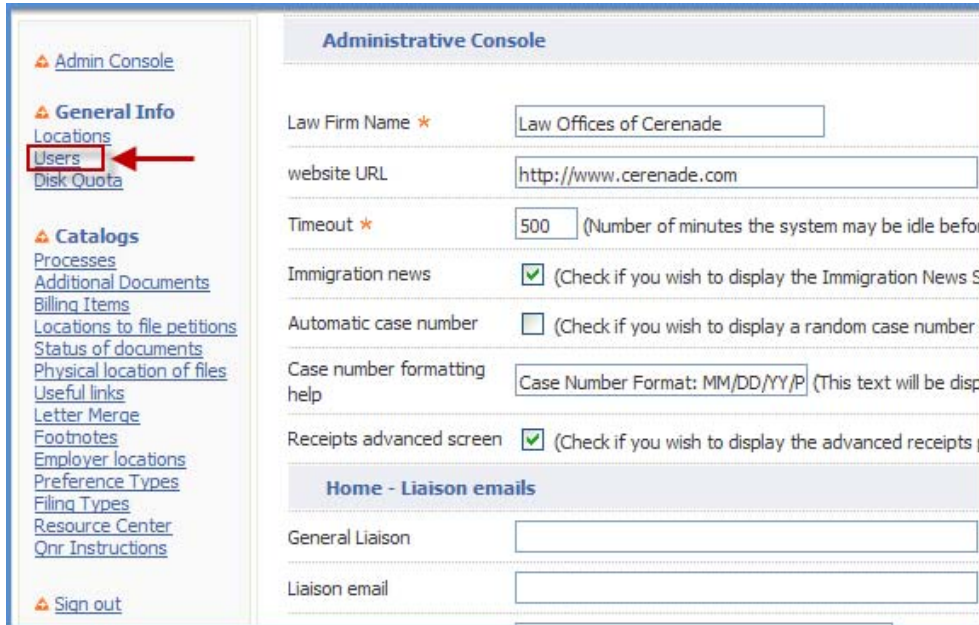



## HOW TO UNLINK ATTORNEY OR PARALEGAL FROM ALL CASES
















- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Users** from the menu on the left side of the screen.



The screenshot shows the 'Administrative Console' interface. On the left sidebar, under 'General Info', the 'Users' link is highlighted with a red box and a red arrow. The main content area shows various system settings like 'Law Firm Name', 'website URL', 'Timeout', and 'Home - Liaison emails'.

- 3) Locate the name of the attorney or paralegal that you want to unlink from the cases by clicking on the **Tools**  icon.

Results - 1 to 49 of 49 Page 1

Actions	#	Name	email	Type	User/Password	Enable
  		John Doe	johndoe@yahoo.com	attorney	<a href="#">johndoe123/does123</a>	<input type="checkbox"/>
  	2	Andrew Riges	riges12@gmail.com	attorney	<a href="#">andrewr/andrew</a>	<input checked="" type="checkbox"/>
  	7	Bruce Small	smallbruce@smalllaw.com	attorney	<a href="#">bruce1045/smalllaw</a>	<input checked="" type="checkbox"/>
  	7	Sandy Fisher	fishers@hotmail.com	paralegal	<a href="#">fisher@hotmail.com/sandy000</a>	<input checked="" type="checkbox"/>
  	2	Robert Foil	foilrobert@gmail.com	paralegal	<a href="#">robertfoil@foillawoffice.com/foilla</a>	<input checked="" type="checkbox"/>

4) To UNLINK user from all cases listed below, click on **1) UNLINK user name from all cases listed below** link.

Home > Users

Active Archived

Tools:

**1) UNLINK Aleks M from all cases listed below**

2) UNLINK CURRENT ATTY AND LINK another attorney/paralegal to all cases listed below

Cancel and [GO BACK to Users' Index](#)

Cases (7)			
Case Number	First Name	Last Name	Process
FAMILYPETITON1	Aaradhna123	MAHOLTRA	Family-Based Consular Processing
0000/00-062008	Fatima	MOHAMED	H-1B
115111101/8/2009kuvut	Jennifer	ALBERTS	H-1B
115411101/8/2009reqis	Jennifer	ALBERTS	H-1B
115914622/24/2009nemib	John	KOBACHI	H-1B
11018/6/2008tuduc	Jon	DOE	IV Consular Processing
115512751/20/2009laqol	Sara	Kobachi	AR-11

Contacts	
First Name	Last Name
Jennifer	ALBERTS

Reminders			
Case Number	First Name	Last Name	Reminder
test case	Martina	COTTON	Test reminder to be emailed
FAMILYPETITON1	Aaradhna123	MAHOLTRA	This is a test reminder.
11018/6/2008tuduc	Jon	DOE	H-1B Extension is Due

5) Following window will appear. Make sure that the information is correct before proceeding and when ready, click where it reads, **UNLINK user name FROM ALL CASES/CONTACTS/REMINDERS** link.

**NOTE:** Once this operation is completed there is absolutely no way to UNDO.

Home > Users

Active Archived

Aleks M will be UN-LINKED from all cases/contacts/reminders.

Once this operation is completed **there is absolutely no way to UNDO**, please make sure that the information is correct before proceeding.

[UNLINK Aleks M FROM ALL CASES/CONTACTS/REMINDERS](#)



## **Related Articles:**

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How to unlink current attorney and link another attorney/paralegal to all cases:

<http://www.cerenade.com/eimmigration/AdminConsoleUnlinkCurrentAttyAndLinkAnotherAttyOrParalegal.pdf>

How to add, enable or disable a user:

<http://www.cerenade.com/eimmigration/AdminConsoleAddEnableDisable.pdf>

How to setup a new attorney or paralegal:

<http://www.cerenade.com/eimmigration/SetupAnAttorneyParalegal.pdf>

Updating access rights for attorney/paralegal:

<http://www.cerenade.com/eimmigration/AdminConsoleUpdateAccessRights.pdf>

For more information and articles, please visit [www.eimmigration.com](http://www.eimmigration.com)