

















## HOW TO UNLINK CURRENT ATTORNEY AND LINK ANOTHER ATTORNEY/PARALEGAL TO 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.



- 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 current attorney and link another attorney or paralegal to all cases, click on **2) UNLINK CURRENT ATTY AND LINK another attorney/paralegal to 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	Aaradhna 123	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 on the drop-down box to select the attorney or paralegal then click **Save Changes** button.

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

Home > Users

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

Aleks M will be UNLINKED from all cases listed below (7) and reassigned to another attorney/paralegal.

Assign all listed cases to:

Aleks M

Save Changes Cancel

me Last Name Process

Case Number	me	Last Name	Process
FAMILYPETITON1		MAHOLTRA	Family-Based Consular Processing
0000/00-062008		MOHAMED	H-1B
115111101/8/2009kuvut		ALBERTS	H-1B
115411101/8/2009reqis		ALBERTS	H-1B
115914622/24/2009nemib		KOBACHI	H-1B
11018/6/2008tuduc		DOE	IV Consular Processing
115512751/20/2009laqol		Kobachi	AR-11



## **Related Articles:**

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

<http://www.cerenade.com/eimmigration/AdminConsoleUnlinkAttorneyOrParalegalToCases.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)