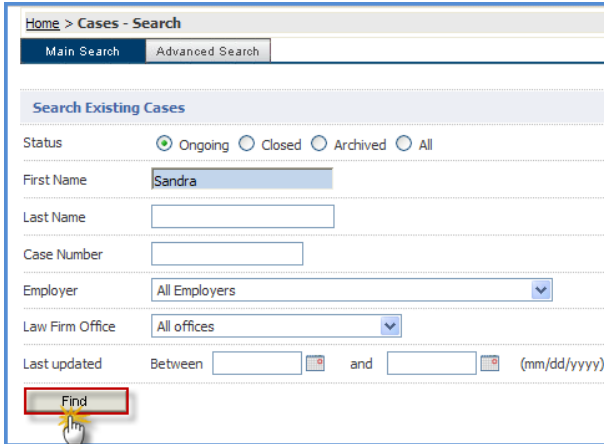


## HOW TO DELETE CASE AND/OR CONTACT:

If a contact has a case you must first delete the case then the contact.

### To Delete The Case:

1) Search for the case then click the **Find** button.



Home > Cases - Search

Main Search | Advanced Search

Search Existing Cases

Status  Ongoing  Closed  Archived  All

First Name

Last Name


Case Number

Employer

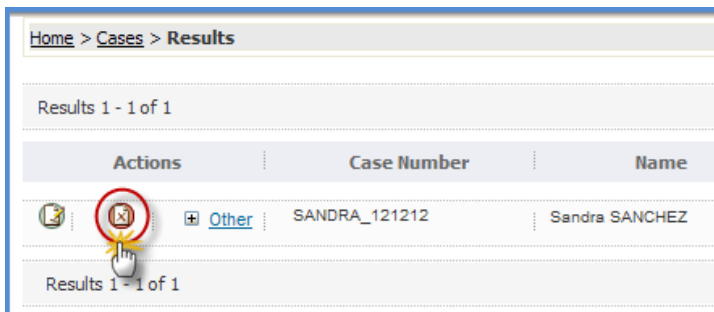
Law Firm Office

Last updated Between  and  (mm/dd/yyyy)

**Find**




2) Each item that is found you will see a delete button, click on the  icon.

**NOTE:** If you do not see this button then you have not been granted permission by your immigration administrator to delete records. Your immigration administrator needs to login to the “Admin Console” and give you DELETE privileges.



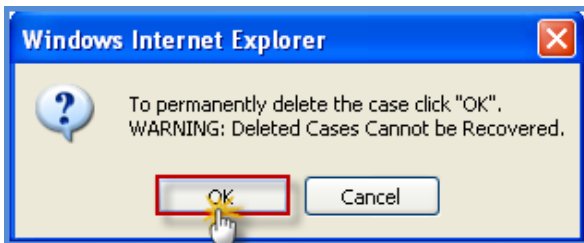
Home > Cases > Results

Results 1 - 1 of 1

Actions	Case Number	Name
   Other	SANDRA_121212	Sandra SANCHEZ

Results 1 - 1 of 1

3) To permanently delete the case click **OK** button.



4) You will need to confirm to delete the case, click the **Delete** button.

Home > Cases

Please confirm you wish to delete the following case

**Delete**

Case Number	First Name	Middle Name	Last Name	Process	Employer	Main Case
SANDRA_121212	Sandra		SANCHEZ	I-130 IV		Yes

### To Delete The Contact:

1) Search for the contact then click on **Find** button.

Home > Contacts

Search Existing Contacts

Status  Active  Archived  All

Type  Client  Prospect  Other  All

First Name

Last Name

email

SSN

A #

Day phone number





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**Find**

2) Click on the  icon to delete.

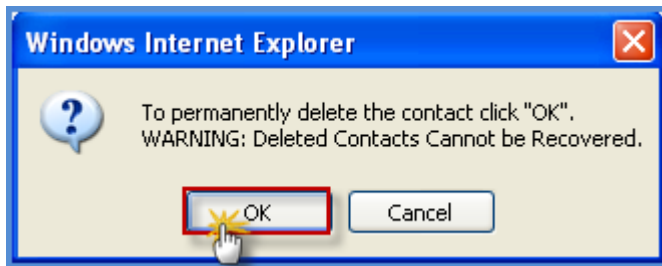
Home > Contacts > Results

Results - 1 to 4 of 4

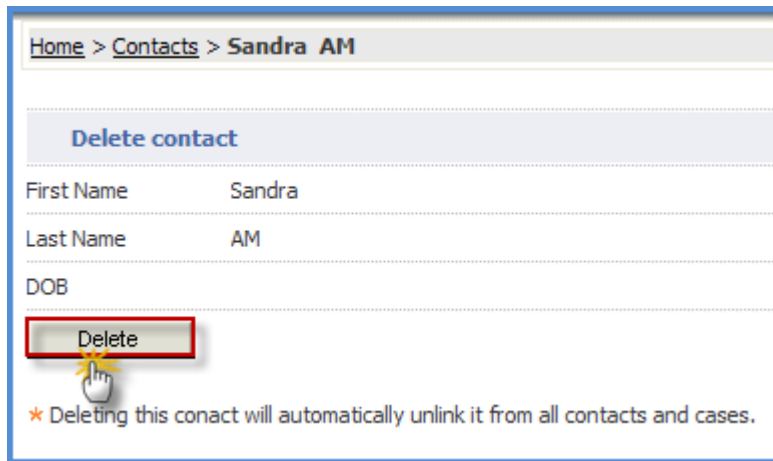
Actions	Name	DOB	Status	email
	Sandra AM		Client	
	Santiago CAST		Client	araoeli@cerenade.com
	santa CRUZ		Client	
	Sandy ROMO	08/09/1995	Client	

Results - 1 to 4 of 4

3) To permanently delete the contact click **OK** button.



4) You will need to confirm to delete the contact, click the **Delete** button.



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