Deleting Dockets

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<u>**Deleting Dockets**</u> *(Ticket Ex:33200)*

1. To delete a docket, first make sure the docket clerk provides you with the **docket number and the docket or case id of the docket.** *The case ID can be found on the header of the docket, in the upper right hand corner of the docket.*

2. Once you have the information from the docket clerk, go into the appropriate server and to the main menu of the server:

3. Type '**!**' to pop into the command prompt:

4. Then type: **cd /usr2/court** and press **'enter':** **If you are removing an environmental docket, you would type **cd /usr2/vtec** instead**Type:

5. Type **. ./**_shenv** and press **'enter'**
   1. In place of the two asterisks, type the county's two letter code *(ex: For orleans, the county code would be 'os')*
      1. Washington civil cases or small claims (wncv or wnsc) need to use **. ./ws_shenv** NOT **. ./wn_shenv**
   2. Make sure there is a space between the two periods before the slash.

6. Type: **env | grep db**

7. Type **docket** *(docket id #)* where"docket id #" is the ID number you got in step 1

8. This will bring up the docket information and the events (if any) in the docket. Scroll up until you find the docket number and confirm it with what the docket clerk provided.

9. If it is correct, type: ^docket^doc_kill_**^
   1. Two letter county code in place of the asterisks
   2.

10. A lot of text will pop in, but make sure that the last line says "1 record (s) selected, 1 record(s) deleted"

11. If it says "0 record(s) deleted" exit back to the main menu or open a new session of the same server and navigate to:
    1. Option **23 "System Administration Reports"**
    2. Option **4 "Direct Table Access"**
    3. Option **2 "Docket Table"**
    4. Enter in the Docket ID of the docket you are trying to delete, **F3** to search

5. **Shift + F4** to "zoom" to the docket hair
6. **Shift + F2** to delete anything in the hair
   1. ((If you opened a new session of VTADS, exit to the main server menu completely) Then follow the steps above to delete the docket.)

Tags

Case

Deleting Cases

Deleting Docket

Docket

VTADS