

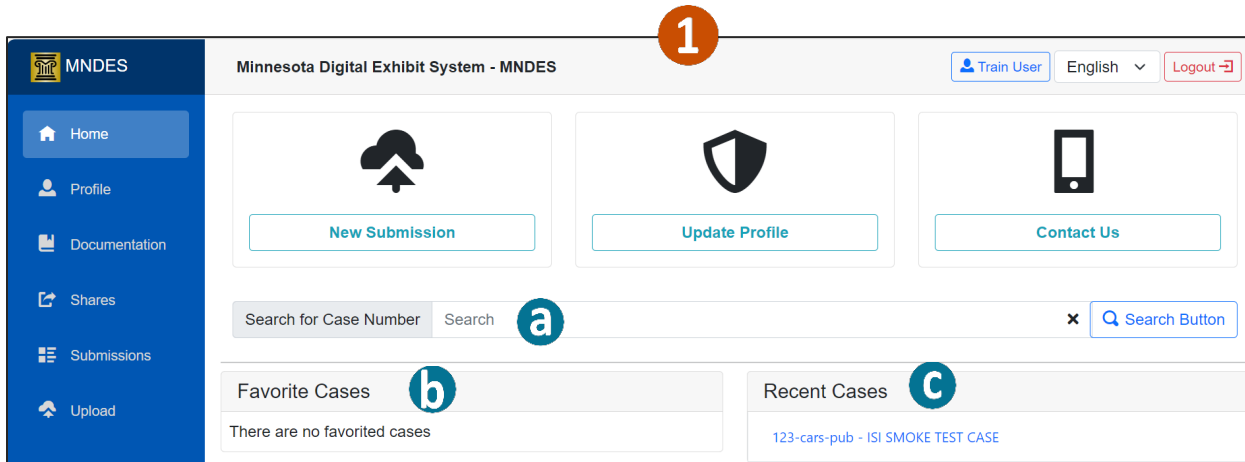
Quick Reference Guide – Requesting Exhibit Deletion

Last Revised: 12/31/2024

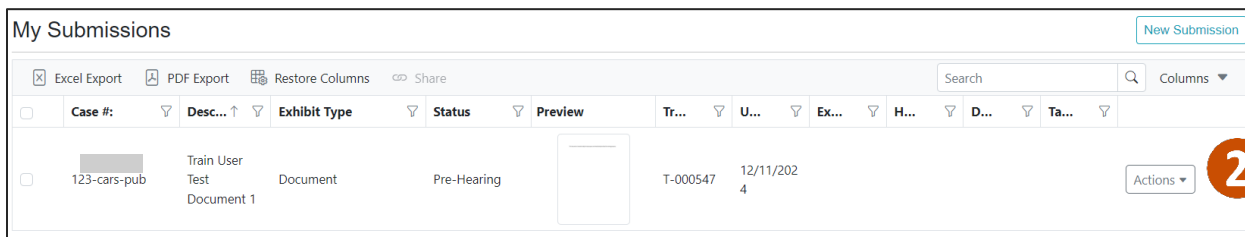


Request exhibit deletion

1. Locate the case from:
 - a. **Search for Case Number**,
 - b. Select from **Favorite Cases**, or
 - c. Select from **Recent Cases**.

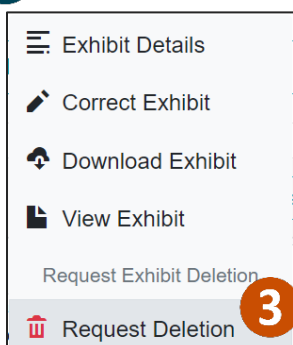


2. From the My Submissions screen, click **Actions**.



3. Click **Request Deletion**.

 Only exhibits with a status of Pre-Hearing have the Request Deletion option.



4. Select the **Deletion Reason**.
5. Enter any **Special Instructions**.
6. Click **Send**.

The screenshot shows a web form titled "Send Request to County:" in a red header. The form contains the following fields and elements:

- Exhibit Description:** A text input field containing "Exhibit A Video".
- Case Number:** A text input field containing "69".
- Deletion Reason:** A dropdown menu with the placeholder text "Select a reason". A red circle with the number "4" is positioned over this dropdown.
- Special Instructions:** A large text area for additional comments. A red circle with the number "5" is positioned over this area. The character count "0 / 250" is visible at the bottom right of the text area.
- Buttons:** At the bottom right, there are two buttons: a "Cancel" button and a red "Send" button with a white checkmark icon. A red circle with the number "6" is positioned over the "Send" button.



The deletion request goes to a central queue for review and approval or denial. Once approved, it takes 24 hours to process the deletion. If an exhibit is deleted, the exhibit's status will be updated to Deleted.

If a request is denied, the submitter will receive an email notification about the request denial.

Users will not be able to submit an additional deletion request if another is in review. The Request Delete button is disabled when the status is "Deletion Request Pending".