



This document will show you how to Edit Case Information.

## Edit Case Information

To make edits to case information, click the edit button on the top left part of the screen.

The screenshot displays the 'Edit Case' interface. At the top, there is a toolbar with buttons for 'Edit', 'Delete Case', 'Refresh', 'Create Order', 'Merge Cases', 'Unmerge Cases', and 'Quick Views'. Below the toolbar, case details are presented in a grid format:

Court:	<b>Circuit</b>	County:	<b>60 - Marion - CORE</b>	Case Number:	<b>CC-60-2017-C-1</b>
Judge:	<b>Bob Iger</b>	Created Date:	<b>1/5/2017</b>	Status:	<b>Open</b>
Case Type:	<b>Civil</b>	Case Sub-Type:	<b>Contract</b>	Security Level:	<b>Public</b>
Style:	<b>Conard Smith v. John Hammond</b>				

At the bottom of the interface, there is a navigation bar with tabs for 'Case Information', 'Parties', 'Attorneys', 'Financials', 'Docket Entries', 'Documents', 'Hearings', 'Audit Trail', and 'Notes'. The 'Case Information' tab is currently selected.



## Edit Case Information Window

In the Edit Case Information window, in the case tab, changes can be made to the Status, Security Level, Judge, Complaint Origin, Closed Date, Docket Removal Date, Case Disposition, Disposed By, and Style. Check boxes can be placed if a Substantial Hardship, Jury Trial, or a Mediation has been requested, along with if the case needs a judge update.

The screenshot shows a window titled "Edit Case Information" with a close button (X) in the top right corner. The window has two tabs: "Case" (selected) and "Trial". The "Case" tab contains the following fields:

- Status: Open (dropdown)
- Security Level: Public (dropdown)
- Judge: J-1999; Bob Iger (dropdown)
- Complaint Origin: Appeal from Magistrate Court (dropdown)
- Closed Date: (empty) X (checkbox)
- Docket Removal Date: (empty) X (checkbox)
- Case Disposition: (empty) X (checkbox)
- Disposed By: (empty) X (checkbox)
- Style: Conard Smith v. John Hammond (text field)

Below the text field are four checkboxes:

- Substantial Hardship
- Jury Trial
- Mediation Requested
- Needs Judge Update (E-file)

At the bottom of the window are "OK" and "Cancel" buttons.



### Trial Tab

Still in the Edit Case Information window, on the Trial tab, changes can be made to the trial date, and the number of days. Click OK when finished.

The screenshot shows a dialog box titled "Edit Case Information" with a close button (X) in the top right corner. It has two tabs: "Case" and "Trial", with the "Trial" tab selected. The "Trial Date:" label is followed by a text input field containing "3/23/2017" and a small "X" button. Below it, the "Number of Days:" label is followed by a text input field containing "4". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".