



## Virginia Specialty Docket Database Inactive Cases and Status Update

### Locating Inactive Cases Question:

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*How do I search for “Inactive” participants? When we were using the old database, Samantha White's Case Status was listed as Incarcerated, and now I can no longer find her case.*

#### Answer:

Only Active cases are displayed on the default Cases page.

To find “Inactive” cases, see below.

1. Log into the Drug Treatment Court Database.

2. Click **Cases**.



3. Once the list of Active cases loads, click **Actions**.
4. At **Actions**, click **Filter**.

Home  
Cases

ACTIONS

Case #	Color Code	Participant	Program	Locality	Model	Case Phase	Current Phase	Current Status	Date Accepted	MAT
OCC-18-00110777		Carter, Ross	Demo Program	Demo Locality	Adult Court	Case Management	1	Active	11/01/2018	
OCC-19-00110787		Rogers, Christian	Demo Program	Demo Locality	Adult Court	Case Management	1	Active	01/08/2019	
OCC-18-00110780		Rogers, Elizabeth	Demo Program	Demo Locality	Adult Court	Case Management	1	Active	11/19/2018	
OCC-18-00110774	Purple	Smith, John	Demo Program	Demo Locality	Adult Court	Case Management	2	Active	10/25/2018	02/01/2019
OCC-18-		Smith, John	Demo	Demo	Adult Court	Case Management		Active	12/12/2018	

Filter  
Update  
Batch Add Program Fees

5. You will be directed to the Filter page.

Home > Cases

Filter Cases

CANCEL FILTER

Case # IS

Docket Number IS

Participant IS

Locality IS

CASE PHASE Select values

Current Status Active X

Display Rows 100

Color Code Select values

Program

Model Select values

Current Phase IS

- At **Current Status**, deselect **Active**.
- Select the appropriate status from the list of options (i.e. *Inactive, Absconded, Incarcerated, Residential Treatment, Administrative Probation, Aftercare, or Follow-up*)
- In my example Samantha White is *Incarcerated*.

Home > Cases

**Filter Cases** CANCEL FILTER

Case # IS

Docket Number IS  Color Code

Participant IS  Program

Locality IS  Model

Case Phase  Current Phase IS

**Current Status**

Display Rows

[show advanced](#)

9. Click **Filter**.

10. All cases that meet the **Current Status** of *Incarcerated* will populate.

11. In this case, I only have one participant with a **Current Case Status** of *Incarcerated*.

Home

**Cases** ACTIONS

Case #	Color Code	Participant	Program	Locality	Model	Case Phase	Current Phase	Current Status	Date Accepted	MAT End Date
<a href="#">OCC-18-00110778</a>		White, Samantha	Demo Program	Demo Locality	Adult Court	Case Management	1	Incarcerated	11/02/2018	

Showing 1 of 1

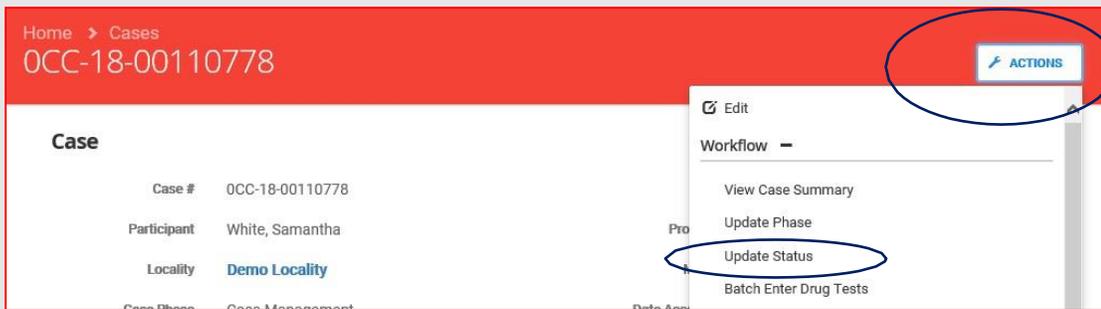
### Updating Cases Statuses Question:

*Now that I have located Samantha White's record, I would like to update her Case Status to Active. How do I do this?*

**Answer:**

1. Click the **blue hyperlinked number at Case #**.
2. You will be directed to Samantha White's **Cases Details Page**.

3. At **Actions**, click **Update Status**.



4. You will be directed to the **Update Status** page.
5. Complete all required fields. Click **Submit**.

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## Case - OCC-18-00110778

End Date of Previous Status \*

Start Date of New Status \*

New Status Name \*

Description \*

*Asterisk (\*) fields are required.*