

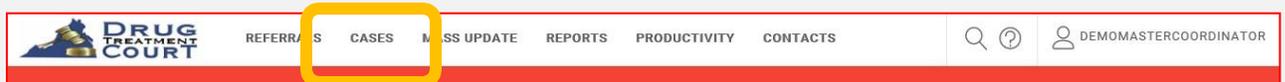


Virginia Specialty Docket IT Database Merge Cases

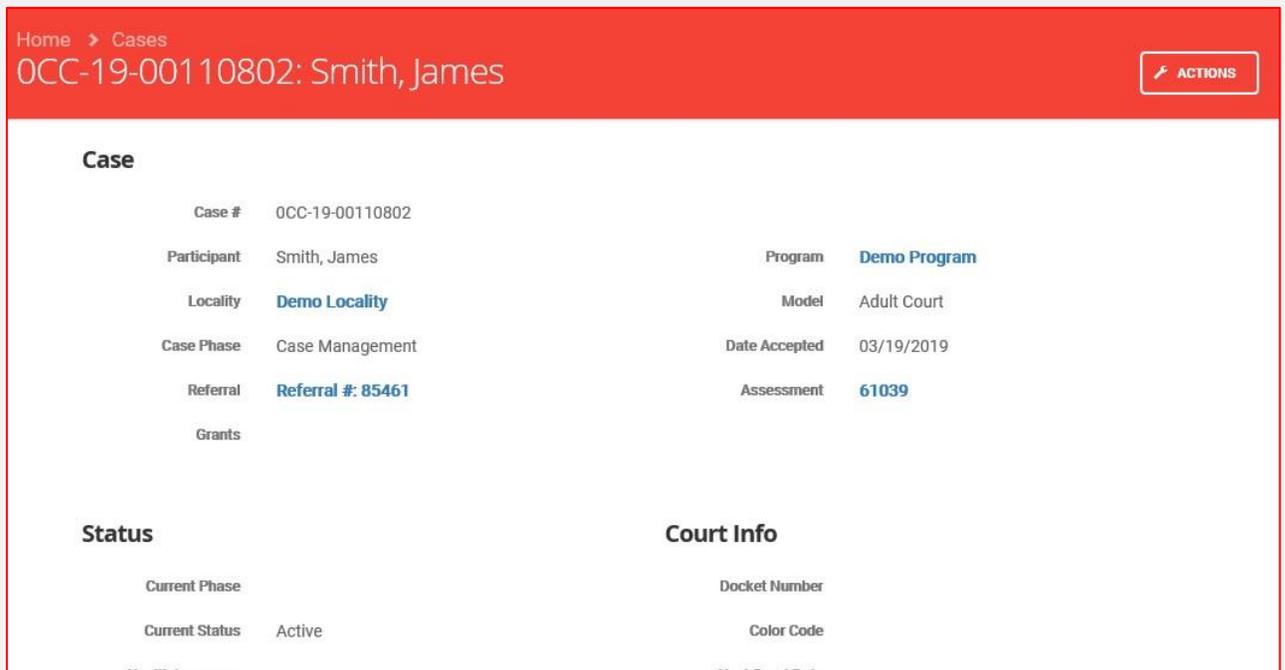
The Merge Cases functionality may be used to combine duplicate cases. The Merge Cases functionality is only available to **Coordinators** and should be used with caution. All changes are **permanent**.

Instructions for Merging Cases

- Log into the Virginia Specialty Docket Database. (<https://web-rxcourt-1.vacourts.gov/>)
- Click Cases.



- You will be directed to the list of Active Cases for your program(s).
- Click the blue hyperlinked **Case Number** corresponding to the Primary Case.
- You will then be directed to the **Cases Details Page**.



- Click **Actions**.

- Select **Merge Cases** from the list of options.

Home > Cases
OCC-19-00110802: Smith, James

ACTIONS

Case

Case # OCC-19-00110802

Participant Smith, James

Locality **Demo Locality**

Case Phase Case Management

Referral **Referral #: 85461**

Grants

Status

Court Info

Edit

Workflow

- View Case Summary
- Update Phase
- Update Status
- Batch Enter Drug Tests
- Batch Enter Compliance Reviews
- Enter Drug Test
- Enter Intake Progress Assessment
- Graduate
- Terminate
- Merge Cases**

- You will then be directed to the **Merge Cases** page.
- At **Cases to merge into current case**, cases can be identified by entering the corresponding **Case Number/Participant**.

Home > Cases > OCC-19-00110802: Smith, James

× Merge Cases CANCEL RUN ACTION

Cases to merge into current case: smith

PREVIEW

- OCC-18-00110774: **Smith**, John
- OCC-18-00110776: **Smith**, Pamela
- OCC-18-00110784: **Smith**, John
- OCC-19-00110802: **Smith**, James

- Select the appropriate case from the list of options.

Cases to merge into current case: **OCC-18-00110774: Smith, John** x

PREVIEW

- Click **Preview**.

Cases to merge into current case: OCC-18-00110774: Smith, John x

PREVIEW

- Review the **Preview Table** for accuracy. Pay special attention to the **Result** column, as this is how the final case will look.

Home > Cases > OCC-19-00110802: Smith, James

× Merge Cases CANCEL **RUN ACTION**

Cases to merge into current case: OCC-18-00110774: Smith, John x

PREVIEW

Field	(110802)	(110774)	RESULT
Case #	OCC-19-00110802	OCC-18-00110774	OCC-19-00110802
Docket Number			
Color Code		#8900B7	#8900B7
Participant	61557	61506	61557
Program	1925	1925	1925
Locality	409	409	409
Model	Adult Court	Adult Court	Adult Court

http://172.18.1.54/xcourt/naopc/welcome_int.jsp

- Once you have reviewed the **Preview Table** and verified the **Result** column, Click **RUN ACTION**.
- Congratulations! You have officially merged cases!**

