Virginia Specialty Dockets Database:
Locating Inactive Cases and Updating Case Status

When a participant is not in the list of “active” cases, how do you find them?

1. Access the database and navigate to your case list.
2. Click Actions and then Filter to open the filter page.

3. For **Current Status** hit the “x” to remove “Active,” select the appropriate option to use as a filter (Absconder, Incarcerated, Residential Treatment, Administrative Probation, Aftercare, Empty), and click Filter in the upper righthand corner.
4. This will limit cases to only those with that specific **Current Status**.
5. This could also be accomplished by changing **Current Status** to “IS NOT” active and then clicking **Filter** in the upper righthand corner.
6. This will filter cases to all those that do **not** have the **Current Status** of “Active.”

![Filter Cases](image1)

7. To change **Current Status** to Active, open the particular case you want to update.
8. Click **Actions** and **Update Status**
9. Complete the required fields and click **Submit**.

![Update Status](image2)