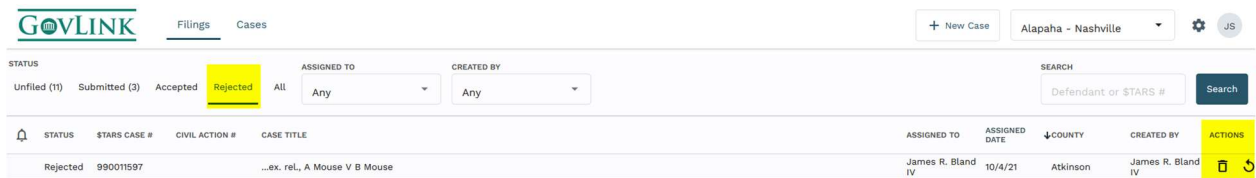


Processing Rejected Filings

GovLink provides the tools to delete or rework filings that have been rejected by the Clerk's office.

What's new?

A new "Actions" column has been added to the Rejected Filings table. In the Actions column of each Rejected Filing, two new icons appear: The trash can (Delete) and Rework.



The screenshot shows the GovLink interface for the Filings section. The top navigation bar includes the GovLINK logo, tabs for Filings and Cases, a '+ New Case' button, and a location dropdown set to 'Alapaha - Nashville'. Below the navigation, there are filters for STATUS (Unfiled (11), Submitted (3), Accepted, Rejected, All), ASSIGNED TO (Any), and CREATED BY (Any). A search bar is also present. The main table has columns for STATUS, STARS CASE #, CIVIL ACTION #, CASE TITLE, ASSIGNED TO, ASSIGNED DATE, COUNTY, CREATED BY, and ACTIONS. A single row is visible with the status 'Rejected', stars case # '990011597', and case title '...ex. rel., A Mouse V B Mouse'. The ACTIONS column for this row contains a trash can icon and a circular arrow icon.

Deleting a Rejected Filing

The Delete icon (trash can) allows users to delete Rejected Filings that they created but are no longer needed. Users with permission to do so can also delete Rejected Filings that were created by others but are no longer needed. To delete a filing, click the trash can and then confirm you want to continue to delete by clicking Delete on the pop-up box that appears. To abandon deleting this record, click Cancel in the pop-up box.

Deleting a filing will result in notifications to followers of the Filing as well as CAL Updates being automatically logged when appropriate to do so.

Reworking a Rejected Filing



The Rework icon allows users to open the Filing and correct the problem(s) that resulted in Rejection.

To begin reworking a Filing, click the Rework icon to the right of the Rejected filing.

- A pop-up box indicating that continuing will change this Filing's status from 'Rejected' to 'Unfiled' appears; to proceed, click OK. To return to the menu without reworking this filing, click Cancel.
- After clicking OK, the Filing Stepper will be loaded to step #3, Documents, as this is most commonly the area that needs attention to get the Filing approved.
- The reason(s) for Rejection can be viewed by hovering your mouse over the red exclamation point at the top of the Filing Stepper. Whatever the clerk's office entered for Rejection reason(s) will be displayed here and remains visible upon hovering throughout the File Stepper.



- Using the rejection reasons as your guide, edit, delete, split, sign, and/or add documents as needed. If a document is locked and needs to be edited, click the Rework icon next to that document in order to unlock it and then you can proceed to edit, split, or sign as usual.
- Sometimes, a rejection reason may indicate a problem with the Case information or Parties; if so, click Previous in the File Stepper to navigate to the appropriate screen and make the necessary changes there. When finished, click Next to proceed to the next step.
- When you believe you have made all of the appropriate and needed changes, updates, etc., proceed to the next step in your standard operating procedure for this Filing just like you would if it were the first time you were working on it and it hadn't been rejected. I.E., assign to the next person who should work on or review it, make your Internal and/or \$TARS CAL Update Log notes, or even File it.
- Reworking a Rejected filing will trigger all of the usual notifications to users who are following the filing. If users have their notifications turned on, they will receive emails notifying them of changes to assignment or status just like they would with a new Filing. Rework done on a Rejected filing will also send CAL Updates automatically when appropriate.