


## QRG – Requesting Exhibit Deletion

### Request exhibit deletion

1. From the Recent Submission screen, click **Actions**.

Recent Submissions <span>?</span>								View All Submissions
Case Number	Description	Exhibit Type	Status	Tracking #	Uploaded	Deleted Date	Deleted By	
58-22	Beer Bottle	Image	Submitted	T-000021	9/7/2022 4:16:44 PM			Actions <span>1</span>

2. Click **Request Deletion**.

 Only exhibits with a status of Submitted have the Request Deletion option.

- Exhibit Details
- Correct Exhibit
- Download Exhibit
- View Exhibit
- Request Exhibit Deletion
- Request Deletion 2**

3. Select the **Deletion Reason**.
4. Enter any **Special Instructions**.
5. Click **Send**.

Send Request to County:

Exhibit Description:  
Exhibit A Video

Case Number:  
82-JV-21-369

Deletion Reason  
Select a reason 3

Special Instructions:  
4

0/255 5



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The deletion request goes to a central queue for review and approval or denial. Once approved, it takes 24 hours to process the deletion. If an exhibit is deleted, the exhibit's status will be updated to Deleted.

If a request is denied, the submitter will receive an email notification about the request denial.

Users will not be able to submit an additional deletion request if another is in review. The Request Delete button is disabled when the status is Deletion Request Pending.