

# Administrative Office of the Courts

Supreme Court of New Mexico

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## Judicial Information Division (JID)

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Document Imaging –  
Moving a Scanned Document from One Event to  
Another Event or Case  
**Standard Operating Procedure**

**Version 1.0**

*Updated: (11/2016)*

## Document Imaging – Moving a Scanned Document from One Event to Another Event or Case

### COURT / DEPARTMENT / DIVISION

All courts that have implemented document scanning

### USER

Any court user that has **appropriate 'rights'** and who performs document imaging/scanning

### PURPOSE

This process will allow the user to move an already scanned or imaged document from one event to another event, in separate cases or from within the same case.

### STEPS

1. Go to the **Documents Tab** on the case
2. **Right click** on the document event that contains the image that needs to be moved

State of New Mexico v. TAMMIE RANAE KRZEBIOT  
Type: Felony

Documents

Search Get All Documents Refresh

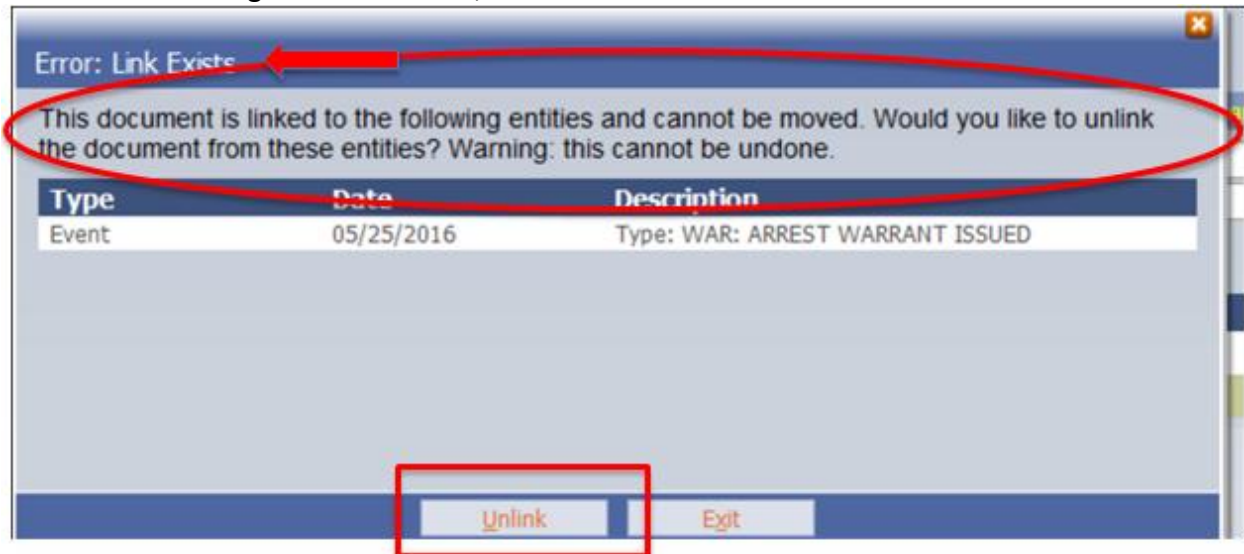
Type: All Sort: Name Actions Exp

Doc	Date	Type	Name	Pgs	Mark
	05/25/2016	Criminal Case Document	OPN: CRIMINAL COMPLAINT FILED	4	x
	05/25/2016	Criminal Case Document	WAR: ARREST WARRANT ISSUED	1	x

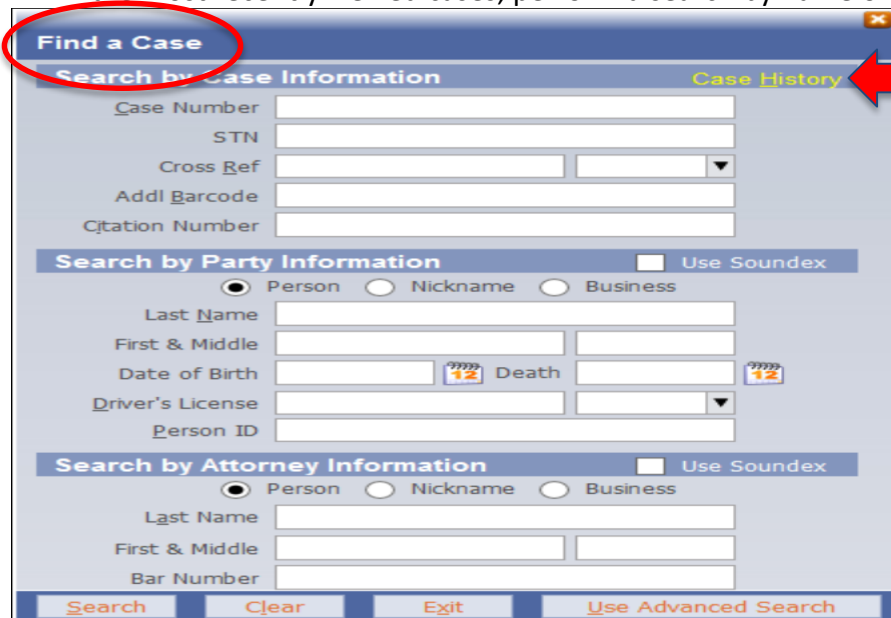
3. From the options list that is returned, select **Move Document**

- Modify Document
- Protect Document
- Change Security Group
- Assign Location
- Override Security
- Obsolete
- Add New Document Version
- Attach New Document Version
- Copy Document
- Email Document
- Send to Workflow Queue
- Submit for Redaction
- Move Document
- Print
- History

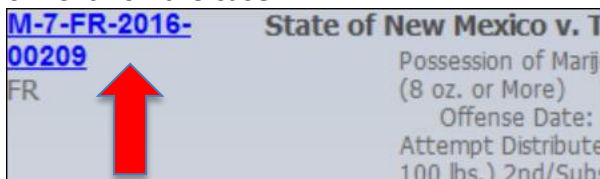
- An **'Error: Link Exists'** dialog box appears. Before proceeding, **REVIEW** and **CONFIRM** this is the correct information. **NOTE:** the **Warning** indicator, 'this cannot be undone'. After confirming the information, Select **Unlink**.



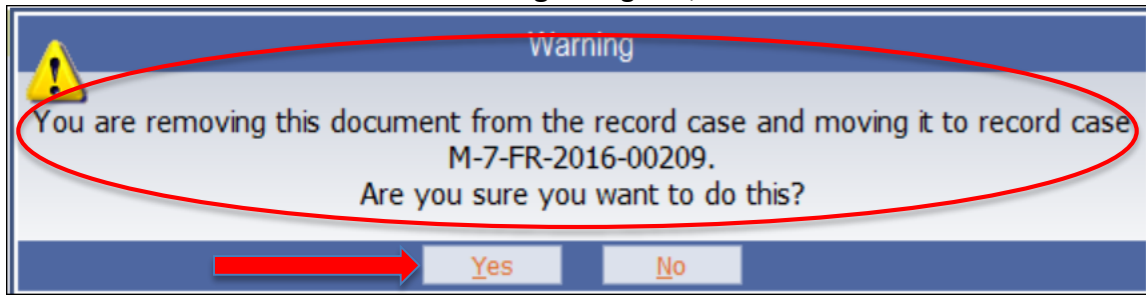
- A **'Find a Case'** dialog box appears. Click on the **yellow hyperlink, Case History**. By clicking on **Case History hyperlink**, a window will open and return a **list** of the most recently viewed cases. From this list, **select the case the image should be moved to**. If the case is not listed in the most recently viewed cases, perform a search by name or case number.



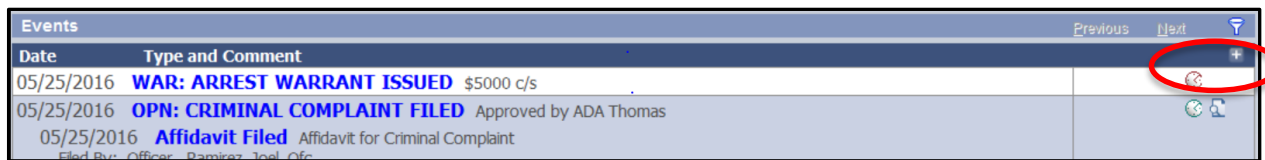
- Click on the **case**



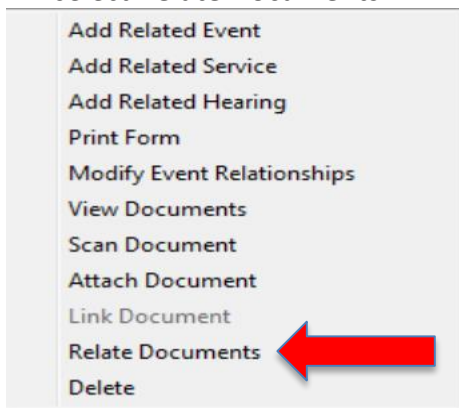
7. After selecting the proper case, a **Warning** dialog box will appear. **CONFIRM** the case information contained in the **Warning** dialog box, then select **Yes**



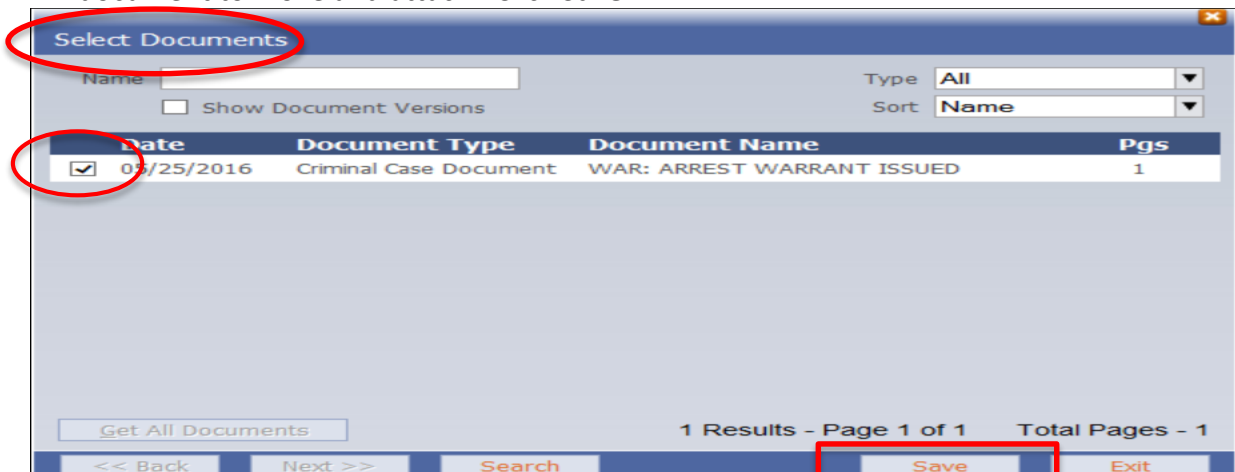
8. Click into the **Events Tab** on this case. The document icon is no longer attached to the event.



9. Return to the case the document should be moved to. Select the appropriate event the document should be attached to. Right click on the event. The options window appears, select **Relate Documents**.



10. The **Select Documents** dialog box appears. Click the check box associated with the proper document to move and attach. Click **Save**



**Note:** The documents have now been successfully moved and attached to the event selected.