

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Removing a Party or Attorney from a Case Standard Operating Procedure

Version 1.0

Updated: 05/2016

Removing a Party Or Attorney From a Case

COURT / DEPARTMENT / DIVISION

All Courts

USER

All Court personnel

PURPOSE

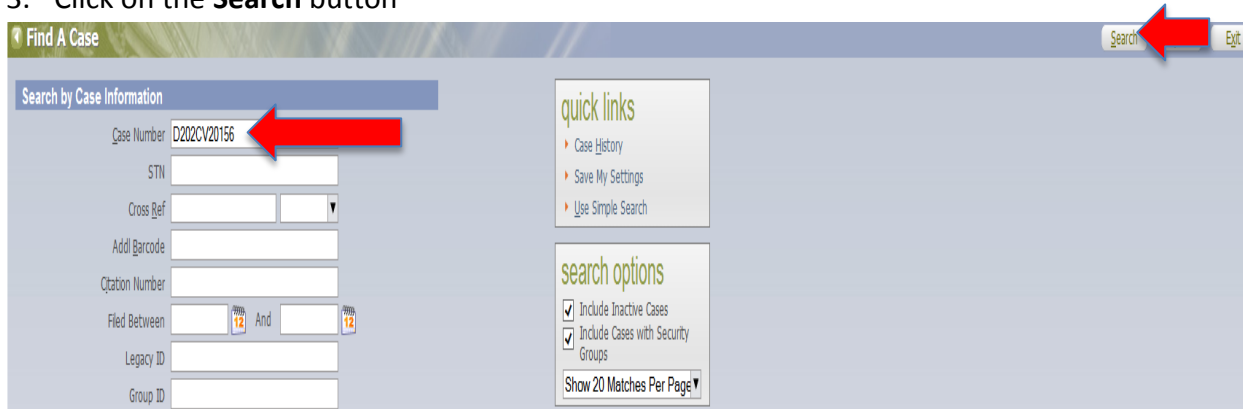
To remove a party or an attorney from a case

STEPS

1. In Odyssey on the Navigation Bar, go to **Find a Case**



2. Enter the case number
3. Click on the **Search** button



4. **Click** on the Parties tab
5. Click on the **Party** that needs to be removed

D-202-CV-2015-00005

Summary Detail **Parties** Service Hearings Conditions Causes Disposition Time Stds Financial

Timothy Ortiz, et al., v. Richard Rathbun, et al.
Type Tort Auto

Group By: Connection Type
 Related Parties View

Party & Attorney Information

Plaintiff
[Ortiz, Amanda](#)
OBO Ortiz, Analeah
OBO Ortiz, Faith
[Ortiz, Timothy](#)
OBO Ortiz, Analeah
OBO Ortiz, Faith

Defendant
[Rathbun, Richard](#)
[Westover, Christy](#)

Minor Child
[Ortiz, Analeah](#)
[Ortiz, Faith](#)

6. In the **Modify Case Party Details** window click in the white area on the connections box

Modify Case Party Details

Name
Ortiz, Amanda
OBO Ortiz, Analeah
OBO Ortiz, Faith

Style:
 Do Not Send Notice
 Always Send Notice
 Display as Restricted Party in Public

Address
Party Correspondence Address
No Party Correspondence Address
★ Case Correspondence Address
Same As Party Correspondence Address

Additional
★ Birth Date
No Birth Date
★ Social Security
No Social Security
★ Driver's License
No Driver's License

Attorney
★ **Hancock, Benjamin**

Connection

Type	Plaintiff
Added	12/30/2014

7. In the **Modify Party Connection** window, enter the removed date

Modify Party Connection

Configured Types All Types

Connection: **Plaintiff**

Party Participant

Party: **Ortiz, Amanda**

Added: 12/30/2014

Removed: **04/27/2016**

Reason:

Comment:

Relationship

8. Select a removed reason from the drop down box

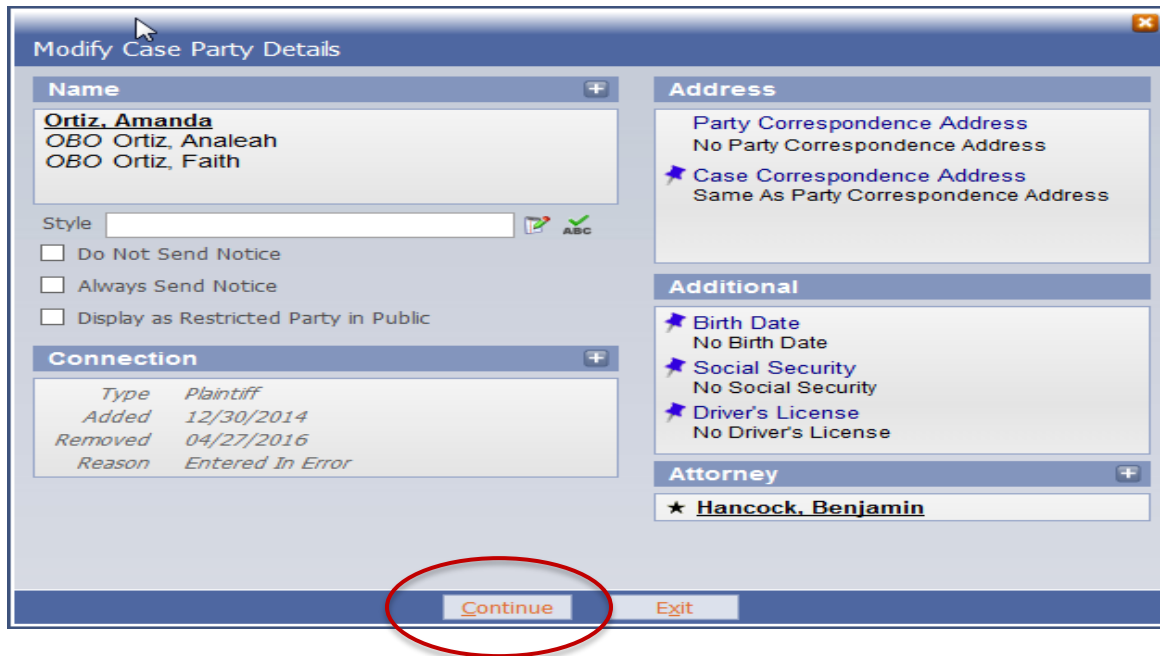
The screenshot shows the 'Modify Party Connection' window. At the top, there are radio buttons for 'Configured Types' (selected) and 'All Types'. Below that is a 'Connection' dropdown menu set to 'Plaintiff'. There are also radio buttons for 'Party' (selected) and 'Participant'. The 'Party' field is filled with 'Ortiz, Amanda'. The 'Added' date is '12/30/2014' and the 'Removed' date is '04/27/2016'. The 'Reason' dropdown menu is open, showing a list of reasons: Adopted, Aged Out, Closed, Deceased, Dismissed, Entered In Error, In Bankruptcy, Inactive, and Reunified. A red arrow points to the dropdown menu.

9. The Comment field is optional

10. Click continue on the Modify Party Connection screen

The screenshot shows the 'Modify Party Connection' window with the 'Reason' dropdown menu set to 'Entered In Error'. The 'Comment' field is empty. At the bottom of the window, there is a 'Continue' button highlighted with a red arrow.

11. Click **continue** on the Modify Case Party Detail Screen



- a. The party has been removed from receiving further notices in the case and is no longer displaying on the case.



12. Use this same process to **remove** an **Attorney** from the case