

Closing a case in LegalServer.

While in the defendants file, click on the actions button, then the assign/close/refer option, and then close case final

a Department of Indigent Defense Services

Messages | My Time | HOURS | Conflict_Notice UIUS_UT

Criminal Profile 1. Actions Views Tin

Charges (all)	Case	Contact
50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL Dismissed	LPC Cat. B Felonies (max. < 10 years), C, D, E felonies, and GM) Funding Code CO -- County	Email Address 5500 Snyder Ave Carson City, NV 89701
52547 - CONSPIRACY TO COMMIT FRAUD OR COERCION TO OBTAIN ABSENTEE BALLOT Other		

2. Assign / Close / Refer

3. Close Case Final

Ready to Close Case

Closing Information

Date Closed (required)	<input type="text" value="07/15/2024"/>
Case Status (required)	<input type="text" value="Closed"/>
File Destroy Date	<input type="text" value="07/15/2031"/>
Close Reason (required)	<input type="text" value="Please Select"/>
Was there a trial in this case? (required)	<input type="radio"/> Yes <input type="radio"/> No
Was a Motion to Suppress filed in this case? (required)	<input type="radio"/> Yes <input type="radio"/> No

Notes

Case Closed: Darren Garfield (22-0012745)

Communication

Send this note as an email

Caseworker who closed case (required)

Closing number will be automatically assigned.

Survey Provided to Client (required)

https://ha1.nv.gov/form/DIDs/Client_Satisfaction_Survey_ENGLISH

https://ha1.nv.gov/form/DIDs/Client_Satisfaction_Survey_SPANISH

When emailing or texting survey use the link listed ABOVE.
One link is for ENGLISH and other for SPANISH.

Close reasons:

- Appeal Denied
- Appeal Granted
- Bench Trial - Guilty
- Bench Trial - Not Guilty
- Deceased
- FTA - Bench Warrant
- Jury Verdict - Guilty
- Jury Verdict - Not Guilty
- Parole/Probation - Reinstatement
- Parole/Probation - Revocation

- Plead Guilty/no contest
- Retained Private Counsel
- Other
- Dismissed
- Pardon's Board Denied Relief
- Pardon's Board Granted Relief
- Specialty Court Discharged
- Specialty Court Granted

The screenshot shows a web form for closing a case. The 'Notes' section contains the text 'Case Closed: Michael McDonald (22-0009513)' and 'Closed'. The 'Communication' section has a 'Send this note as an email' label and a 'Don't Send Note' button. The 'Recipients' field contains the email address 'Conflict_Notice@dids.Office' and '<didscontact@dids.nv.gov>'. Below the form are several informational messages: 'Enter a recipient's name or email, separated by commas.', 'Please note that the following text will be appended to your email: * Closed Case Information *', 'You've been mailed to alert you that the case, Michael McDonald (22-0009513), has been closed by Stanley Morrice. Use the following URL to view this matter: https://nevada.legalserver.org/matter/profile/view/9513', and 'Closing number will be automatically assigned.' The 'Caseworker who closed case' dropdown menu is set to 'Morrice, Stanley'.

- **Notes** – Closing notes if needed.
- **Communication**
 - You may send this note as an email
 - Enter recipients email addresses, separated by commas.
- **Caseworker who closed case**
 - Name of caseworker who closed case. Can change to another caseworker if needed.

- **Survey Provided to Client ***
 - No Survey provided to Client
 - Handed Client Paper Survey
 - Mailed Client Paper Survey (USPS)
 - Emailed Client Survey with link.
 - Texted (SMS) Survey link to Client

Survey Provided to Client*

No Survey provided to Client. ▾

Please Select

No Survey provided to Client.

Handed Client Paper Survey

Mailed Client Survey (USPS)

Emailed Client Survey with link.

Texted (SMS) Survey link to Client.

<https://hal.nv.gov/form> y_ENGLISH

https://hal.nv.gov/form/DIDs/Client_Satisfaction_Survey_SPANISH

When emailing or texting survey use the link listed ABOVE.

One link is for ENGLISH and other for SPANISH.

Continue »

Closing number will be automatically assigned.

Survey Provided to Client (required)

Please Select ▾

https://hal.nv.gov/form/DIDs/Client_Satisfaction_Survey_ENGLISH

https://hal.nv.gov/form/DIDs/Client_Satisfaction_Survey_SPANISH

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Continue »

Be sure to select Continue in order to process closing the case.