How to transfer a case in LegalServer that has a known conflict after completed Intake.

1) Transfer a case from current office to Nevada Department of Indigent Defense Services.

Select **Actions** ➡ **Assign Close Refer** ➡ **Assign Case**.

   Note: Do not use **Reject**.

2) **Transfer case** and select **Office: Nevada Appointed Conflict Attorneys**.

3) **Program** should be **General.**

4) **Caseworker** will be **DIDS_Office Conflict_Notice**.

5) **Notes Case Assignment** – be sure to include if known, otherwise notate info unknown.
   a) **Case Number** i.e. 21-0000XXX.
   b) **Client Name and Contact (phone, email, etc).**
   c) **Court Location**
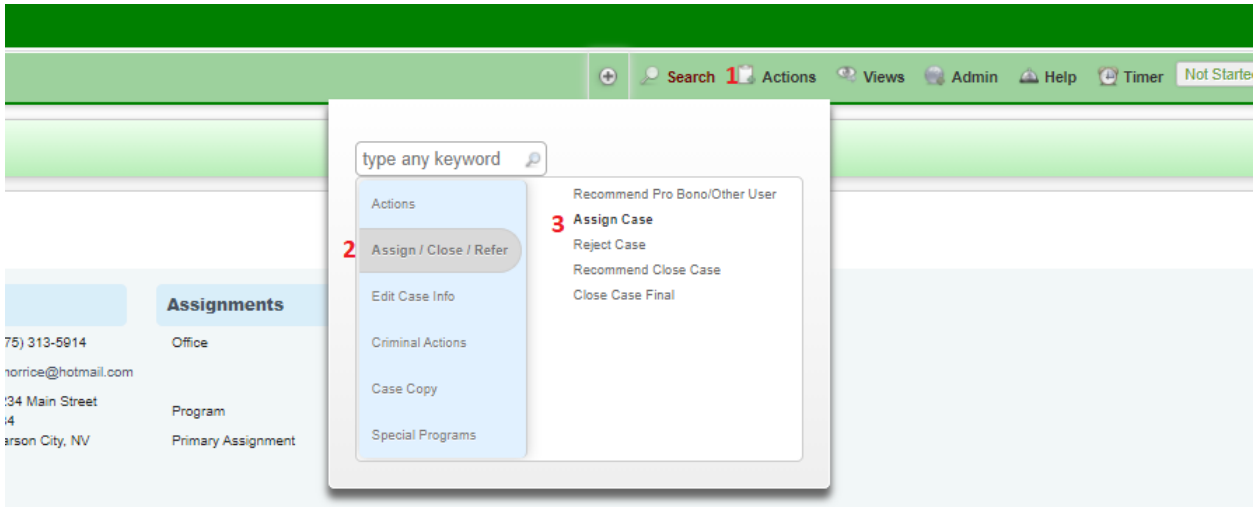   d) **Upcoming Court date and time.**
   e) **Type of court appearance**

6) **Communication** Send this note as an email to didscontact@dids.nv.gov.

7) Select **Continue** to complete the transfer.

1)

2)

3) and 4)

5)

Program *	General ▾
Caseworker *	Admin, Conflict Attorney ▾ ☐ Show Values for All Offices
Assignment Type	Primary
Notes	[ ]

Notes

Case Assignment	21-0000175 Ernest O. Hemmingway (775)555-1212 1st Judicial District Court (Carson City) 10/01/2021 09:00 Preliminary Hearing

Communication

Send this note as an email	Choose Recipients

6)

Communication

Send this note as an email	Don't Send Note
Recipients	Conflict Attorney Admin <didscontact@dids.nv.gov>>,

Enter a recipient's name or email, separated by commas.

Please note that the following text will be appended to your email:
* Assignment Information *
You've been assigned to a new case by Stanley Morrice.

Case: Ernest O Hemmingway (21-0000175)

Use the following url to view this case:
https://nevada-demo.legalserver.org/matter/profile/view/175

Please Note: You may be receiving this email because you were CCed by Stanley Morrice and not actually assigned.

Send this note as a message	Choose Recipients

7)

Continue »