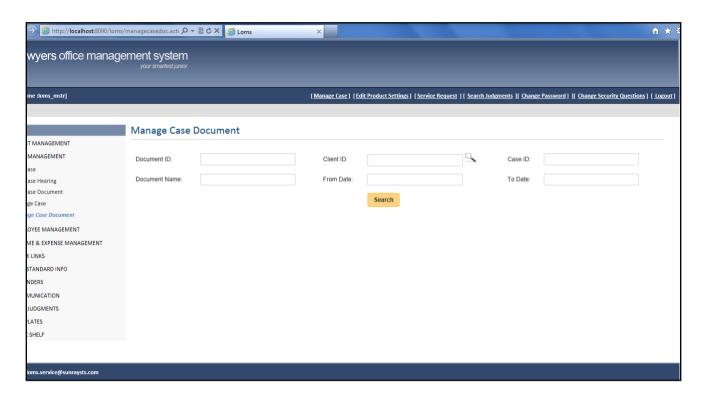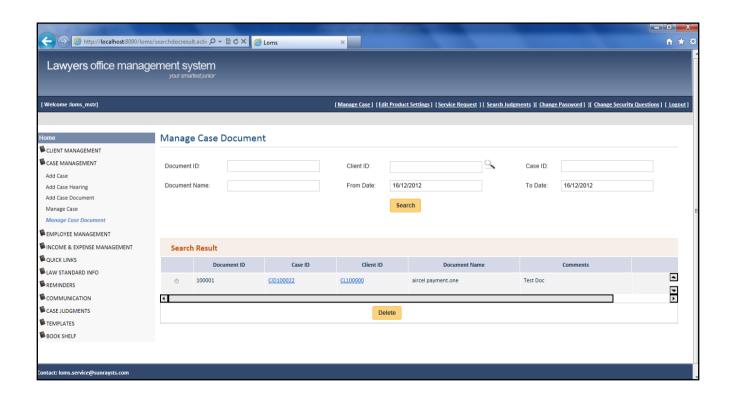# Delete Case Document

Step 1: Navigate to CASE MANAGEMENT > MANAGE CASE DOCUMENT link

Step 2: Enter the value for any one of the field (Document ID / Client ID / Case ID / Document Name) or a Date range in From Date and To Date as shown below and click SEARCH button

Step 3: Select the document you wish to delete and Click on the Delete button. A pop up will show up with the message, **"Are you sure want to delete the record?"** Click **YES** to delete else click on **CANCEL.**