

Deleting a Process

In certain instances, you may need to delete a process from a Foreign National's (FN's) file (e.g., if an individual does not wish to pursue all the processes started or a process was created in error).

Notes:

- New cases or processes will not generate a case creation fee if deleted within 24 hours.
- Once processes are deleted, they cannot be restored.

The following steps apply only if an FN's file has more than one process assigned. If there is only one process and you still wish to remove it, then the entire FN file must be deleted.

To delete a process from an FN's file:

1. Search for the FN for whom you need to delete the process.
2. Select the **Processes Forms** tab from the FN's case file.
3. Click **Assignments**.
4. Select the specific process you wish to delete from the drop-down list that appears in the **Case Assignment** section.
5. The screen will refresh to show the process.
6. Click the **Delete Process** button in the lower right.
7. A warning box will appear asking for verification of the deletion.
8. Click **Yes** to proceed.

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