

Recall Cases from OSDC

Resources:

- [DCART Guide](#)
- Refer to Section 01 General Information, [01-06 Separation of Duties](#)

Procedures:

Responsible Action

District Clerk

1. A case may be recalled from OSDC if:
 - a. if the case was initially transferred to OSDC in error,
 - b. by court order.
2. To recall a case from OSDC, the court is to sign on to the OSDC website to initiate the recall. **Specific reason** must be stated and “Per Judge’s Order” isn’t sufficient and could be rejected.
3. Only upon receipt of a confirmation email from OSDC can the case be recalled in CORIS.
4. If a case must be resent, OSDC requires the court to wait one week prior to resending. The clerk other than the clerk who recalled the case verifies the new amount owing before resending. When the case is paid in full, the FTA/FTC should be adjudicated.