Deleting Duplicate DocuSign Forms

When creating multiple (duplicate) DocuSign forms and only completing one of them, reminder emails will still send for the unfinished forms.

Step-by-step guide

Be aware that if you delete an in-process form you sent, manage, or is shared with you, it will also void the transaction for all recipients.

**IMPORTANT:** Deleted forms remain in your Deleted bin for only a short time (less than 24 hours), after which they are removed permanently and cannot be recovered.

To Delete outstanding duplicate forms:

1. From the Home page, click on Action Required (or Waiting for Others if it was sent to another party).

2. Locate the duplicate pending form that you want to delete. Click the drop-down arrow and select Delete.

3. The form is deleted and placed in your Deleted bin.

For additional information, including how to retrieve a deleted form, see the link below to the source information at the DocuSign website.

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