

**ADMINISTRATIVE DIRECTIVE
OF THE
CHIEF JUDGE OF THE COURT OF COMMON PLEAS
OF THE STATE OF DELAWARE
NO. 2008-1
E-FILING PROCEDURES**

This 25th day of June 2008, IT IS HEREBY DIRECTED pursuant to *10 Del. C. §1302(d)*, the authority being vested in the Presiding Judge as the administrative head of the Court during the term of his or her appointment;

AND APPEARING THAT:

The Judiciary is implementing a Civil and Criminal case management system which includes an e-file component. The civil component of the case management system has been implemented in the Sussex County Court of Common Pleas and will be implemented in other counties in the very near future.

IT IS THEREFORE DIRECTED THAT:

A) The following cases are required to be e-filed in accordance with *Civil Rule 79*, as follows:

- 1) All consumer debt actions;
- 2) All proceedings to confirm arbitration awards pursuant to Title 10, Section 5702, of the Delaware Code of 1974, as amended; and
- 3) All proceedings by an attorney who has filed eight (8) or more proceedings in the past twelve (12) months, from the effective date of this directive.

B) The following cases may be e-filed, but are not required to be e-filed:

- 1) Proceedings filed by pro se litigants;

- 2) Proceedings commenced by the State of Delaware;
 - 3) Subsequent filings in pending cases filed prior to the effective date of this directive;
 - 4) Any proceeding by an attorney, not required by (A)(3) above, who has registered with the Court and has completed the necessary documents; and
 - 5) Any filings where an appeal is docketed to the Court from a prior proceedings in any other court, administrative board or agency.
- C) The term “document” as used in *Civil Rule 79* shall apply to the following filings:
- (a) Praecipe;
 - (b) Summons;
 - (c) Complaint (which shall include exhibits);
 - (d) Responsive pleadings;
 - (e) Third-party pleadings;
 - (f) Motions (but shall not apply to notice of such motions); and
 - (g) Supplemental pleadings.
- E) This Directive is effective August 1, 2008.

BY THE CHIEF JUDGE

/s/ Alex J. Smalls
Chief Judge