E-FILING

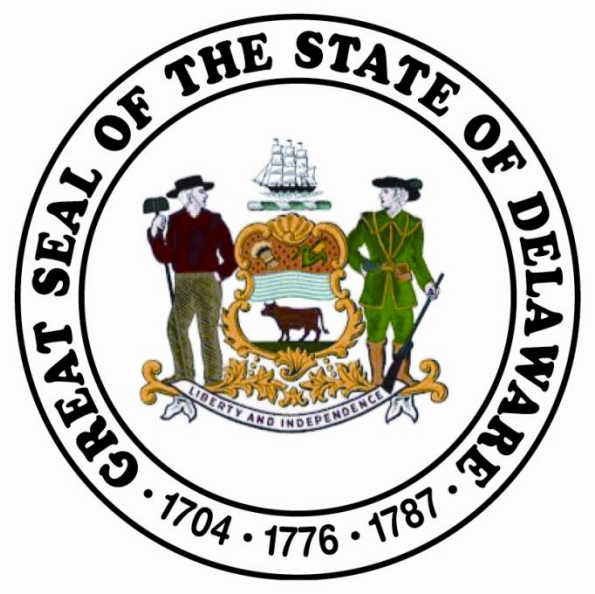
in the

STATE OF DELAWARE

COURT OF COMMON PLEAS
&
JUSTICE OF THE PEACE COURTS

Last Update: May 7, 2014

See Page 4 for Details



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Current Updates for May 7, 2014

Modification made to 'Appendix' section, resulting in new paging numbering. Original Appendix A was combined with Appendix B, to better explain process of submitting Alias and Amended filings in JP Court.

December 8, 2011

No procedural or informational changes. Just re-did a couple screen-shots for clarification and correction.

REQUESTING A COURT DEBIT ACCOUNT

E-filed cases can be paid via a Court Debit Account or by Credit Card.

A Court Debit Account is money on deposit with the Courts against which filing fees are automatically deducted when the filing is accepted by the Court.

The same Court Debit Account can be used at any JP or CCP Civil Court in the State.

To establish a Court Debit Account, complete the application available online at the Delaware Courts' E-Filing website:

http://courts.delaware.gov/efiling

Click on "complete this application" link

Fill out the Form, print it out, and mail or fax it to the address shown at the bottom of the form. Do not send any money with the application.

Once this account is established, it can be funded using Cash, Cashier's Check, Certified Check, Money Order, or with a Credit Card. The Courts are also accepting Business Checks from Attorneys' Offices.

You also have to add the Court Debit Account number to your eFlex logon profile (see "My Profile" in the Table of Contents for more information).

E-filing with a Credit Card:

The Courts do not keep Credit Card information on file. Therefore, the Credit Card information will have to be entered for each filing sent to the Court.

ACCESSING EFLEX

eFlex is accessible from any internet browser. NOTE: The Logon Name and Password you establish are case sensitive.

THE TRAINING VERSION

Can be used at any time to practice using the system:

http://training.eflex.courts.delaware.gov/ecfTrain/

The logon name for training is "ATTORNEY", and the password for training is "ATTORNEY". You will be logged-in as "Andy Train Attorney".

You can use this to practice filing or show it to someone else in your office. You will not be sending any actual data to the Courts, nor will you receive any responses from the Courts.

THE LIVE PRODUCTION VERSION

- Go here to request a logon (see next page for instructions)
- Use your logon here to access the Eflex system:

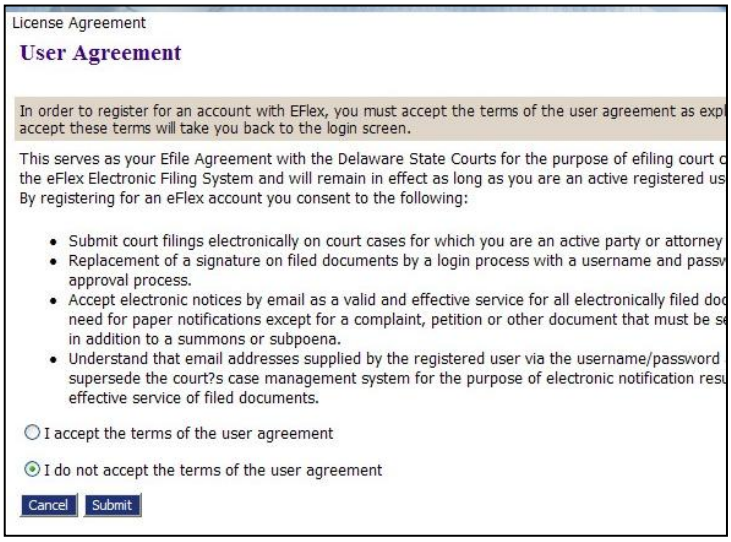
http://courtsefile.delaware.gov/ecf/

NOTE: You must logon as a Form 50 Agent or as an Attorney in order to e-file (unless filing Pro-Se). Therefore, establish logons for all Form 50 Agents and all Attorneys. Then, any support personnel can use these logons to accomplish the actual filings.

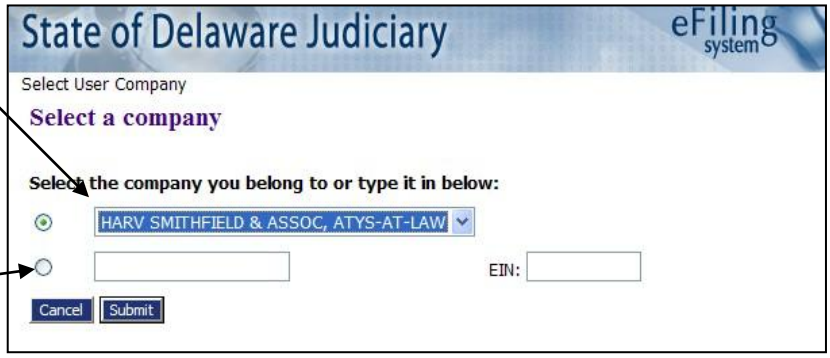
REQUESTING A LOGON

To establish a password and logon, go to the **<u>Live Production Version</u>** (see the internet address on the previous page), click on the 'Request Access' button, and complete the on-line screens.

On the first screen, select "I Agree" to the Terms and Conditions, then hit the Submit button.

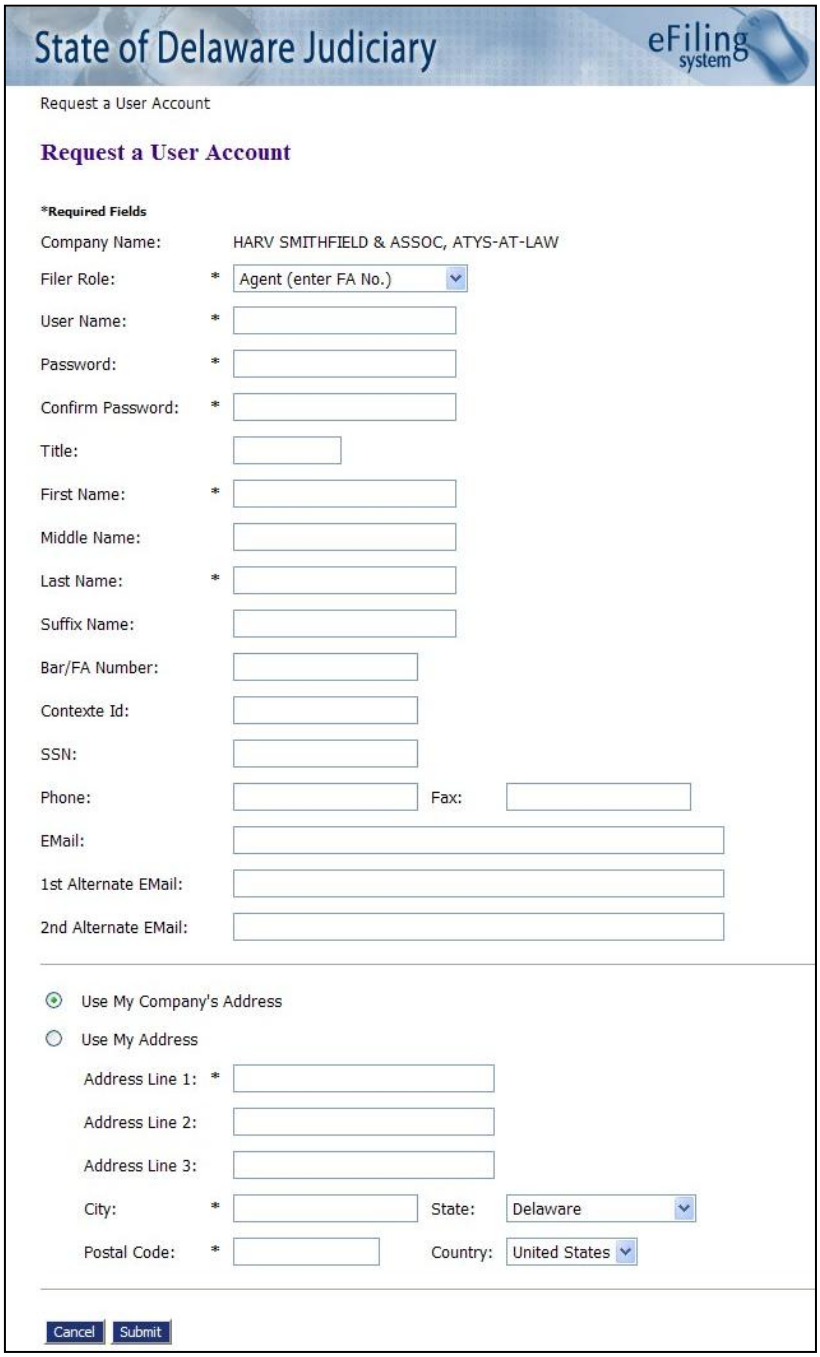


On the next screen, select your Company or Firm name from the drop down box list. Pro-Se filers, select "PRO SE (SELF-REPRESENTED FILERS)".



If your company is not in the list, select the 2nd radio button and type-in your company or firm name, and it's EIN #.

On the final screen, complete the information shown:



Filer Role: Select

User Name: Can be anything you desire

Password: Anything you want, enter twice

Title: n/a

First Name: Required

Middle Name: Optional

Last Name: Required

Suffix Name: Optional

Bar/FA Number: Enter Bar ID's in 6 digits (pad front of # with zeroes); For FA #, include the "FA" and the number (no spaces, no number signs). Pro-Se filers: skip this field.

Contexte ID: Only for Pro-Se filers (leave blank if not known).

SSN: Leave blank.

Phone: Required

Fax: Optional

Email: Required. All E-mail addresses entered will receive notices of actions on this person's case filings.

Company Address: Leave marked if using your company's mailing address.

Use My Address: Enter a different mailing address if necessary.

Submit. When your logon is approved, you will receive a confirming email (usually in less than 1 business day).

Please note that the logon name and password you select <u>are</u> case sensitive, and only work on the Production URL.

DOCUMENT PREPARATION

All paperwork currently sent to the Court when filing a Case or Subsequent Action must now be attached to the e-filed case in PDF format.

There are several ways to create a PDF document:

1. Your Word Processor (such as Microsoft Word 2007©) supports direct saving of a document in PDF format.
2. Use a scanner. Papers put through a scanner are automatically saved in PDF format.
3. Use PDF Creation software – available in "File / Print" (the software appears in the Printer list, but sends documents to the hard drive in PDF format rather than printing them)

Electronic Signatures are now acceptable on all documents filed with the Courts (except those documents that require a Notary to witness a signature). Examples:

/S/ HARV SMITHFIELD 102030
/S/ MIKE REED FA900

If in doubt about what documents need to be attached to your e-filings, please call the appropriate Court for more information.

<u>Document restrictions</u>:

JP COURT: Each PDF document should be less than 1.00 Mgb (1 mega-bytes) in size, and not contain more than 10 pages.

CCP COURT:

Major Documents – Max 15 pages / 2.00 Mgb

Examples of Major Documents:

- Initial Complaint (a scan of the Complaint, Praecipe, Form 30 Interrogatories, and Certificate of Value).
- Draft Summons
- Answer or Responsive Pleading
- Counterclaim, Crossclaim, or Third Party Complaint
- Motions

Supporting Documents / Attachments: No limit on pages or size, but keep them reasonable (30 to 50 pages max). Break up large Exhibits or Attachments by their tab or other logical division.

FILING A NEW CASE

When you first logon, this is the screen you will see.

Select 'New Case' to begin a new filing

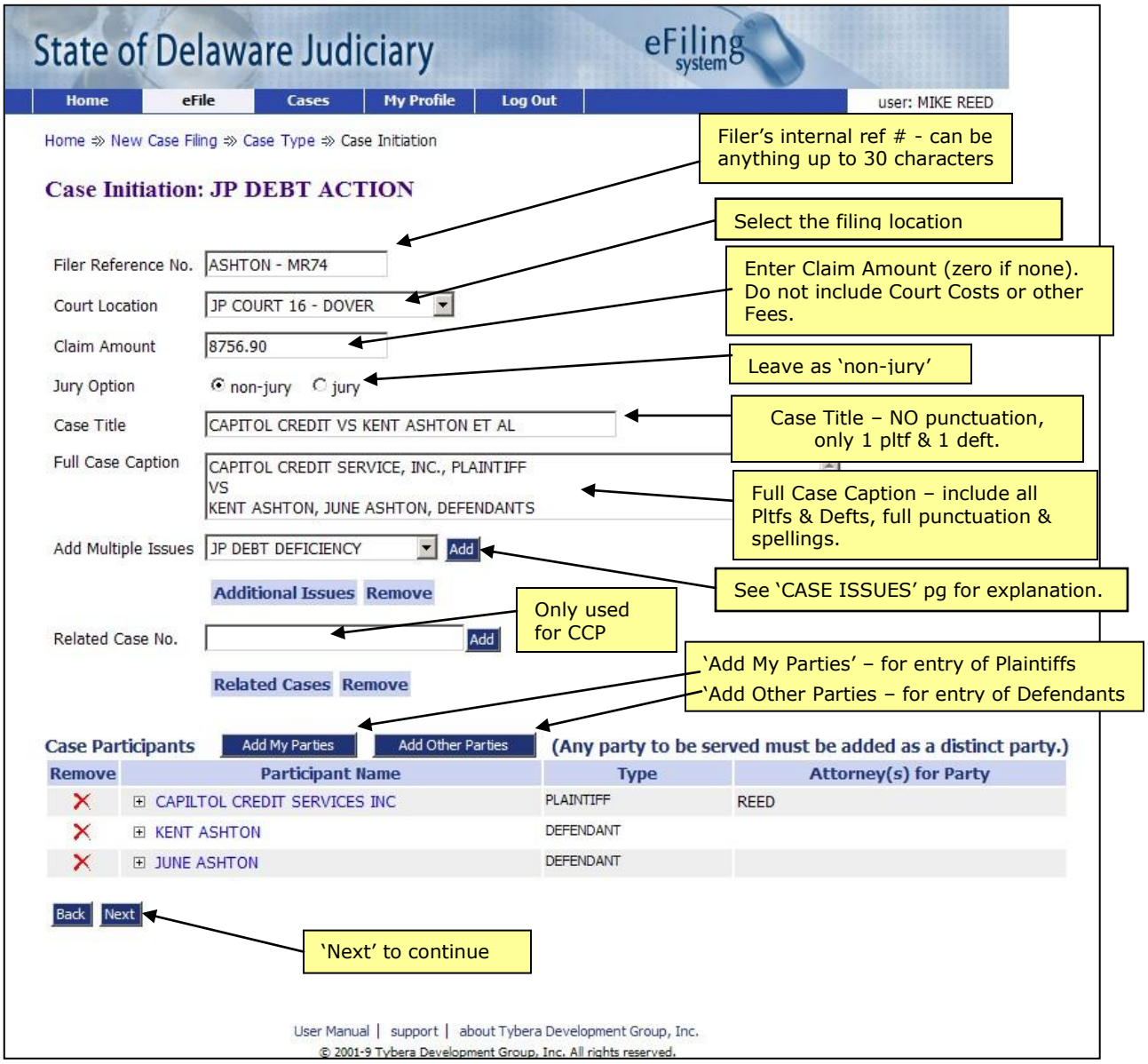
Select the Court in which you are filing:

CCP Court:

Select the Case Type to be filed

JP Court:

Case Initiation



IMPORTANT NOTE:

All data must be entered in CAPITAL LETTERS only. Do not use any lower-case letters.

Case Title

- ALL CAPITAL LETTERS
- **NO** punctuation: no commas, periods, single or double quotes, colons or semi-colons. Ampersands (&) as part of a business name are okay.
- Limited to 50 characters total.
- Only enter ONE PLANTIFF VS ONE DEFENDANT
- "**VS**" should always be used to separate the Plaintiff from the Defendant, and never put a period after it.

  DO NOT use any of these: V V. VERSUS VS.
- Shorten the Plaintiff's name, if necessary, to fit the required minimum information in this field (but avoid use of punctuation when doing so). Also, use the same shortened version every time you file.

For JP Court:

If there is more than one Plaintiff, just enter one Plaintiff's name then put 'ET AL' after that Plaintiff's name.

If there is more than one Defendant, just enter one Defendant's name (first and last names), then put 'ET AL' after that Defendant's name.

For CCP Court:

Only enter one Plaintiff and one Defendant, even if there are more of either. DO NOT use the 'ET AL', ever.

Here's a few examples of correct entries:

```
XYZ APARTMENT MGMT VS JOHN RENTER SR
THOMAS CARPARTS LLC VS STEVE RASMOOR JR
EWING OIL CO VS RAY KREBS ET AL   (more than one defendant)
```

(for this last one, if in CCP, do not use the 'ET AL')

Here's some bad entries (and why, with corrected entry):

Incorrect entry (too long):

```
....x...10....x...20....x...30....x...40....x...50
LONG BRANCH APARTMENT MANAGEMENT COMPANY VS SARAH CONNER
```

Correct entry:

```
....x...10....x...20....x...30....x...40....x...50
LONG BRANCH APT MGMT CO VS SARAH CONNER
```

Incorrect entry (has punctuation):

```
TOM'S NEW CAR PARTS, LLC, VS. STEVE RASMOOR, JR.
```

Correct entry:

```
TOMS NEW CAR PARTS LLC VS STEVE RASMOOR JR
```

(more on next page)

Incorrect entry (has multiple Defendants):

```
EWING OIL CO VS RAY KREBBS AND DONNA KREBBS
```

Corrected (for CCP):

```
EWING OIL CO VS RAY KREBBS
```

Corrected (for JP):

```
EWING OIL CO VS RAY KREBBS ET AL
```

Full Case Caption

- Full use of punctuation is okay.
- Enter <u>all</u> Plaintiffs and Defendants
- Enter the complete names as they appear on the COMPLAINT
- Always use at least 3 lines:
  Line 1 – Plaintiff(s)
  Line 2 – VS
  Line 3 – Defendant(s)

- For multiple Plaintiffs, list them one after the other across the field, separated by a comma, or put each one on a separate line.
- The word "PLAINTIFF" should appear only once, after the final Plaintiff's name.

- On the next unused line, put "VS" (without the quotes and without a period)

- For multiple Defendants, list them one after the other across the field, separated by commas, or put each one on a separate line.
- The word "DEFENDANT" should appear only once, after the final Defendant's name.

Examples:

```
XYZ APARTMENT MANAGEMENT, PLAINTIFF
VS
JOHN RENTER, SR., DEFENDANT
```

```
EWING OIL CO., PLAINTIFF
VS
RAY KREBS, DONNA KREBS, DEFENDANTS
```

or

```
EWING OIL CO., PLAINTIFF
VS
RAY KREBS
DONNA KREBS, DEFENDANTS
```

Case Issues

JP Court LANDLORD-TENANT Cases:

Property Possession

Landlord/Tenant cases involving retaking possession of rental unit.

LLT Mobile Home

Whenever a LLT case involves a Mobile Home.

LLT Rules Violation

Renter violates rules and landlord demands possession. Include that portion of the lease which defines the rule that was violated as an additional Attachment to your filing.

JP Court DEBT Cases:

Debt Deficiency (Only used on certain Debt cases):

There is additional debt owed by a Defendant following the resolution of a prior case (a new Debt case is filed, and this issue is applied to the new case).

Debt LLT Relationship

Landlord suing after-the-fact for damages left behind by tenant; or, tenant suing landlord for return of security deposit.

CCP Court Issues:

Ignore – CCP Court does not use the Issues block.

Any Case or Court:

SECURITY:

Selecting 'Security' alerts the Courts to have Security personnel available for potential troublesome parties at the Hearing or Trial.

Related Case Number

Only used for CCP cases. If there is a related case in/from another Court (e.g., a JP case that has been appealed to CCP), enter that court's case number then select the 'Add' button. More than one case can be related to the current case being filed, if appropriate.

Adding the Plaintiff(s)

PLAINTIFF ENTRY SCREEN

From the Case Initiation screen, press the "Add My Party" button to access the Plaintiff input form (see next page for instructions).

Reminder: **ALL DATA IS TO BE ENTERED IN UPPER CASE ONLY**

ENTERING THE PLAINTIFF DATA:

Left Column:

Note: Do not change the 'Party Type' field shown. Leave it set to PLAINTIFF.

Select 'Company' or 'Person' radio button to identify the type of Plaintiff.

If the **Contexte ID** (also called 'System ID') is known, and the address has not changed from previous cases filed, enter it here and then complete only the Last Name field (Person's last name, or complete Business Name – **DO NOT USE** any punctuation). Go to the Right Column if needed for any other data entry, or go to the bottom and click the 'Next' button to save the Plaintiff information.

If the **Contexte ID** is known, but the address associated with it has changed from previous cases filed, or the **Contexte ID** is not known, leave this field blank and enter the following:

For a person, enter First Name, Middle Name (if known), and Last Name.

For a business, enter the complete Business Name (without punctuation) in the Last Name/Business Name field.

EIN, SSN and DOB: Do not use these fields – leave them blank.

Phone Numbers and E-Mail address are optional.

Confidential Address: Only use to keep addresses from public view if needed to protect an individual's safety.

Unknown: Check only if there is no known address.

Address: Please use the following US Postal guidelines:

- Do not use any punctuation when entering addresses.
- Use the most finite element of the address on the first line (e.g., an Apartment Number, or Unit Number, etc.), then put the street address on the second line. If there is no apt or unit number, put the street address on the first line.

Go to the Right Column (see next page for instructions).

Right Column:

Add an Attorney for this Party (or Agent):
Whoever logged-in to create the filing will be shown in the right column (as either the Attorney or the Agent for the Plaintiff). **NEVER** delete this person – they **MUST** be a party on the initial filing.

Add additional Agents or Attorneys by entering their Last Name, FA# or Bar ID#, select their correct 'role', then click the **Add** button.

Delete any (additional) unwanted Agent or Attorney from this filing by clicking the red 'X' next to their name – but **NEVER** delete the Agent or Attorney who was logged-on to do this filing.

Add Additional Aliases:
Not needed for Plaintiffs. If the Plaintiff has a "DBA", or "T/A" name, that should be entered as the first line of the address in the left column.

Add Additional Addresses:
Not needed for Plaintiff entry.

When the page is complete, click 'Next' to return to the Case Initiation Screen (DO NOT USE the **Back** button – this will erase all data entered on this page).

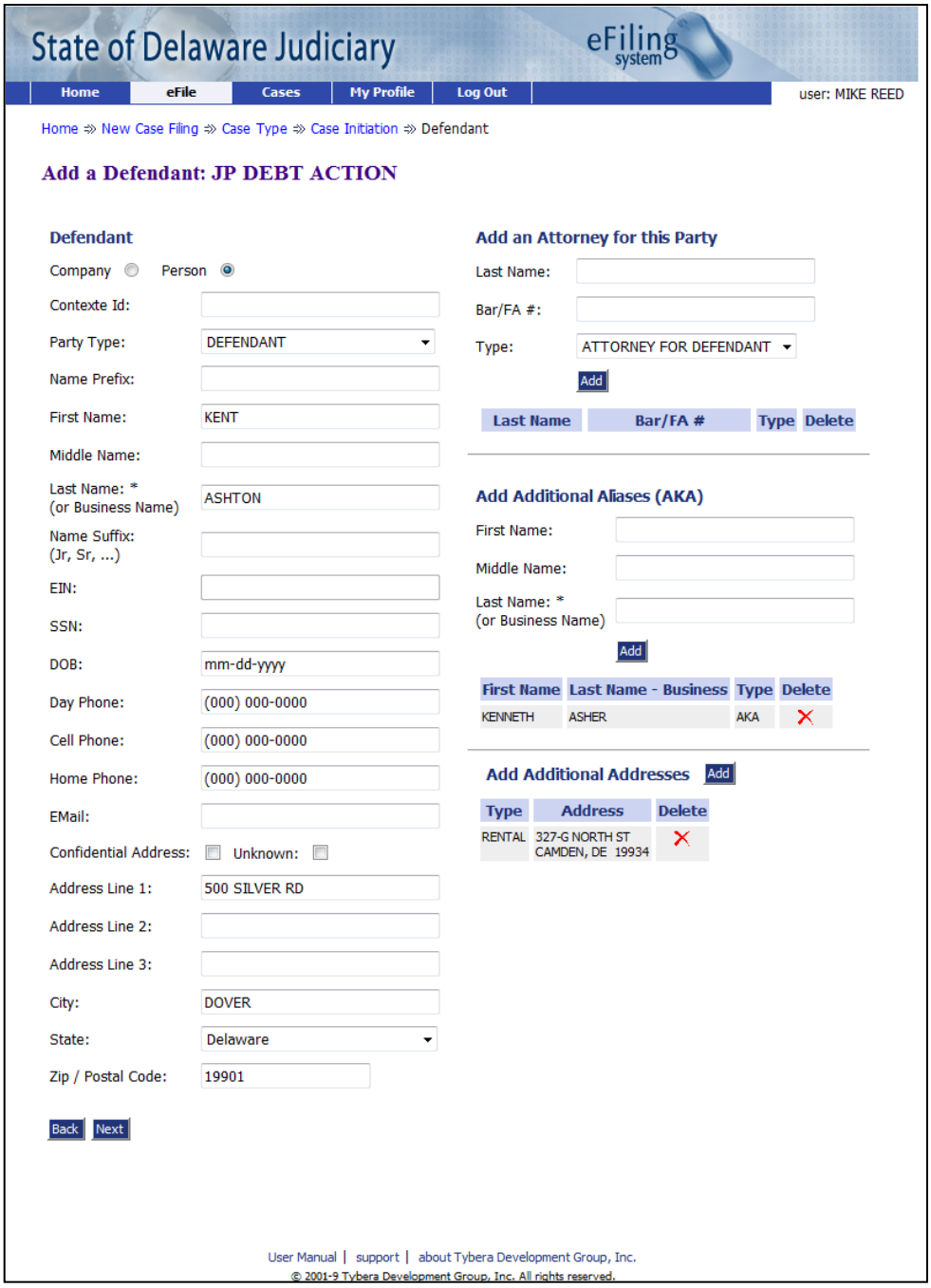
Re-select the "Add My Party" button on the Case Initiation screen to add additional Plaintiffs.

Adding The Defendant(s)

DEFENDANT ENTRY SCREEN

From the Case Initiation screen, press the "Add Other Parties" button to access the Defendant input form (see next page for instructions).

Reminder: **ALL DATA IS TO BE ENTERED IN UPPER CASE ONLY**



ENTERING THE DEFENDANT DATA:

Left Column:

Note: Do not change the 'Party Type' field shown. Leave it set to DEFENDANT.

Select 'Company' or 'Person' radio button to identify the type of Defendant.

If the **Contexte ID** (also called 'System ID') is known, and the address has not changed from previous cases filed, enter it here and then complete only the Last Name field (Person's last name, or complete Business Name – **DO NOT USE** any punctuation). Go to the Right Column if needed for any other data entry, or go to the bottom and click the 'Next' button to save the Defendant information.

If the **Contexte ID** is known, but the address associated with it has changed from previous cases filed, or the **Contexte ID** is not known, leave this field blank and enter the following:

For a person, enter First Name, Middle Name (if known), and Last Name.

For a business, enter the complete Business Name (without punctuation) in the Last Name/Business Name field.

EIN, SSN and DOB: Do not use these fields – leave them blank.

Phone Numbers and E-Mail address are optional.

Confidential Address: Only use to keep addresses from public view if needed to protect an individual's safety.

Unknown: Check only if there is no known address.

Address: Please use the following US Postal guidelines:

- Do not use any punctuation when entering addresses.
- Use the most finite element of the address on the first line (e.g., an Apartment Number, or Unit Number, etc.), then put the street address on the second line. If there is no apt or unit number, put the street address on the first line.

Go to the Right Column (see next page for instructions).

Right Column:

Add an Attorney for this Party:

<u>NEVER ADD AN ATTORNEY FOR THE DEFENDANT.</u>

Attorneys representing Defendants must add themselves to a case by filing an Entry of Appearance directly with the Court.

Add Additional Aliases:

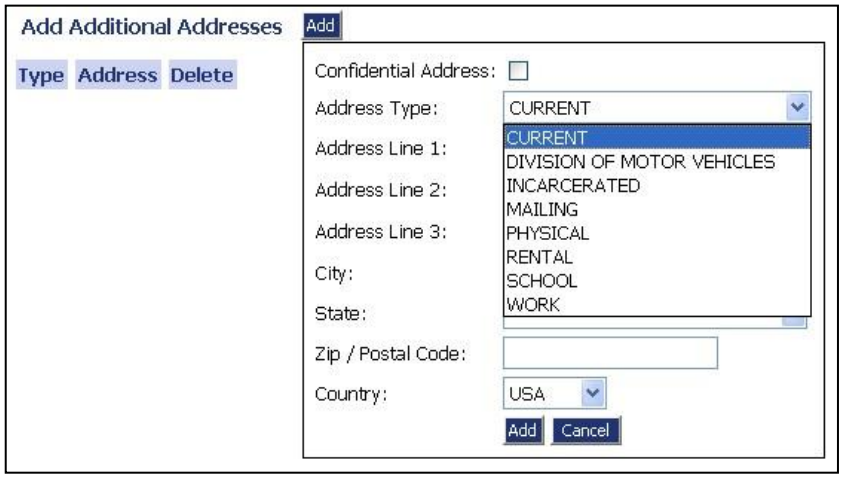
If the party in the left column has a known alias, enter it here and then click the **Add** button.

Add Additional Addresses:

The only time this is used is on Landlord Tenant cases, and only when the Defendant's Rental Address is <u>different</u> from their Mailing Address (can also be used on Replevin cases to indicate actual PHYSICAL location of property to be returned).

For LLT cases, the Mailing Address will have been entered at the bottom of the Left Column (see previous page). If the Rental Unit address is different, enter it here:

- Click on the 'Add' button next to the label 'Add Additional Addresses').
- In the expanded box, select the "RENTAL" address type.
- Enter the address, then click the lower 'Add' button to save this address.



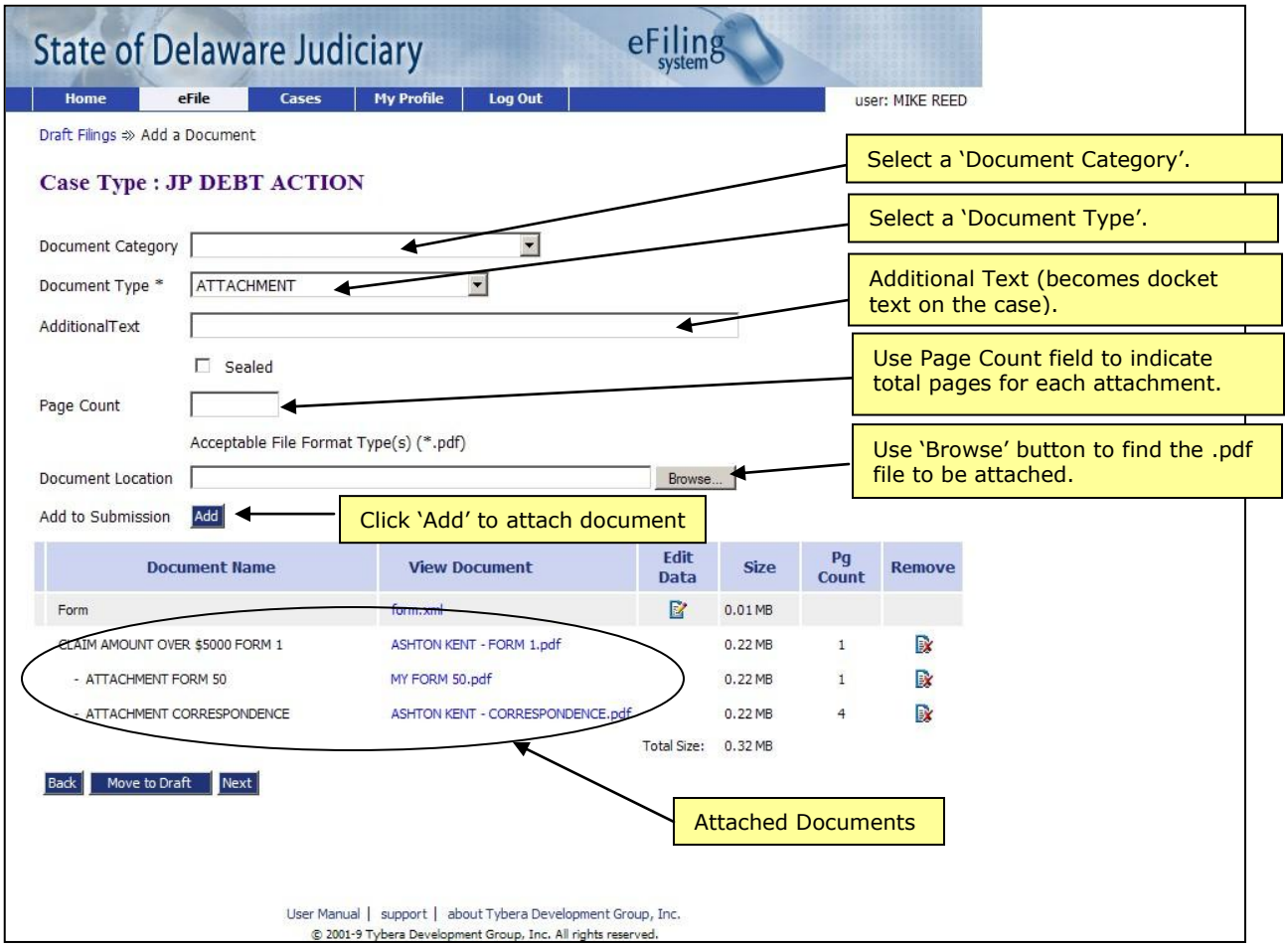
When the page is complete, click 'Next' to return to the Case Initiation Screen (DO NOT USE the **Back** button – this will erase all data entered on this page).

Re-select the "Add Other Parties" button on the Case Initiation screen to add additional Defendants.

Add A Document

When the Case Initiation Screen is complete, click the 'next' button and the 'Add a Document' screen will be displayed.

Attach all required documents to the e-filing. See the following pages for specific requirements for a JP Court filing or a CCP Court filing.



The selections available in the Document Type field change, based on the Case Type and the Document Category selected.

Except where a Document Category is required, leave the Document Category blank in order to have all possible Document Types to choose from.

JP NEW CASE FILINGS REQUIREMENTS

Each of the following documents should be attached separately, in the order shown, to all JP filings (except see Appendix C for Garagekeepers):

1. JP Complaint Form (the 'Form 1')
   Always attach the JP Complaint Form, by itself, as the first document.
   Document Category: "Initial Filings/Complaints".
   Document Type: From the drop-down list, select the correct Type (available selections are based on the type of Case being filed).
   Additional Text: Enter "FORM 1" (or "COMPLAINT")
   Page count: Enter the number of pages for the Form 1.
   Document Location: Browse to the location on your computer where the Form 1 was saved, and select it.
   Add to Submission: Select the 'Add' button.

2. Form 50 (if applicable)
   Always attach your Form 50 by itself as the second document:
   Document Category: "Initial Filings/Complaints".
   Document Type: Select "ATTACHMENT TO FILING"
   Additional Text: Enter "FORM 50"
   Page count: Enter the number of pages for the Form 50.
   Document Location: Browse to the Form 50 and select it.
   Add to Submission: Select the 'Add' button. A secondary screen appears asking to which existing document you want to 'attach' the Form 50. Select the 'Form 1' document; click 'NEXT'.

3. Correspondence
   Attach any correspondence you have had with the Defendant, along with any proof of mailing documentation. Scan all of these documents in as one PDF document (but not to exceed 10 pages).
   Document Category: "Initial Filings/Complaints".
   Document Type: Select "ATTACHMENT TO FILING"
   Additional Text: Enter "CORRESPONDENCE", or "5-DAY LETTER", or whatever is appropriate description of attachment.
   Page count: Enter the number of pages for this document.
   Document Location: Browse to the document and select it.
   Add to Submission: Select the 'Add' button. A secondary screen appears asking to which existing document you want to 'attach' the correspondence. Select the 'Form 1' document; click 'NEXT'.

4. For all other supporting documents:
   Document Category: "Initial Filings/Complaints".
   Document Type: Select "ATTACHMENT TO FILING"
   Attach the documents as done above in step 3.

Other Notes for JP Filings:

For Landlord-Tenant cases:

- the Rental/Lease agreement does not have to be scanned-in and attached to the initial filing.
- If possession is sought due to a Rules Violation, scan-in and attach that portion of the Rental agreement that lists the rule being violated.

For Debt cases:

- Just scan-in and attach that portion of the Debt contract which shows the amounts borrowed and owed, payment amounts, and interest rates and terms. Do not include the standard pages of legal-eze.

FOR ANY JP CASE:

Always bring multiple hard copies of **all** documents when you appear in Court for a hearing or a trial. This includes the Form 1, Form 50, Correspondence, Rental Agreements, Debt Contracts, etc.

FOR GARAGEKEEPER FILING:

Please see Appendix 'B' for details on what documents must be attached to you filings.

CCP NEW CASE FILINGS REQUIREMENTS

All CCP Filings should have the following attachments, and in the order shown:

1. Scan-in all of the following as a single document, in the order shown (exception – if you have a large amount of Exhibits and/or Affidavits, scan them in separately and 'Attach' them to the initial Complaint / Praecipe / Cert of Value document):

   Complaint
   Praecipe
   Exhibits / Affidavits
   Certificate of Value

   Document Category: "Initial Filings/Complaints"
   Document Type: Defaults to "COMPLAINT – [*CASETYPE*] FILED"
   Additional Text: Describe what documents are being added.
   Page count: Enter the number of pages for the scanned document
   Document Location: Browse to the document and select it.
   Add to Submission: Select the 'Add' button.

2. Summons - For each entity or person to be served, scan in that person's summons, then attached as follows:

   Document Category: "Initial Filings/Complaints"
   Document Type: Select either:
   "INITIAL SUMMONS: SERVICE BY SHERIFF REQUESTED"
   or
   "INITIAL SUMMONS: SERVICE BY SPECIAL PROCESS SERVER"
   Additional Text: Enter Defendant's name
   Page count: Enter the number of pages for the scanned document
   Document Location: Browse to the document and select it.
   Add to Submission: Select the 'Add' button. A separate screen (see Appendix D) will appear in order to specify who was issued the summons, and how it will be delivered. Complete this screen, then select 'NEXT'.

   Add a separate Summons for each Defendant to be served.

3. Subsequent Documents:

   Document Category: "Initial Filings/Complaints"
   Document Type: Select appropriate Type.
   Additional Text: Enter text to clarify type of document attached.
   Page count: Enter the number of pages for the scanned document.
   Document Location: Browse to the document and select it.
   Add to Submission: Select the 'Add' button.

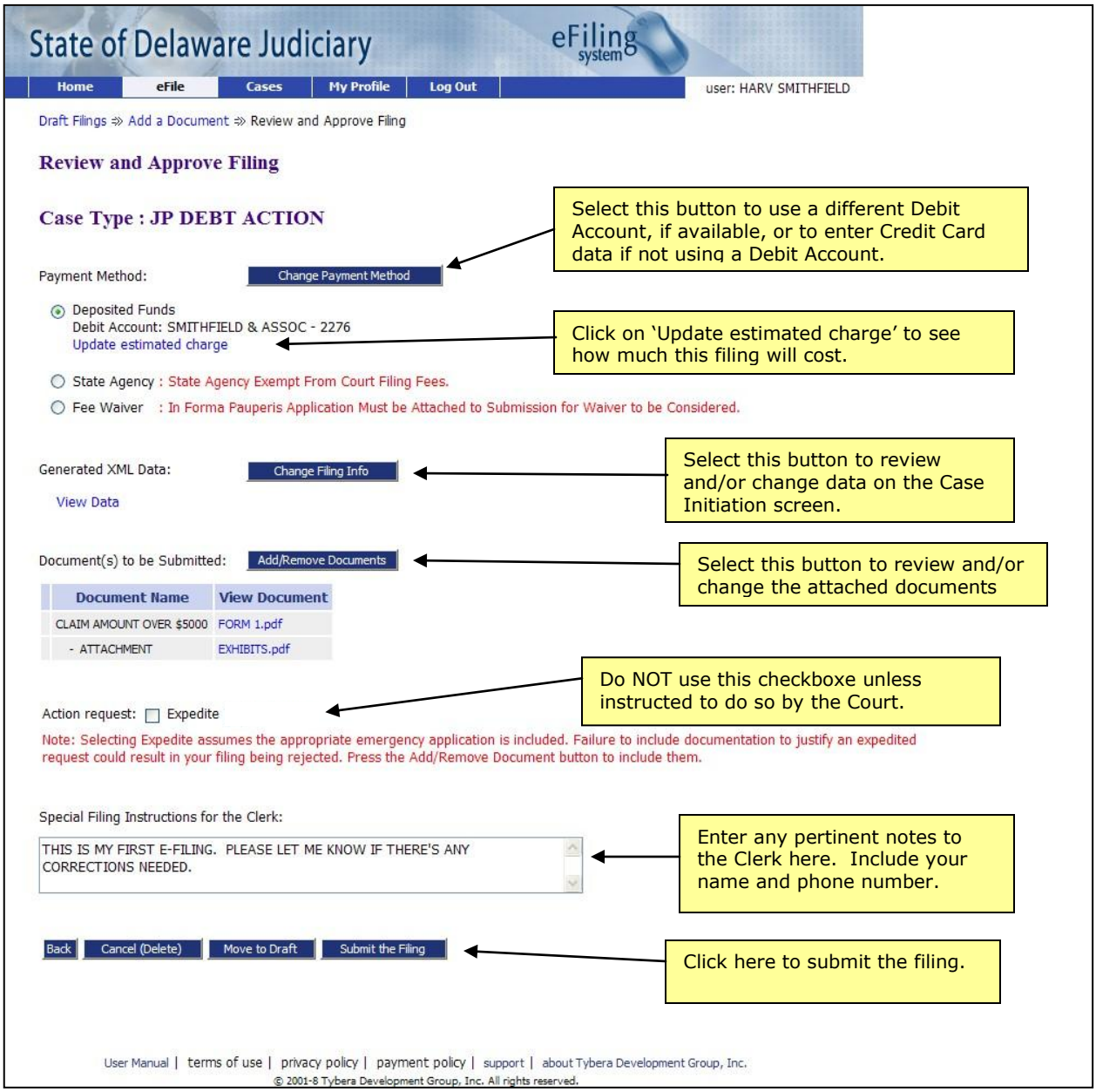
4. Motions should be filed as a single scanned image, in this order:
   Notice of Motion
   Motion
   Exhibits/Affidavits
   Certificate of Service
   Proposed Order

   Document Category: 'MOTIONS'
   Document Type: Select appropriate motion type from the list provided.
   Additional Text: If necessary, enter text to clarify type of document attached.
   Page count: Enter the number of pages for the scanned document.
   Document Location: Browse to the document and select it.
   Add to Submission: Select the 'Add' button.

FOR ANY CCP CASE:

Always bring multiple hard copies of **all** documents when you appear in Court for a hearing or a trial. This includes the Complaint, Praecipe, Certificate of Value, Exhibits, Affidavits, etc.

Review And Submit The Filing



A final box appears noting that your submission is complete. Click the 'OK' button to send it to the Court. When you click the OK button, your filing is clocked-in with the current date and time.

FILING STATUS

From the "Home" page, select the "Filing Status" option. A list of all filings submitted to the court will be displayed. This list will include those approved or not yet processed by the Courts.

Status definitions:

Awaiting Approval – Your filing is waiting for a clerk to review it.

Rejected – Please refer to your e-mail notification to determine why (or click on the word 'Rejected' to see reason).

In Draft – A previously rejected filing which you have fixed and resubmitted to the Court. The corrected filing will be at the top of the Filing Status list, and the formerly rejected version will still be listed separately, but with the status changed to 'In Draft'. Retain the old version with the 'In Draft' status until the corrected filing has been accepted by the Court.

Filed – Your filing has been reviewed and accepted by the Courts. This status will never change. Filed cases will automatically be deleted from this list after 60 days (but the case will remain active in the courts and continue to be processed).

Receipt Pending – A system error has occurred. If this status remains for more than two days, call the JIC Help Desk to find out why.

Fixing a Rejected Filing

When a filing is rejected by the court, an email will be sent listing the reason for the rejection. From the Filing Status, change the date to include the original date submitted (see email). The rejected filing will be identified by the status of 'REJECT' and the "RESUBMIT" button available on the right column. Select the 'RESUBMIT' button. This does two things:

1. Puts a complete copy of the filing in the "Draft Filings" queue.
2. Opens the case up on the 'Add A Document' screen.
   - Make any change necessary here, or use the 'Back' button at the bottom of the page to move back to the Case Initiation screen and make any changes necessary for that data.
   - Select the Next button to save changes and more forward until you reach the Review and Approve screen, where you can submit the corrected filing to the Court.
   - Once submitted, the draft copy will be removed from the Draft Filings queue.

PLEASE NOTE: When you send this back to the Court, it's as if you are sending it for the first time. Therefore, all documents that were included before (except for what you deleted, replaced, or fixed) must be left on the filing and sent in again.

FILING TO AN EXISTING CASE

Before eFiling to an existing case, which was originally paper-filed, two pieces of information must be known in order to retrieve the case: 1) The Case Number, and 2) One of the participant's last name.

JP CASE NUMBERING SCHEME

Old system number: **9904002312** (YY MM nnnn CC)
where nnnn=next sequential number, and CC=Court # where filed.

As converted to new system: **J9904002312**
Appended a 'J' to the front of the number.

New Case Management System Numbers: **JP13-09-000005**

Court
Location
Year
Sequential Number

CCP CASE NUMBERING SCHEME

Old system number: **02-01-0043** (YY-MM-nnnn)

As converted to new system: **U502-01-0043**
Append U4, U5, or U6 to front of old number to designate in which County the case was filed (NC, Kent, or Sussex, respectively)

New Case Management System Numbers: **CPU4-09-000127**

Court
Location
Year
Sequential Number

From the Home list, select 'File to Existing Case':

If the case was originally paper-filed, enter the Case Number, and the Last Name of one of the Participants, below, then click 'Submit'.

If the case was originally eFiled, or has had a subsequent eFiled action, it will be available in the displayed list. Simply click on the appropriate blue Case Title to select it:

The Add A Document screen appears with the Case banner in yellow (see below).

Attach your documents here, just as you did with the initial case filing:

Document Category: Leave blank.
Document Type: Select appropriate Type.
Additional Text: Enter text if needed to clarify type of document attached.
[Do **not** use the 'Sealed' or 'Associate to Previous Filing' checkboxes].
Page count: Enter the number of pages for the scanned document.
Document Location: Browse to the document and select it.
Add to Submission: Select the 'Add' button.

NOTE: After attaching the first document for a given Document Type, do not use that same Document Type for additional attachments. Instead, use a Document Type of "ATTACHMENT TO FILING" for all subsequent documents on this same filing. Exception: Default Judgment requests - see Appendix D.

Click 'Next' to go to the "Review and Approve Filing" page, then submit the filing.

FOR JP FILINGS: There is a special situation that arises for any Alias or Amended Filing. See Appendices A for details.

FOR Either Court: If filing a Default Judgment request in CCP, the Judgment Information Screens appear (see Appendix C) when you press the ‘Add’ button.

FILING FOR THE DEFENDANT

To file on behalf of the Defendant (e.g., an Answer to a Complaint), use the 'File To Existing Case' screen to retrieve the case to the Add A Document screen.

Add the Answering document(s), and then press the 'Add' button. An additional screen will appear as follows:

Last Name: Enter the Agent or Attorney's <u>last name only.</u>

Bar/FA #: Enter the Form 50 ID# for Agents (ex: FA2536), or the Bar ID for an Attorney (ex: 009298). If the Attorney's Bar ID is less than 6 digits long, pad the front of the number with zeroes until it is 6 digits total.

Type: Choose 'Agent' or 'Attorney'

Press the 'Add' button

Enter a Checkmark which Participant this Agent or Attorney will be representing.

(See an example of the completed form on the next page)

Click the 'Next' button, and complete the filing.

Example of a properly complete Answer form: Here, Attorney Burr has added himself to represent Defendant Joseph Dalton:

Home ⇒ Existing Case ⇒ Add a Document ⇒ Answer

DEBT

Case Number : CPU4-09-005308 Case Title : CAPITOL CREDIT SERV INC

Jury Option ◉ non-jury ○ jury

ADR Option ◉ None ○ ADR Eligible

Add an Attorney for this Party

Last Name:

Bar/FA #:

Type: ATTORNEY

Add

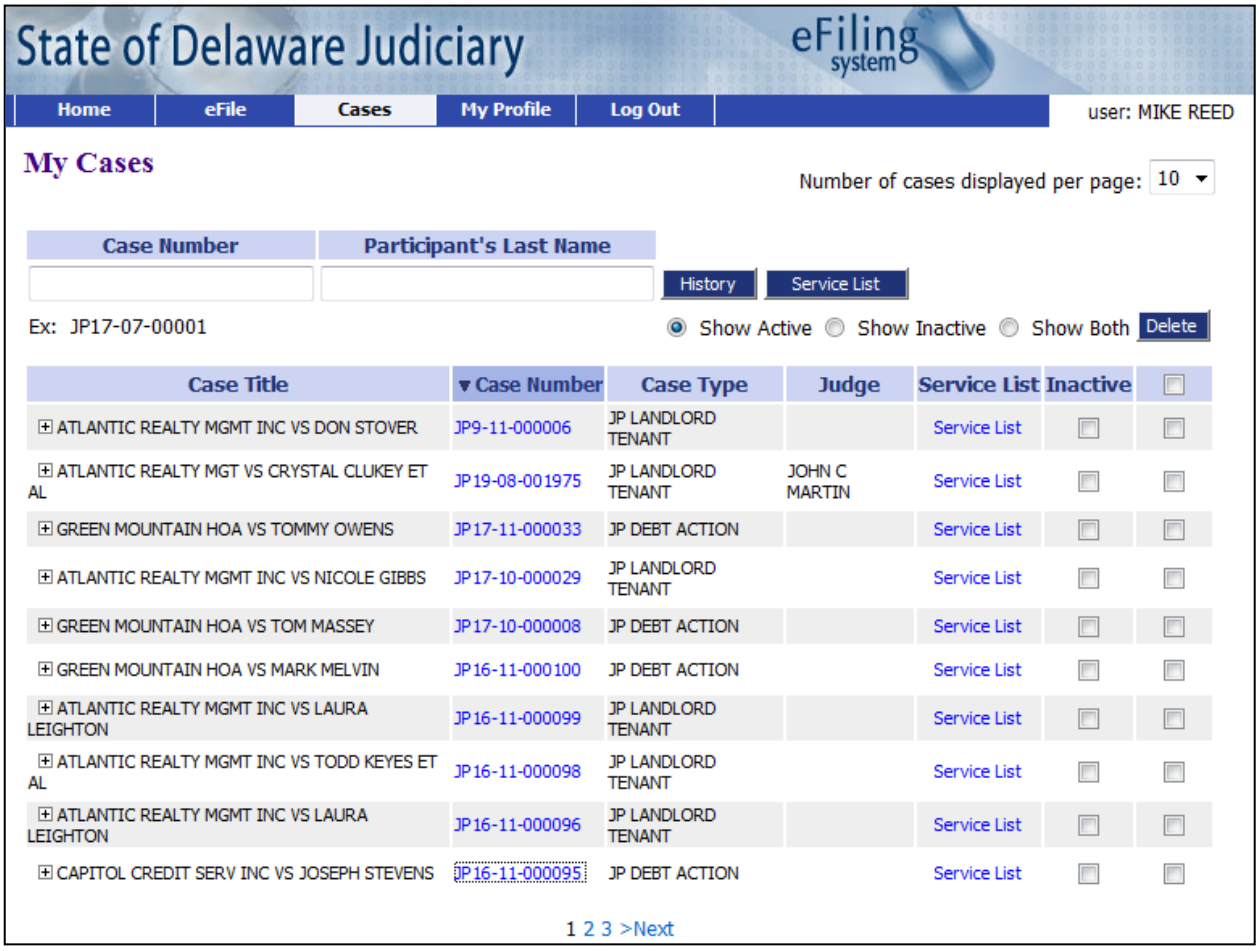
Last Name	Bar/FA #	Type	Delete
BURR	003489	ATTORNEY	✕

For	Participant Name	Current Role	Attor
☐	CAPITOL CREDIT SERVICES INC	PLAINTIFF	SMITHFIELD
☑	JOSEPH DALTON	DEFENDANT	

Back Next

MY CASES (Viewing Case History)

Available under the "Home" or "Cases" menu selections. Displays only those cases that have been e-filed (new or subsequent actions) on which you are a participant.



Click on the Case Number in order to open a separate browser window which will display the complete Case Summary (shown on the next page).

The 'Service List' link is not used – please ignore it.

NOTE: Do not delete cases from the 'My Cases' list until they have been satisfied. Early removal from this list will result in your not receiving any further e-mail notifications of actions on that case.

The Case Summary window, showing basic information about when and where the case was filed, all of the Participants on the case, the Docket (chronological history of the case), and any associated Documents that have been filed on this case. If a Document is in blue or magenta, you can click on it to see that document displayed on-screen.

State of Delaware Judiciary eFiling system

Case Summary for Case: JP16-11-000095

CAPITOL CREDIT SERV INC VS JOSEPH STEVENS

Case Number	JP16-11-000095	**Court**	JUSTICE OF THE PEACE COURT
Case Type	JP DEBT ACTION	**Location**	JP COURT 16 - DOVER
Opened	04-15-2011	**Judge**	
Status	NEW	**Jury Status**	Non Jury

⊞ Show/Hide Full Case Caption

⊟ Show/Hide Participants

Plaintiff[s]	Counsel of Record
CAPITOL CREDIT SERVICES INC	MIKE REED

Defendant[s]	Counsel of Record
JOSEPH STEVENS	

File Date	Case History
05-10-2011 Defendant	ANSWER FILED Filed by or in behalf of: JOSEPH STEVENS ANSWER FILED ANSWER FILED BY:JOSEPH STEVENS DATE FILED: 10-MAY-11
04-20-2011 Defendant	SERVICE RETURNED SERVED Filed by or in behalf of: JOSEPH STEVENS SERVICE RETURNED SERVED
04-15-2011 Court	NOTICE ISSUED SUMMONS - Docket entry for the letter produced from CCADREQ on 25-MAY-2011 by AOVONMIC. Filed by or in behalf of: Court
04-15-2011 Court	SERVICE ISSUED CERTIFIED MAIL Filed by or in behalf of: Court SERVICE ISSUED CERTIFIED MAIL
04-15-2011 Plaintiff	DEBT Filed by or in behalf of: MIKE REED
04-15-2011 Plaintiff	CLAIM AMOUNT $1000 TO $5000 Filed by or in behalf of: MIKE REED CLAIM AMOUNT $1000 TO $5000 FORM 1 - MISCELLANEOUS

<u>Additional Note for "My Cases" Screen shown on page 33:</u> This screen also allows the retrieval of <u>any</u> Case in any JP, Court of Common Pleas, or Superior Civil Court in order to view the Docket. Enter the Case ID and one of the Participant's last name in the fields shown at the top, then select the 'History' button. If you are a participant on the case, you will also be able to view any attached documents (except for Superior Court Cases – those documents are only available through the Lexis/Nexis system).

NOTIFICATIONS

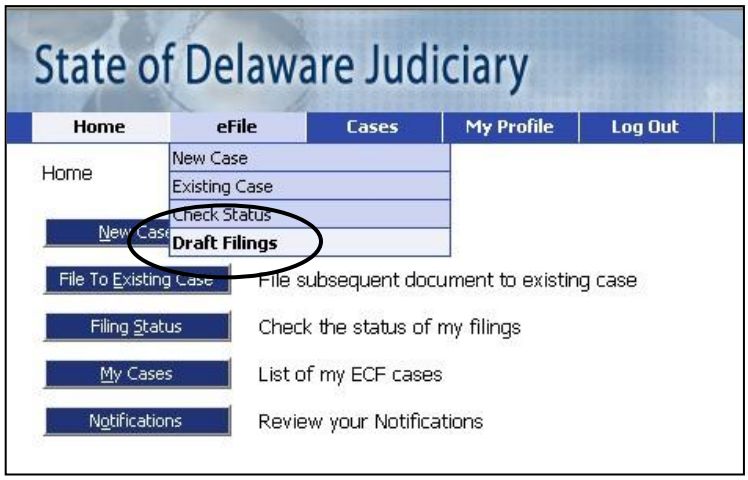
This option is available under the 'Home' or 'Cases' headers.

Displays the documents that have been filed on the case, regardless of who filed them (e.g., Answer from the Defendant), or documents created and scanned in by the Clerk on your case (e.g., Return of Service, or Notice of Scheduled Event). The document is available for viewing and/or printing by clicking on the blue Document link.

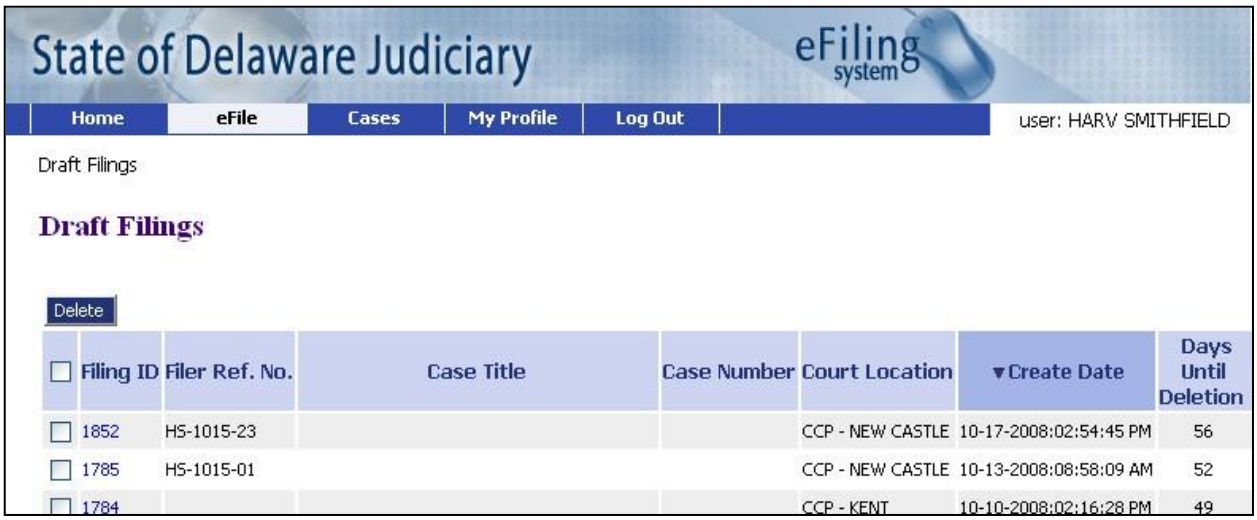
You will also receive an e-mail notification that a document has been added to one of your cases.

DRAFT FILINGS

Filings which have been moved to Draft are saved for 60 days.
To view all filings sent to draft status, under the "eFile" menu selection, choose "Draft Filings":



The screen displays all draft filings. Select the one to continue working with by clicking on the "Filing ID" number.



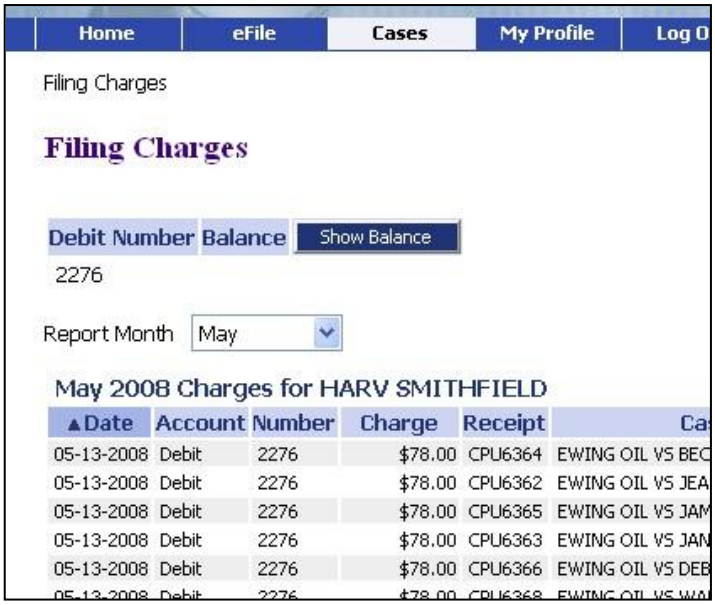
The filing will open on the 'Add a Document' screen. You can use the 'Back' button to regress to the 'Case Initiation Screen' if anything needs to be added or changed. Then use the 'Next' button to more forward to the Add A Document screen, add or change documents as needed, then use Next to go to the Review and Approve screen to submit the filing to the Courts.

FILING CHARGES

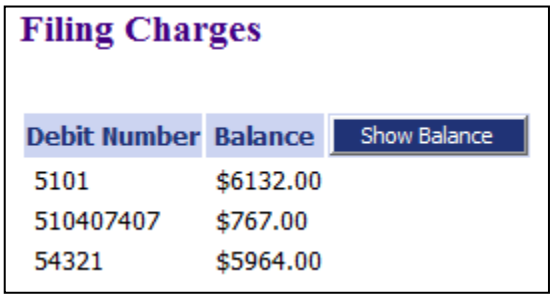
To see all of the Filing Charges incurred, do the following:

From the 'Cases' menu option, select 'Filing Charges'

Select the desired month to view. Display includes charges against your Court Debit Account and/or your Credit Card.



Also from this screen, you can click on the 'Show Balance' button to see the current Debit Account balance(s) (does not include any filings which have not yet been accepted by the Court).



MAKE A PAYMENT

No cases should ever appear on this screen, unless a deferral of the filing fee was requested. If you have not made such a request, and a case does appear here after it has been accepted by the Court, call the E-Filer Help Line and ask for assistance as to what should be done.

MY PROFILE

MY USER PROFILE

You can update any of your information that was submitted when you requested a logon on this screen, but this only affects the e-filing system.

Form 50 agents **must** also submit a revised Form 50 to the Chief Magistrate's Office in Georgetown. Likewise, Attorneys **must** still contact Supreme Court if any of their information has changed.

IMPORTANT: If you are an authorized user of a pre-established Court Debit Account, you must use the 'Add' button at the bottom of the screen to add the Court Debit Account number and description to your Profile, before you can use it. **DO NOT** use this space to enter Credit or Debit Card Numbers. If you are paying for your filings with a Credit Card, that information must be entered each time you file to the Court by using the 'Change Payment Method' button at the top of the Review screen.

CHANGE MY PASSWORD

You can change your e-filing password at any time, just by entering a new password twice. No confirmation of the change is provided, so just use your new password the next time you log into the e-filing system.

VIEW LOGIN HISTORY

This records any attempts at logging in to the e-filing system with your logon name where the password was entered incorrectly. The IP address of the specific computer from which the attempt was made is shown.

LOGOUT

If you have any incomplete filings, the system will ask you to confirm that you want to logout, before doing so. Select "YES" to logout or "NO" to be taken to your Draft filings list.

VIEWING RECEIPTS

After the Court Clerk has processed your filing, a receipt is generated. To view the receipt, do the following:

From the 'Home' selection, press the 'Filing Status' button.

On the Filing Status screen, change the date range to view, if necessary, to include the date of the filing (press the 'Go' button to refresh the screen).

From the list, find the case that was filed and accepted. If it has a status of 'Filed', click on the word 'Filed'.

Within the next screen will be a 'View Receipt' option in blue text. Click on this link to see and print your receipt on this case.

NOTE: Once a filing's status has changed to 'Filed', the above mentioned receipt will only be available for 60 days.

APPENDIX A - JP COURT ALIAS/AMENDED FILING

The process to submit an Alias or Amended filing is similar in eFlex. Both will require submission of new documents on existing cases. Therefore both start at the 'Existing Case' option.

Enter the case number and last name of a person on the case.

After attaching the Alias or Amended documents on the 'Add a Document' screen, the system will display a screen allowing the identification of participants on the case. If all participants are listed, simple re-identify one of them and press the 'Next' button.

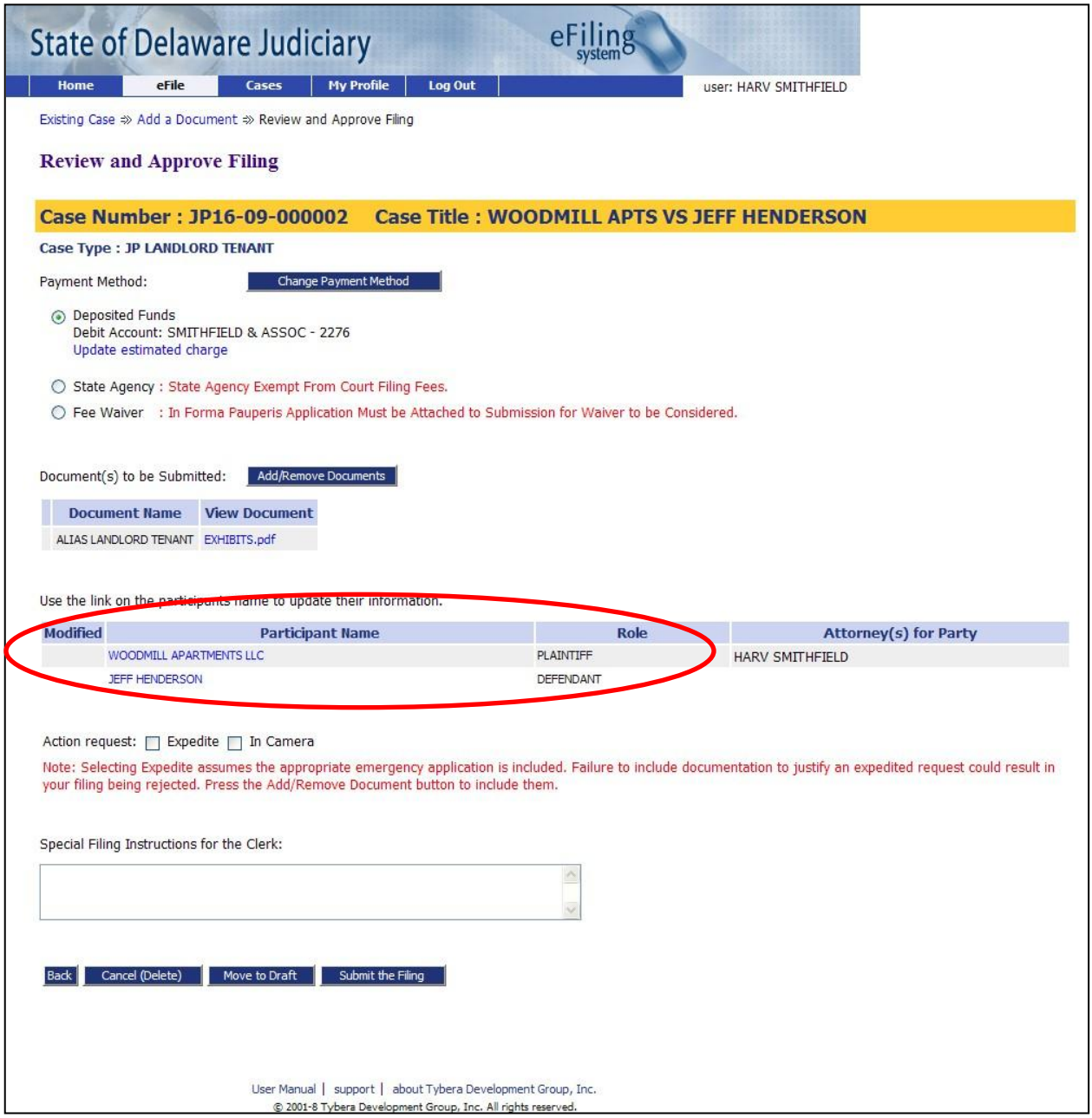
If new parties must be added, identify the existing participants and add only the **NEW** participants (those not listed) at the bottom of the screen. Do **NOT** re-add existing participants.

Then, click 'Next'.

The "Review and Approve Filing" screen will be displayed.

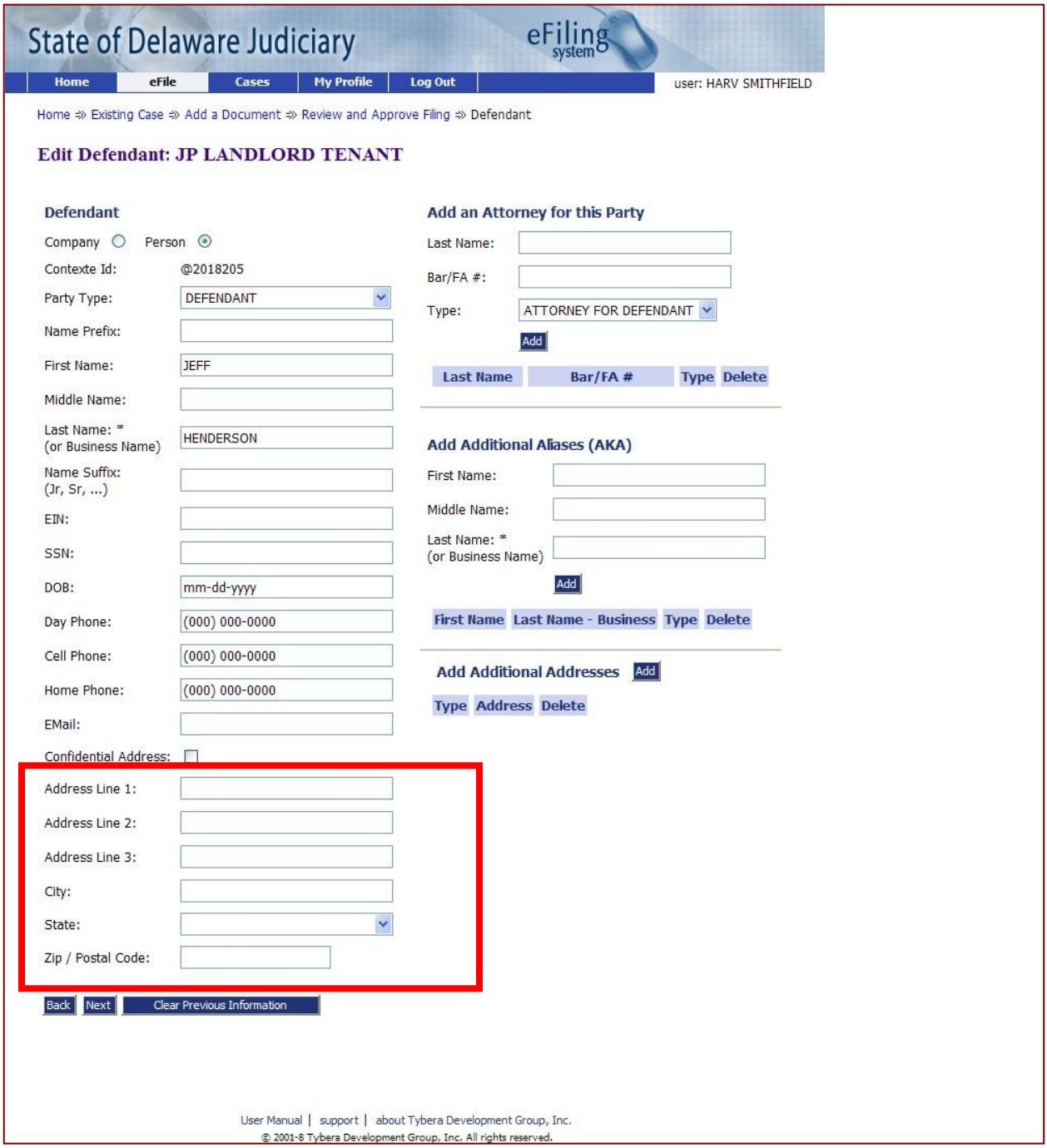
For Amended filings, review the submission and if correct use the "Submit the Filing" button to send this filing to the Court.

For Alias filings, look for section listing the Participants on the case. Click on the Participant's name (typically, the Defendant) to enter the modified information:



The Defendant's screen opens with the assigned Contexte ID number for this party, and no address is shown on the lower left-hand column.

Enter the **new** address for this party, including City, State, and Zip, then click the 'Next' button.



When you are returned to the 'Review and Approve Filing" screen, note the checkmark next to the Defendant's name, signifying that person's information has been modified.

Click on the "Submit the Filing" button to send this filing to the Court.

APPENDIX B – GARAGEKEEPER FILINGS

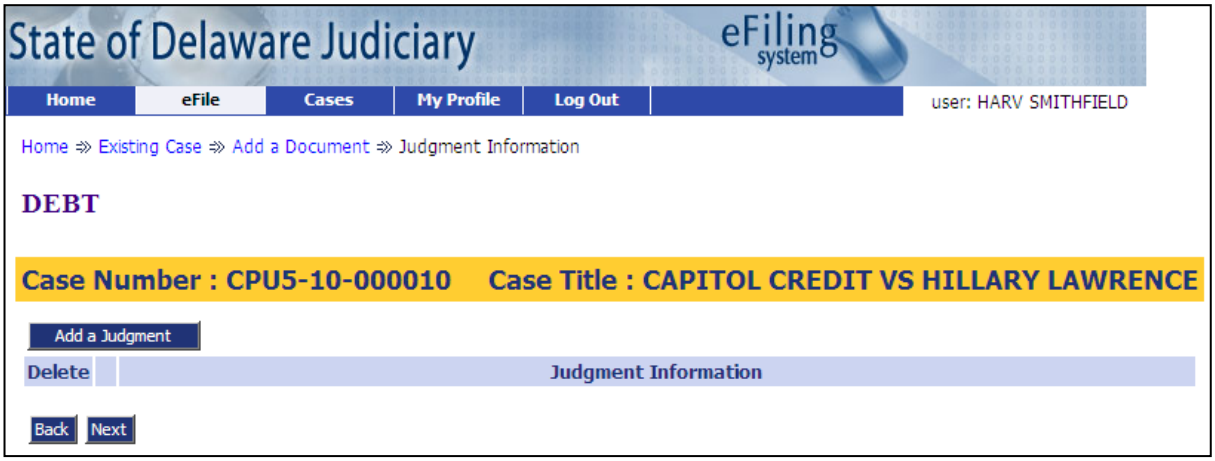
Documents for Garagekeeper Case Filings should be attached as follows:

1. Garage Keeper Package – Scan these in together as the first PDF document:
   Form 40 - Application to Conduct a Lien Sale
   Form 41 - Lienholder's Notice of Sale
   Form 42 - Answer to Lienholder's claim
   Form 43 - Authorization for Lienholder's Sale
   Document Category: "Initial Filings/Complaints".
   Document Type: Defaults to "GARAGEKEEPER *"
   Additional Text: Enter "INITIAL PACKAGE"
   Page count: Enter the number of pages in the PDF document.
   Document Location: Browse to the location on your computer where the PDF document was saved, and select it.
   Add to Submission: Select the 'Add' button.

2. Form 50 (if applicable). Always attach your Form 50 by itself as the second document:
   Document Category: "Initial Filings/Complaints".
   Document Type: Select "ATTACHMENT"
   Additional Text: Enter "FORM 50"
   Page count: Enter the # of pgs for the Form 50 PDF document.
   Document Location: Find the Form50 PDF document and select it.
   Add to Submission: Select the 'Add' button. A secondary screen appears asking to which existing document you want to 'attach' the Form 50. Select the GARAGEKEEPER document, then click 'NEXT'.

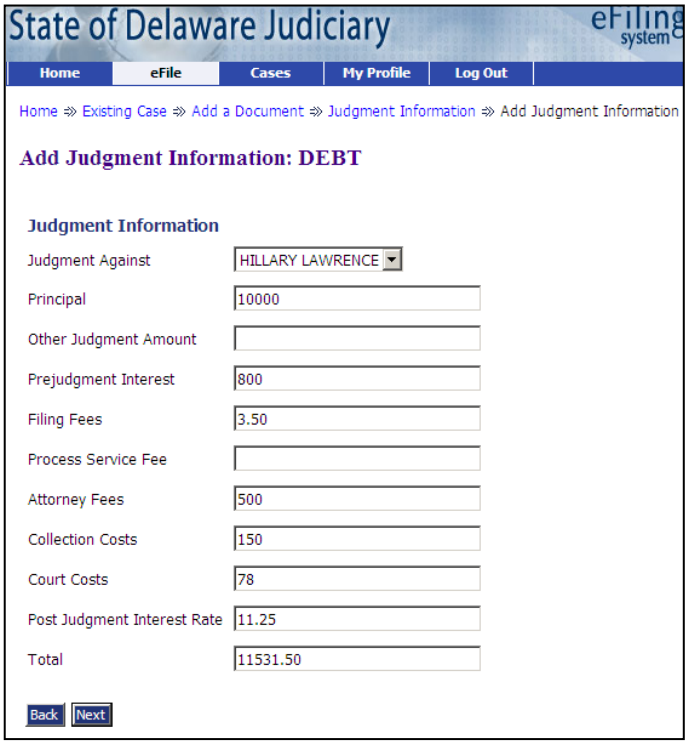
3. For all other documents, including bills, DMV report, etc – Scan all together, but not to exceed 10 pages per PDF Document, and attach each as follows:
   Document Category: "Initial Filings/Complaints".
   Document Type: Select "ATTACHMENT"
   Additional Text: Briefly describe the PDF contents.
   Page count: Enter the number of pages in the PDF document.
   Document Location: Browse to the saved document and select it.
   Add to Submission: Select the 'Add' button. A secondary screen appears asking to which existing document you want to 'attach' this document. Select the GARAGEKEEPER document, then click 'NEXT'.
   Repeat step 3 for each additional PDF document, if necessary.

APPENDIX C - JUDGMENT FILING (either Court)



1. Click on the "Add a Judgment" button. The *Add Judgment Information* screen appears:

2. **Judgment Against**: Use the drop-down list to choose the appropriate Defendant.
3. Enter the judgment amounts. **<u>DO NOT</u>** use the $ sign, the comma separator, nor type any text in these fields – just numbers only. For Post-Judgment interest, if dollar amount is not yet known, enter interest rate requested (but DO NOT use the % sign).
4. Manually add up all amounts and enter on the Total line.
5. Click the "Next" button. The *Judgment Information* screen (top of this page) is again visible.



To enter a judgment for another party, complete steps 1 through 4 for the next Defendant. Only 1 Judgment, per Defendant, per attached Document allowed. If you need a 2nd Judgment on the same Defendant, upload and attach a separate Judgment Document, which will lead to this screen again when you add the document.

APPENDIX D - REQUEST FOR SERVICE (CCP only)

This screen will appear any time a Document Type has been selected on the 'Add A Document' screen which involves having to perform service or notification to other parties.

Service Document: Select the appropriate option from the drop-down list

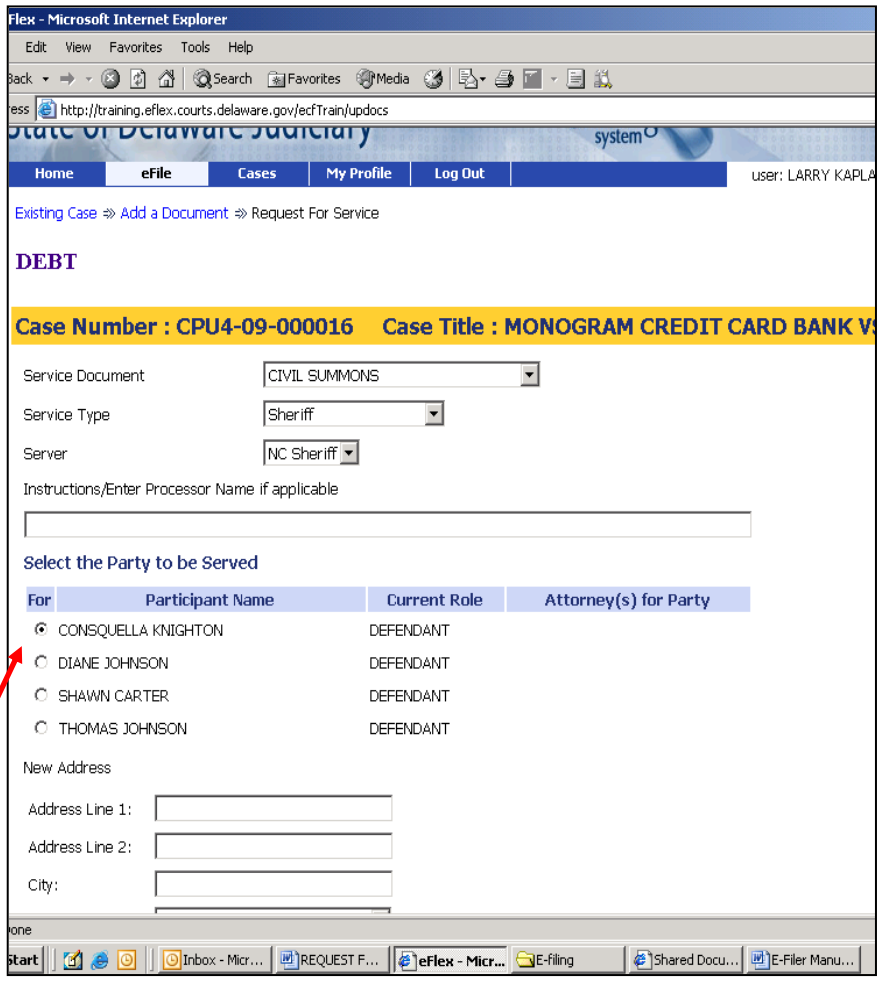
Service Type: Select appropriate Type

Server: Select appropriate Sheriff's Office (if applicable)

Instructions/Enter Processor... : Enter Special Processor's name, if used; otherwise, leave blank.

Click 'FOR' button to select a Defendant.

Leave "New Address" section blank.



By clicking 'NEXT, the system reverts back to the 'ADD A DOCUMENT' screen.

Attach a separate Summons for each Defendant and complete the Request For Service screen each time.

APPENDIX E – RETURN OF SERVICE (CCP only)

This process only applies if service was completed by a Special Process Server or other private service. If Service was by Sheriff, that office will provide the Return of Service document directly to the Court.

Filer Uploads Return

Use eFlex to file to existing CCP case

On the Add A Document screen, use the following selections to attach the Service Return document:

Document Category: Service Return – RETURN OF SERVICE

Document Type: Select from available options (ex: SERVICE RETURN – OTHER).

Additional Text: Enter all information provided by the process server regarding the return. For example, if service was accepted by other than the designated recipient, include a note as to who accepted the service and the date (ex: "SERVED TO JANE DOE FOR JOHN DOE ON DEC 16, 2009")

Page Count: Enter # of pages in the PDF document

Document Location: Browse and select the PDF document

Add to Submission: Click the 'Add' button

All Court of Common Pleas fees will be deducted via court debit account or by the use of a credit card

Note: Service returns and Execution returns from the Sheriff will continue to be returned to the Court for docketing.

APPENDIX F - EXECUTION WRITS (CCP only)

Filer Submits Request

Use eFlex to file to existing CCP case

NOTE: Be sure to enter the originally filed Judgment amount on the Writ.

Scan in the Request for Execution documents and the Writ as a single PDF file.

On the Add A Document screen, use the following selections to attach the PDF document:

Document Category: Select "Service Documents – REQUEST FOR SERVICE"

Document Type: Select one of the following:
REQUEST FOR LEVY
REQUEST FOR WAGE ATTACHMENT
VEND EXP REQUEST

Additional Text: None required

Page Count: Indicate # of pages in the PDF document

Document Location: Browse and select the PDF document

Add to Submission: Click the 'Add' button

Select 'Next' to go to the Review screen and submit filing to the Court.

After the Court Accepts the Filing, Filer Completes Service

- Receives electronic notification of the signed/sealed Writ
- From the Notifications folder, print the Execution Writ.
- Attach check for the Execution Writ payable to the Sheriff and deliver to the Sheriff of the appropriate county.

APPENDIX G - REQUEST TO TRANSFER JUDGMENT TO SUPERIOR COURT (from CCP only)

Filer Submits the Request Using e-Flex

To e-File the request to CCP, attach a single PDF document containing the letter requesting the transfer as follows:

Document Category: Leave blank
Document Type: Select "TRANSFER JUDGMENT TO SUPERIOR COURT"
Additional Text: Leave blank
Page Count: Indicate # of pages in the PDF document
Document Location: Browse and select PDF document
Add to Submission: Click the 'Add' button

Click the 'Next' button to see the Review screen and submit the filing to the Court.

After Court Accepts the Filing, Filer's Next Steps:

- Receives electronic notification of the signed/sealed documents.
- Documents are viewable in the Notifications folder.
- Electronically e-File petition in Superior Court using File & Serve.