

## **PROCEDURE TO REQUEST TO REVIEW A FILE/DOCUMENT OR REQUEST COPIES OF DOCUMENTS**

### **I. Request to Review a File or document**

- A. To request to view a file or document an email must be sent to the following person in the appropriate county. If the requestor does not have access to email, a phone call to the following person in the appropriate county is permissible.
- New Castle County: Linda Coursey via email at [Linda.Coursey@delaware.gov](mailto:Linda.Coursey@delaware.gov) or (302) 255-0740
  - Kent County: Kirra Britt via email at [Kirra.Britt@delaware.gov](mailto:Kirra.Britt@delaware.gov) or (302) 735-1902
  - Sussex County: Leslie Rementer via email at [Leslie.Rementer@delaware.gov](mailto:Leslie.Rementer@delaware.gov) or (302) 855-7399
- B. The request to review a file or document should include as much information as possible to assist the Court in finding the correct file or document.
- C. When a file or document is located, the Court will review the file or document for any needed redactions and then contact the requestor and schedule a date and time for the file or document to be reviewed in the Prothonotary's office.
- D. The Court will send a confirming Microsoft Outlook Appointment via email indicating the date and time scheduled for the review. If you requested via telephone, you will receive a phone call which will provide information regarding the date and time scheduled for the review.
- E. It is recommended that you bring your appointment confirmation or if you requested via telephone that you bring the information provided to avoid any possible confusion.

## **II. Request for a Copy of a Document**

- A. All request for copies shall be made in writing using the form provided on the Court's website at <https://courts.delaware.gov/superior/pdf/AdministrativeDirective2000-5.pdf>.  
Paper forms are available in each Prothonotary's Office.
- B. Requests may be submitted via email, mail or hand delivery.
- C. Requests are completed in the order in which they are received.
- D. Prothonotary staff will contact the requestor to notify the requestor that the request is complete and schedule a time for pick-up.
- E. Copy fees apply and must be paid at the time of pick-up unless other arrangements are in place.