

PROCEDURES TO USE THE PUBLIC ACCESS TERMINALS

I. Public Access Terminals

A. In New Castle County, there are currently six (6) public access terminals in the Judgement's Office on the first floor with approximately six (6) feet between each terminal. Each public access terminal will be assigned a number.

B. In Kent County, there are currently three (3) public access terminals in the Prothonotary's Office on the first floor with approximately six (6) feet between each terminal. Each public access terminal will be assigned a number.

C. In Sussex County, there are currently two (2) public access terminals in the Prothonotary's Office on the second floor with approximately six (6) feet between each terminal. Each public access terminal will be assigned a number.

II. Appointment

A. Access to the public access terminals will be by appointment only. To schedule an appointment you must contact the Court via email indicating "Public Access" in the subject line or telephone to request a date and time.

- New Castle County: Tenyah Franklin via email at Tenyah.Franklin@delaware.gov or 302.255.0603.
- Kent County: Carol Gondeck via email at Carol.Gondeck@delaware.gov or 302.735.1902.
- Sussex County: Leslie Rementer via email at Leslie.Rementer@delaware.gov or 302.855.7399.

B. Appointments will be scheduled in two (2) hour time slots. There will be three (3) time slots each day for each terminal:

9:00 a.m. – 11:00 a.m.

11:00 a.m. – 1:00 p.m.

1:00 p.m. – 3:00 p.m.

C. Appointments must be made at least 24 hours in advance and a person may only schedule one appointment per day. Appointments may not be scheduled on consecutive days; however, a person may request to be placed on a wait list to be contacted if space becomes available.

D. After scheduling an appointment, the Court will send a confirming Microsoft Outlook Appointment indicating the date, time and public access terminal assigned if you scheduled via email. If you scheduled via telephone, you will be provided information regarding the date, time and the assigned terminal.

E. It is recommended that you bring your appointment confirmation or if you scheduled via telephone that you bring the information provided to avoid any possible confusion.