

IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE

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| Register in Chancery  Kent County  38 The Green  Dover, DE 19901  302-735-1930 | Register in Chancery  New Castle County  500 N. King Street, St. 11600  Wilmington, DE 19801  302-255-0544 | Register in Chancery  Sussex County  34 The Circle  Georgetown, DE 19947  302-856-5775 |

**Quick Reference Guide**

**for Self-Represented Litigants filing in the Court of Chancery**

1. Self-Represented Litigants (or Pro Se) are permitted to electronically file in civil action cases only.
2. Pro Se persons cannot file a new-case action on behalf of a Delaware entity, nor can they file a responsive pleading, like an answer. Any party listed in a case who is a company, corporation, or other non-individual party, must be represented by a licensed Delaware attorney.
3. The Court accepts Pro Se filings in paper form mailed to the Register in Chancery, in paper form by hand delivery at any of the Registers in Chancery, or by e-filing using the Court’s e-filing provider File and ServeXpress at <https://www.fileandservexpress.com>.
4. When filing a new civil action case in the Court of Chancery, the Pro Se person may contact one of the Registers in Chancery or may review and download the Civil Action Pro Se New-Case Instructions Packet from the court’s website at http://courts.delaware.gov/forms.
5. When filing a non-new case civil action document (an answer or responsive pleading), the Pro Se person may contact one of the Registers in Chancery or may review and download the Civil Action Answer/Response Non-New Case instructions packet from the court’s website at <http://courts.delaware.gov/forms>.
6. Persons choosing to use the Self-Represented Litigant system through the court’s e-filing provider, File and ServeExpress, should call one of the Register in Chancery offices to discuss the following with a staff member:
   1. Pro Se persons should review the fees associated with acquiring and using a Self-Represented Litigant (SRL) account as a subscription service with File and ServeXpress to e-file into a Court of Chancery civil action case;
   2. All costs or fees associated with using the SRL account cannot be waived, reduced, or refunded by the Court, and those SRL account fees will be invoiced directly to the Pro Se person by File and ServeXpress;
   3. Pursuant to Court of Chancery Rule 3(bb) the Pro Se person will be separately
   4. invoiced for the docketing fee of $2.00 per page for documents submitted via the SRL e-filing system and accepted into the case docket;
   5. Pro Se persons should review the Court of Chancery Operating Procedures and Best Practices found on the Court’s website regarding the e-filing requirements for all persons;
   6. Remember that the Register in Chancery cannot provide legal advice; and
   7. Pro Se persons using the SRL system on File and ServeXpress to e-file into an existing Court of Chancery civil action case, or to create a new civil action case, will abide by the Rules of the Court of Chancery, and the direction of the Register in Chancery.
7. Persons choosing to use the SRL system on File and ServeXpress to e-file into an existing Court of Chancery civil action case, or to create a new civil action case, are required to complete, sign and have notarized the Pro Se E-Filing Affidavit found on the court’s website at <http://courts.delaware.gov/forms>. The Pro Se E-Filing Affidavit must be included as a separate scanned document in the first transaction on the SRL system used to e-file into an existing case or to create a new civil action case in the Court of Chancery.
8. Additional information, Court Rules and forms may be found online at [http://courts.delaware.gov](http://courts.delaware.gove) then select Court of Chancery.

Please call the respective Register in Chancery in which you intend to file the new case, or to which your existing case is assigned. They are listed as the following: Georgetown (302) 856-5777, Dover (302) 735-1930, and Wilmington (302) 255-0544.