

**ADMINISTRATIVE DIRECTIVE
OF THE
CHIEF JUDGE OF THE COURT OF COMMON PLEAS
OF THE STATE OF DELAWARE
NO. 2008-2
E-FILING PROCEDURES**

This 29th, day of October 2008,

IT IS HEREBY DIRECTED that Administrative Directive 2008-1 is rescinded and that the following administrative procedures apply for e-filing pursuant to Civil Rule 79:

IT APPEARING that 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 appointment; and

IT FURTHER 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 Kent and New Castle Counties on November 3, 2008, such that the procedures herein shall have application to all civil proceedings in the Court of Common Pleas.

IT IS THEREFORE DIRECTED THAT:

A) Unless otherwise ordered by the Court, all civil proceedings are required to be e-filed in accordance with *Civil Rule 79*, except those categories of actions identified in “B” below.

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

- 1) Proceedings filed by *pro se* litigants; and
- 2) Proceedings commenced by the State of Delaware.
- 3) Proceedings otherwise excused from e-filing requirements by the Court for good cause shown.

C) The following filings must be e-filed in one upload or session with all the applicable listed documents attached in the order listed below:

- 1) Initial Complaint: Praeceptum and Complaint, Exhibits, Form 30 Interrogatories, Certificate of Value and Case Information Sheet.

- 2) A draft Summons to be executed and issued by the Court for each defendant to be served must be separately e-filed immediately after e-filing of the Complaint and listed attachments.

- 3) Answer or Responsive Pleading: Answer or Pleading, supporting Exhibits, supporting Affidavits and certificate of service or mailing.

- 4) Counterclaim, Crossclaim or Third Party Complaint: Counterclaim, Crossclaim or Third Party Complaint, supporting Exhibits, Affidavits and certificate of service or mailing.

- 5) Motions: Notice of Motion, Motion, Proposed Order, supporting Exhibits, supporting Affidavits, and certificate of service or mailing.

D) Effective January 1, 2009, a Court technology surcharge of 50 cents (\$.50) per document shall be assessed in each case e-filed with the Court for the purpose of a fund to operate the e-filing system. For the purposes of this paragraph, each of the filings with attached documents listed in paragraph C above shall be deemed one

“document” and assessed one 50 cent surcharge. All other documents e-filed shall be assessed on a per-document basis. However, if any one e-filing exceeds a total of fifteen (15) pages, an additional technology surcharge of 50 cents shall be assessed for each additional ten (10) pages filed. The Court shall expend these funds solely for purposes related to the operation and maintenance of the Court’s case management and e-filing system. The technology fee shall not be imposed on filings commenced by the State of Delaware or by persons who have been granted leave by the Court to proceed *in forma pauperis*. Payment of fees may be accomplished through a pre-established court debit account or credit card.

E) Registered e-Filing users are required to modify their profiles with any change in user name, attorney name, firm name, delivery address, fax number, or email address within ten (10) days of such change. This requirement is in addition to the continuing obligation of members of the Delaware Bar to notify the Clerk of the Supreme Court in writing within 30 days of any change in the information provided in the member’s most recent Annual Registration statement pursuant to *Supreme Court Rule 69(b)*.

F) Each electronically filed document shall be deemed to have been signed by the attorney, or party not represented by an attorney, authorizing such filing, and shall bear a facsimile or typed signature of such person. Each document e-filed by or on behalf of a party shall also include the typed name, address, and telephone number of the attorney or unrepresented party filing such document. Attorneys shall include their Delaware bar number. The e-filing of a document by a lawyer, or by another

under the authorization of a lawyer, shall constitute a signature of that lawyer under *Civil Rule 11*.

Each electronically filed declaration and affidavit shall be deemed to have been signed by the declarant or affiant if 1) it bears an image of the signature of the declarant or affiant, and an image of the notary signature and seal where applicable; and 2) an attorney, or party not represented by an attorney, has authorized such filing. The original affidavit or declaration filed or served electronically, shall be maintained by the party filing the affidavit during the pendency of the litigation, and shall be made available, upon reasonable notice, for inspection by other counsel or the Court.

G) The summons as set forth in this Administrative Directive shall be printed out by the Civil Clerk, signed, sealed, and scanned and e-filed. The Civil Clerk shall notify the plaintiff's counsel electronically who shall file the same with the process server. Thereafter, plaintiff's counsel shall e-file this praecipe and service documents indicating the process server has perfected service.

H) This Directive is effective November 3, 2008.

BY THE CHIEF JUDGE

/s/ Alex J. Smalls