

Module 4 – Requesting an eFlex Logon ID

The system assigns accounts based on your

- Bar ID (for attorneys)
- Form 50 number (for agents)
- Contexte ID (for Pro Se filers representing themselves)

You may only have one account per category (Bar/Agent/Pro Se). For example, a Form 50 Agent who represents two companies will only have one eFlex account using the same FA number but if they also file as a Pro Se Filer, they will have a second account using their Pro Se Court ID (also known as Contexte ID).

To establish a password and logon, go to the **Live Production Version** logon screen (<https://eflex.courts.delaware.gov/ecf>).

Click on the 'Request Access' button, and complete the on-line screens

**eFiling system for the
State of Delaware Judiciary**
Justice of the Peace Court

Welcome to EFLEX

Log In

User Name

Password

Log In [Forgot Your Password?](#)
[Forgot Your User Name?](#)

New Users

If you have not signed in before, please request a user account.

Request Account

**DELAWARE STATE COURTS
EFLEX FOR ELECTRONIC FILING**

For questions regarding a civil filing, email the court. Visit [our website](#) for email addresses.

Effective March 16, 2020, JP Court 13 [moved to a new location.](#)

For information on e-filing in the Justice of the Peace court, visit [Electronic Filing in the Delaware Judiciary.](#)

Our forms are changing - please [check our website](#) for the most up to date documents.

Review our complete [list of reasons](#) a filing can be rejected prior to submission.

ALL CHECKS SHOULD BE PAYABLE TO THE STATE OF DELAWARE.

For case specific or technical questions please visit [eFlex support contact information.](#)

The eFlex system may not be available from 8:30pm -10:00pm

Module 4 – Requesting an eFlex Logon ID

On the first screen, read the User Agreement and then select “I Agree” to the Terms and Conditions, and click the ‘Submit’ button.

State of Delaware Judiciary eFiling System TEST

User Agreement

User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

This serves as your Efile Agreement with the Delaware State Courts for the purpose of eFiling court case documents using the eFlex Electronic Filing System and will remain in effect as long as you are an active registered user. By registering for an eFlex account you consent to the following:

- Submit court filings electronically on court cases for which you are an active party or attorney of record.
- Replacement of a signature on filed documents by a login process with a username and password followed by an approval process.
- Accept electronic notices by email as a valid and effective service for all electronically filed documents replacing the need for paper notifications except for a complaint, petition or other document that must be served with a summons, in addition to a summons or subpoena.
- Understand that email addresses supplied by the registered user via the username/password accessed Efile Account supersede the court's case management system for the purpose of electronic notification resulting in valid and effective service of filed documents.

accept the terms of the user agreement

do not accept the terms of the user agreement

Cancel Submit

On the next screen, select your Role and click next.

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User Agreement ⇒ Select User Role

USER ROLES

Select your user role:

Agent

Attorney

Pro Se

Cancel Next

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If you selected Attorney or Agent the next screen will require you to select your Company or Firm name from the drop down box list. (if you selected Pro Se this step is skipped).

State of Delaware Judiciary eFiling System TEST

User Agreement ⇒ Select User Role ⇒ Select User Organization

Select an Organization

Select the organization you belong to or type it in below:

Existing

New

EIN:

If you are a Form 50 Agent and don't see your company listed, select "FORM 50 AGENTS".

If you are a Form 50 Agent for multiple companies, select "MULTI-COMPANY FORM 50 AGENTS".

If you are an attorney and you don't see your firm listed, select "PRIVATE PRACTICE".

Click 'Submit' to move to the next screen.

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On the final screen, complete the information shown:

User Name: Can be anything you desire. User names are case sensitive.

Password: At least 8 characters, must contain a symbol, and must be different than your username. Passwords are case sensitive.

Title: Optional

First Name: Required

Middle Name: Optional

Last Name: Required

Suffix Name: Optional

Bar/FA Number: Attorneys - Enter Bar ID's in 6 digits (pad front of # with zeroes);

FA Agents - include the letters "FA" and the number (no spaces, no number signs).

If you are applying to become an agent and never had an FA number enter "FORM50".

Pro-Se filers: skip this field.

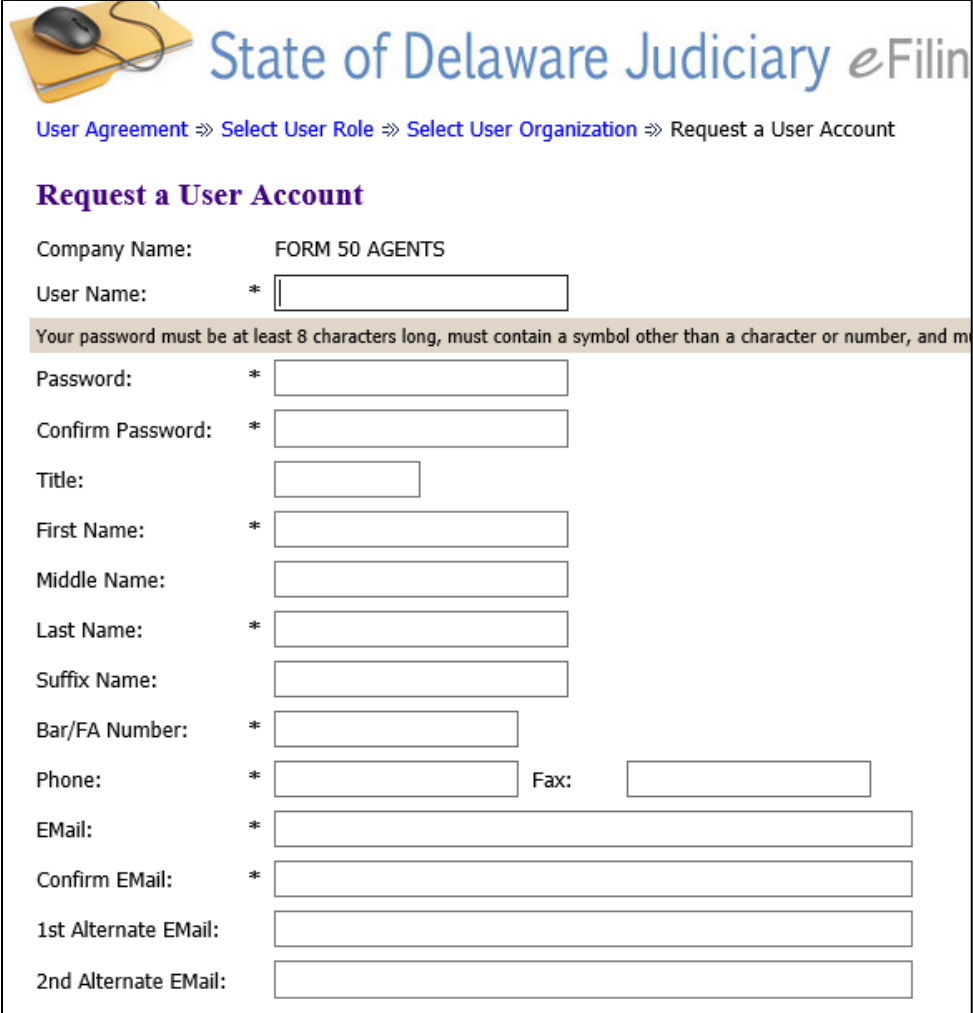
Contexte ID: Only for Pro-Se filers (leave blank if not known).

Phone: Required

Fax: Optional

Email: Required. All

E-mail addresses entered will receive notices of actions on this person's case filings. First email will receive messages about password resets.



State of Delaware Judiciary eFiling

[User Agreement](#) ⇒ [Select User Role](#) ⇒ [Select User Organization](#) ⇒ Request a User Account

Request a User Account

Company Name: FORM 50 AGENTS

User Name: *

Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your username.

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Bar/FA Number: *

Phone: * Fax:

Email: *

Confirm EMail: *

1st Alternate EMail:

2nd Alternate EMail:

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Company

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

Use My

Address: Enter a different mailing address if necessary.

Use My Company's Address

Use My Address

Address Line 1: *

Address Line 2:


Address Line 3:

City: * State:

Postal Code: * Country:

Click 'Submit' to send your request to the Courts.

A message will appear indicating that you will be notified when your logon has been approved by "your administrator" who is actually the eFlex System Administrator at the Delaware Courts, not your company's administrator.



State of Delaware Judiciary eFiling System **TEST**

User Account Requested

User Account Requested

Your request to be registered as a user of the eFlex System has been submitted. Once **your administrator** has approved your request you will be able to login under the below username with the password you requested.

nadine granke

User Name: nadine
Bar/FA Number:
Phone: (302) 333-3333
Fax:
EMail: kim.steele@delaware.gov
Address: 123 main st
hockessin, DE 19707
US

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