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.
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.

On the next screen, select your Role and click next.
Module 4 – Requesting an eFlex Logon ID

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).

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.
Module 4 – Requesting an eFlex Logon ID

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.
Module 4 – Requesting an eFlex Logon ID

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

Use My Address: Enter a different mailing address if necessary.

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.

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